



SIPS Annual Training Brochure

2025 – 2026

| | |
|--------------------------------------------------|----------------|
| Introduction | Page 2 |
| <hr/> | |
| Service Areas | |
| <hr/> | |
| Carbon Literacy Training | Page 3 |
| <hr/> | |
| Governor and Trustee Training | Page 4 – 8 |
| <hr/> | |
| HR | Page 9 – 10 |
| <hr/> | |
| IT | Page 11 – 16 |
| <hr/> | |
| Music | Page 17 – 18 |
| <hr/> | |
| Safety Management (including First Aid and GDPR) | Page 19 – 27 |
| <hr/> | |
| Schools Finance | Page 28 – 29 |
| <hr/> | |
| Cancellation Charges | Page 30 |
| <hr/> | |

Introduction



Welcome to SIPS Education's training brochure, showcasing our entire training offer specifically designed for schools, academies and multi academy trusts.



We have a wide range of high-quality training opportunities for the whole school that are designed to support and aid the drive for continuous school improvement. With the pace of change in education showing little sign of slowing, we have tailored our courses to provide you with the knowledge and skills needed to create the right conditions for high performance in your school.



Hopefully, you will find a course to suit you, however if there are any topics for which we can provide training and assistance that are not featured in this brochure, then we are happy to provide bespoke training sessions for you and your school. For further details contact training@sips.co.uk

****The minimum number of participants required to run a course effectively is three, should the minimum number of participants not be met, the course may be rescheduled or cancelled.***



All training can be booked through the SIPS Learning platform with some exciting innovations coming soon that will enhance our training provision. For more details on how to access SIPS Learning please contact [**training@sips.co.uk**](mailto:training@sips.co.uk)

As the climate crisis intensifies, the role of educational establishments in shaping a sustainable future has never been more critical. In response, the DfE has set a clear directive: by the end of 2025, all schools must appoint a Sustainability Lead and implement a Climate Action Plan.

The recommended training for those involved in this area of work is the accredited 'Carbon Literacy' course – a globally unique climate action initiative developed by The Carbon Literacy Project. During one-days' worth of interactive online training, learners will:

- Learn about all sources of carbon emissions and how these can be addressed in the education sector*
- Discover how low-carbon actions can be beneficial to schools*
- Understand the scale of the challenge, what they need to do, and which actions will have the greatest impact in helping your school reach net zero*
- Commit to two significant carbon reduction actions within their own control to reduce your school's carbon footprint*
- Be empowered to make informed everyday low carbon choices*
- Be empowered to talk to others about climate change*

| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
|------------------|-----------------------------|-----------------|-----------------------|------------------|--------------|----------|
| Autumn Term 2025 | | | | | | |
| All Schools | Carbon Literacy for Schools | All Schools | 22/10/2025 | 9.00am – 4.30pm | Laura Hadley | Online |
| All Schools | Carbon Literacy for Schools | All Schools | 1/12/2025 & 3/12/2025 | 9.00am – 12.30pm | Laura Hadley | Online |

| *Course Price (All prices are exclusive of VAT) | Cost £ | |
|-------------------------------------------------|---------|--------------|
| Carbon Literacy | £165.00 | Per delegate |

Governor and Trustee Training



We believe that good quality and relevant training is essential if Governing Boards and Trust Boards are to discharge their responsibilities effectively and efficiently.

SIPS Education offers a training programme for Governors and Trustees of all levels and experience and draws on both the Maintained Schools Governance Guidance and the Academy Trust Governance Guide to support your journey as a Governor or Trustee.

If you are new to governing, we strongly recommend that you complete our new e-learning induction training as the best way of giving you a good understanding in what it means to be a school Governor or Trustee.

If you are more experienced you may feel that you know your role well, however, as guidance, legislation and policy are constantly changing it is useful to keep yourself up to date by attending ongoing training regularly.

In addition to training courses, we hold termly Chairs Briefings – preparing for the term, these are open to all governors and trustees and will include a termly agenda briefing and cover local and national changes and developments you need to be aware of. It will also provide an opportunity to network with other governors/trustees.

All training courses are held virtually via MS Teams or Zoom.

***Please note if you school has purchased the Governor and Trustee Training Programme all courses except Safer Recruitment and Safer Recruitment Refresher are included in the package.**

****The minimum number of participants required to run a course effectively is three, should the minimum number of participants not be met, the course may be rescheduled or cancelled.***

Bespoke Training

We can also offer bespoke training for your Governing Board or Trust Board.

Sometimes, your training needs will be bespoke to the needs of your board and may require the involvement of all Governors or Trustees. We are able to provide school-based expert led training sessions to meet your needs.

The cost of this type of training will be bespoke to each session and prices are available on request.

Please contact governortraining@sips.co.uk for more information.

*Course Prices (All prices are exclusive of VAT)

Please note all *course prices are subject to change

| Cost £ | | |
|---------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full Training Package (Provides unlimited access for all governors) | £850.00 | Excludes Safer Recruitment and Safer Recruitment Refresher (these will be charged separately) |
| Safer Recruitment | £110.00 | Per delegate |
| Safer Recruitment Refresher | £60.00 | Per delegate (training for delegates that have completed the whole day course previously) |
| Pay As You Go | £130.00 | If you do not wish to purchase the training package, you can access training courses on a 'pay as you go' bases. These are charged per session, per Governor |

Governor and Trustee Training



| Autumn Term 2025 | | | | | | |
|-----------------------|-------------------------------------------------------------------------|--------------------|------------|-------------------|--------------------------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| Accountability | Decision Making | Governor/Trustee's | 10/09/2025 | 5.30pm – 7.00pm | Lara Angell | Online |
| Compliance | Safeguarding Level 1 | Governor/Trustee's | 17/09/2025 | 10.00am – 12.00pm | Ella Savell-Boss / Beth Davies | Online |
| Strategic Leadership | Leading from the Chair | Governor/Trustee's | 18/09/2025 | 5.30pm – 7.00pm | Lara Angell | Online |
| Compliance | An introduction to SEND | Governor/Trustee's | 23/09/2025 | 5.30pm – 7.00pm | Adam Boddison | Online |
| Strategic Leadership | Headteacher/Principal Appraisal | Governor/Trustee's | 25/09/2025 | 5.30pm – 7.00pm | Kim Whiting | Online |
| Compliance | Safer Recruitment (Day 1 of 2) – delegates need to attend both sessions | Governor/Trustee's | 30/09/2025 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Strategic Leadership | Introduction to Vision, Culture, Ethos, and Strategic Direction | Governors | 02/10/2025 | 5.30pm – 7.00pm | Lara Angell | Online |
| Compliance | Safer Recruitment (Day 2 of 2) – delegates need to attend both sessions | Governor/Trustee's | 07/10/2025 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Governance Structures | Role of Link Governors/Trustees and Visits into School | Governor/Trustee's | 09/10/2025 | 12:00pm – 12.45pm | Lara Angell | Online |
| Accountability | Governance Guides | Governor/Trustee's | 14/10/2025 | 6.00pm – 6.45pm | Lara Angell | Online |
| Strategic Leadership | School Attendance | Governor/Trustee's | 16/10/2025 | 5.30pm – 7.00pm | Louise Morris | Online |
| Compliance | School Admissions | Governor/Trustee's | 21/10/2025 | 10.00am – 11.00am | Jenna Hodgetts | Online |
| Strategic Leadership | Effective Relationships with Senior Leaders | Governor/Trustee's | 22/10/2025 | 5.30pm – 7.00pm | Kim Whiting | Online |
| People | Equality, Diversity and Inclusion | Governor/Trustee's | 23/10/2025 | 12.30pm – 1.30pm | Simon Bond | Online |
| Compliance | SEND and Accountability | Governor/Trustee's | 03/11/2025 | 10.00am – 11.30am | Adam Boddison | Online |
| Compliance | Safer Recruitment (Refresher) | Governor/Trustee's | 11/11/2025 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Compliance | Pupil Exclusion and Appeals | Governor/Trustee's | 13/11/2025 | 5.30pm – 7.00pm | Lara Angell | Online |
| People | Role of the Health and Safety Governor | Governors | 17/11/2025 | 10:00am – 12.30pm | Sally Woodvine | Online |

Governor and Trustee Training



| Autumn Term 2025 | | | | | | |
|----------------------|-------------------------------------------------|--------------------|------------|-------------------|-------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| Strategic Leadership | Governors' Role - Dealing with Complaints | Governor/Trustee's | 27/11/2025 | 6.00pm - 7.30pm | Lara Angell | Online |
| People | Chairs Briefing - Preparing for the Spring Term | Governor/Trustee's | 04/12/2025 | 10.00am - 11.00am | Lara Angell | Online |
| Accountability | Performance Accountability | Governor/Trustee's | 04/12/2025 | 5.30pm - 7.00pm | Kim Whiting | Online |
| Accountability | Ofsted - Are you ready? | Governors | 10/12/2025 | 6.00pm - 7.30pm | Susan Lowry | Online |

Governor and Trustee Training



| Spring Term 2026 | | | | | | |
|----------------------|----------------------------------------------------------------|--------------------|------------|-------------------|------------------------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| Accountability | Decision Making | Governor/Trustee's | 08/01/2026 | 5.30pm - 7.00pm | Lara Angell | Online |
| People | Staff Workload and Wellbeing | Governor/Trustee's | 13/01/2026 | 6.00pm - 6.45pm | Lara Angell | Online |
| People | How to be an effective Committee Chair | Governor/Trustee's | 19/01/2026 | 6.00pm - 7.30pm | Lara Angell | Online |
| Compliance | Online Safety - Digital Resilience and Cyber Security | Governor/Trustee's | 27/01/2026 | 10.00am - 12.00pm | Nicola Rudge | Online |
| Strategic Leadership | School Attendance | Governor/Trustee's | 02/02/2026 | 10.00am - 11.30am | Louise Morris | Online |
| Compliance | Safeguarding Level 1 | Governor/Trustee's | 05/02/2026 | 6.00pm - 8.00pm | Ella Savell Boss/Beth Davies | Online |
| Compliance | School Admissions | Governor/Trustee's | 10/02/2026 | 5.30pm - 6.30pm | Jenna Hodgetts | Online |
| Accountability | Financial Management and Monitoring | Governors | 24/02/2026 | 5.30pm - 7.00pm | Kim Whiting | Online |
| Compliance | Governance for Special Schools and Specialist Settings | Governor/Trustee's | 25/02/2026 | 5.30pm - 7.00pm | Adam Boddison | Online |
| Accountability | Ofsted - Are you ready? | Governors | 03/03/2026 | 6.00pm - 7.30pm | Susan Lowry | Online |
| Accountability | Data Analysis | Governor/Trustee's | 05/03/2026 | 5.30pm - 7.00pm | Kim Whiting | Online |
| Strategic Leadership | Governors' Role - Dealing with Complaints | Governor/Trustee's | 10/03/2026 | 10.00am - 11.30am | Lara Angell | Online |
| People | Chairs Briefing - preparing for the Summer Term | Governor/Trustee's | 12/03/2026 | 11.00am - 12.00pm | Lara Angell | Online |
| Compliance | Safer Recruitment (Refresher) | Governor/Trustee's | 17/03/2026 | 9.30am - 12.30pm | Kate Shadwell | Online |
| Compliance | Pupil Exclusions and Appeals | Governor/Trustee's | 19/03/2026 | 10.00am - 11.30am | Lara Angell | Online |
| Strategic Leadership | Introduction to Vision, Culture, Ethos and Strategic Direction | Governor/Trustee's | 24/03/2026 | 6.00pm - 7.30pm | Lara Angell | Online |

Governor and Trustee Training



| Summer Term 2026 | | | | | | |
|----------------------|-------------------------------------------------------------------------|--------------------|------------|-------------------|------------------------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| Compliance | Working Effectively with SENCOs and School Leaders | Governor/Trustee's | 21/04/2026 | 10.00am – 11.30am | Adam Boddison | Online |
| Compliance | Does your school have a broad and balanced curriculum? | Governors | 28/04/2026 | 10.00am – 11.30am | Susan Lowry | Online |
| People | How to ensure your governing board works effectively as a team | Governors | 30/04/2026 | 5.30pm – 7.00pm | Lara Angell | Online |
| Accountability | Ofsted – Are you Ready? | Governors | 06/05/2026 | 10.00am – 11.30am | Susan Lowry | Online |
| Compliance | Safer Recruitment (Day 1 of 2) – delegates need to attend both sessions | Governor/Trustee's | 12/05/2026 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Compliance | Safer Recruitment (Day 2 of 2) – delegates need to attend both sessions | Governor/Trustee's | 19/05/2026 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Accountability | Performance Accountability | Governor/Trustee's | 20/05/2026 | 10.00am – 11.30am | Kim Whiting | Online |
| Compliance | Equality, Diversity and Inclusion | Governor/Trustee's | 21/05/2026 | 12.30pm – 1.30pm | Simon Bond | Online |
| Compliance | Safeguarding Level 1 | Governor/Trustee's | 02/06/2026 | 10.00am – 12.00pm | Ella Savell-Boss/Beth Davies | Online |
| Compliance | School Admissions | Governor/Trustee's | 04/06/2026 | 10.00am – 11.00am | Jenna Hodgetts | Online |
| Evaluation | Undertaking a SEND Review | Governor/Trustee's | 10/06/2026 | 5.30pm – 7.00pm | Adam Boddison | Online |
| Compliance | Online Safety – Digital Resilience and Cyber Security | Governor/Trustee's | 18/06/2026 | 5.30pm – 7.30pm | Nicola Rudge | Online |
| Strategic Leadership | School Attendance | Governor/Trustee's | 24/06/2026 | 5.30pm – 7.00pm | Louise Morris | Online |
| Accountability | Decision Making | Governor/Trustee's | 02/07/2026 | 10.00am – 11.30am | Lara Angell | Online |
| People | Chairs Briefing – preparing for the Autumn Term | Governor/Trustee's | 07/07/2026 | 11.00am – 12.00pm | Lara Angell | Online |
| Compliance | Academy Trust Handbook | Trustee's only | 09/07/2026 | 6.00pm – 6.45pm | Lara Angell | Online |
| Accountability | Data Analysis | Governor/Trustee's | 13/07/2026 | 5.30pm – 7.00pm | Kim Whiting | Online |

Our HR Service offers flexible, tailored support when you need it to ensure that your people are engaged and motivated to deliver. We know that running a busy school involves recruiting and developing your teaching and support staff, so they make a real difference to pupil attainment and achievement. HR issues can be time consuming and need to be resolved as quickly as possible. We offer quality HR training delivered by experienced HR professionals to equip you with the HR skills you need. Training can be delivered remotely or face-to-face.

We offer *bespoke training on a range of topics including:

- Managing Sickness Absence
- Managing Performance and Appraisals
- Managing Disciplinarys
- Managing Grievances
- HR for beginners
- Redundancy and restructuring
- Dealing with Low Level Concerns
- Dealing with Flexible Working Requests
- Prevention of Sexual Harassment
- Safer recruitment
- Recruitment
- Difficult Conversations

*Bespoke sessions are tailored to meet the school’s needs and can cover a range of topics in one session.

To help schools accommodate training for larger groups of staff we can also design pre-recorded training materials, that are tailored to your individual needs and policies. We can also provide tests to assess delegates’ understanding of the training on request. Please contact hrc@sips.co.uk for further information.

| *Course Prices (All prices are exclusive of VAT) | Cost £ | |
|---------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Safer Recruitment | £110.00 – 2 for 1 special offer (£110.00 for 2 delegates) | Per delegate |
| Safer Recruitment – Refresher | £60.00 – 2 for 1 special offer (£60.00 for 2 delegates) | Per delegate – training for delegates that have previously completed the whole day course |
| A Practical Guide to the Schools’ Single Central Record | £99.00 | Per delegate |
| *Bespoke session | £300.00 | 2-hour session |
| *Bespoke session | £425.00 | Half a day session |
| *Bespoke session | £685.00 | Full day session |

Please note all *course prices are subject to change

| Autumn Term 2025 | | | | | | |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------|------------------|---------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| HR Consultancy | Safer Recruitment (2-half day sessions) (2 for 1 on all bookings) | SLT, Governors and other staff with recruitment responsibilities | 30/09/2025 and 07/10/2025 | 9.30am – 12.30pm | Kate Shadwell | Online |
| HR Transactional | A Practical Guide to the Schools’ Single Central Record | SLT, Governors and other staff with recruitment responsibilities | 15/10/2025 | 9:30am – 1.00pm | Tony Lampert | Online |
| HR Consultancy | Safer Recruitment – Refresher (2 for 1 on all bookings) Note – this training is for delegates that have previously completed the whole day course | SLT, Governors and other staff with recruitment responsibilities | 11/11/2025 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Spring Term 2026 | | | | | | |
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| HR Consultancy | Safer Recruitment – Refresher (2 for 1 on all bookings) Note – this training is for delegates that have previously completed the whole day course | SLT, Governors and other staff with recruitment responsibilities | 17/03/2026 | 9.30am – 12.30pm | Kate Shadwell | Online |
| Summer Term 2026 | | | | | | |
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| HR Consultancy | Safer Recruitment (2-half day sessions) (2 for 1 on all bookings) | SLT, Governors and other staff with recruitment responsibilities | 12/05/2026 and 19/05/2026 | 9.30am – 12.30pm | Kate Shadwell | Online |

SIPS IT is a team of qualified and experienced support specialists, each of whom individually excel in their field of expertise, while collectively uniting to work together to support every member of your staff. We currently support over 250 schools in 14 local authorities across The Midlands. We focus on maximising the potential of your technology, and help you understand and use your data to improve outcomes for your staff and pupils. We have a “can-do” attitude and work hard to consistently exceed expectation, with a hands-on approach, we offer prompt responses and excellent customer service with every one of the team involved with customer support.

We offer a comprehensive support service, not just a Service Desk. We offer a range of courses, either online or face to face. We can also offer bespoke or tailored training for your school. Please contact IT@sips.co.uk for more information.

***Course Prices (All prices are exclusive of VAT)**

BasePlus+ Customers – all IT courses are included as part of your subscription

| Base Customer – Course Prices | | |
|-------------------------------|----------|----------|
| | Full Day | Half Day |
| On-site | £150.00 | £90.00 |
| Virtual Courses | £100.00 | |
| Digital training courses | N/A | £50.00 |

| Non-Subscribing Customer – Course Prices | | |
|------------------------------------------|----------|----------|
| | Full Day | Half Day |
| On-site | £200.00 | £110.00 |
| Virtual Courses | £150.00 | |
| Digital training courses | N/A | £75.00 |

Please note all *course prices are subject to change

| Autumn Term 2025 | | | | | | |
|---------------------------------------------------|---------------------------------------------------------|---------------------------------------------------|------------|-------------------|--------------------------------|----------------|
| School Pupil Census: Thursday 2 October 2025 | | | | | | |
| School Workforce Census: Thursday 6 November 2025 | | | | | | |
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| Arbor Schools | Arbor – Student and Guardian Profiles | All Arbor Schools | 02/09/2025 | 10.00am – 12:00pm | Mark Simner | Online |
| Arbor Schools | Arbor – Attendance Management | All Arbor Schools | 04/09/2025 | 10.00am – 12:00pm | Mark Simner | Online |
| SIMS Secondary Schools | SIMS.net – Day to Day Changes in Academic Management | All SIMS Secondary Schools | 09/09/2025 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| Arbor Schools | Arbor – Day to Day Changes in Timetable Administration | All Arbor Secondary Schools | 11/09/2025 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| SIMS / Nova T6 Secondary Schools | SIMS.net – Day to Day Changes in NovaT6 | All SIMS Secondary Schools | 17/09/2025 | 2.00pm – 4.00pm | Tracey Richards | Online |
| SIMS Secondary Schools with Post 16 Students | SIMS.net – Post 16 Learning Aims and Sixth Form Funding | All SIMS Secondary Schools with Post 16 Students | 15/09/2025 | 9:30am – 12:00pm | Carole Greensill / Mark Simner | Online |
| Arbor Secondary Schools with Post 16 Students | Arbor – Post 16 Learning Aims and Sixth Form Funding | All Arbor Secondary Schools with Post 16 Students | 15/09/2025 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| SIMS Secondary Schools | SIMS.net – Exams Organiser | All SIMS Secondary Schools | 16/09/2025 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| SIMS Primary Schools | SIMS.net – Pupil Census Update (Primary) | All SIMS Primary Schools | 22/09/2025 | 2.00pm – 3.30pm | Jacqui Smith | Online |
| SIMS Secondary Schools | SIMS.net – Pupil Census Update (Secondary) | All SIMS Secondary Schools | 23/09/2025 | 10.00am – 11.30am | Jacqui Smith | Online |
| All SIMS Schools | SIMS.net – Introduction to Assessment | All SIMS Schools | 24/09/2025 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| All Arbor Schools | Arbor – Introduction to Summative Assessment | All Arbor Schools | 25/09/2025 | 10.00am – 12.00pm | Mark Simner | Online |
| Arbor Primary Schools | Arbor – Pupil Census Update (Primary) | All Arbor Primary Schools | 25/09/2025 | 10.00am – 12.00pm | Jacqui Smith | Online |
| SIMS Primary Schools | SIMS.net – Pupil Census Update (Primary) | All SIMS Primary Schools | 26/09/2025 | 10.00am – 11.30am | Jacqui Smith | Online |
| Arbor Schools | Arbor Custom Report Writer | All Arbor Schools | 07/10/2025 | 10.00am – 12:00pm | Mark Simner | Online |
| Arbor Schools | Arbor – Personnel Profiles | All Arbor Schools | 15/10/2025 | 10.00am – 12:00pm | Jacqui Smith | Online |
| All SIMS Schools | SIMS.net – School Workforce Census | All SIMS Schools | 16/10/2025 | 10.00am – 12.00pm | Jacqui Smith | Online |
| All SIMS Schools | SIMS.net – School Workforce Census | All SIMS Schools | 20/10/2025 | 10.00am – 12:00pm | Jacqui Smith | Online |
| All SIMS Schools | SIMS.net – School Workforce Census | All SIMS Schools | 23/10/2025 | 2.00pm – 4.00pm | Jacqui Smith | Online |
| Arbor Schools | Arbor – Single Central Record | All Arbor Schools | 14/11/2025 | 10.00am – 12:00pm | Jacqui Smith | Online |

| Spring Term 2026 | | | | | | |
|------------------------------------------------------|--------------------------------------------------------|-----------------------------|------------|-------------------|------------------|----------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| School Pupil Census: Thursday 15 January 2026 | | | | | | |
| SIMS Primary Schools | SIMS.net – Pupil Census Update (Primary) | All SIMS Primary Schools | 06/01/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| SIMS Secondary Schools | SIMS.net – Exams Organiser | All SIMS Secondary Schools | 06/01/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| SIMS Primary Schools | SIMS.net – Pupil Census Update (Primary) | All SIMS Primary Schools | 07/01/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| Arbor Schools | Arbor – Pupil Census Update | All Arbor Schools | 07/01/2026 | 2.00pm – 3.30pm | Jacqui Smith | Online |
| SIMS Secondary Schools | SIMS.net – Pupil Census Update (Secondary) | All SIMS Secondary Schools | 09/01/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| SIMS Schools | SIMS.net – Intro to Assessment | All SIMS Schools | 13/01/2026 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| Arbor Secondary Schools | Arbor Examinations (Session 1 of 2) | All Arbor Secondary Schools | 14/01/2026 | 1.30pm – 4.00pm | Carole Greensill | Online |
| SIMS Secondary Schools | SIMS.net – Cover for New Users / Refresher | All SIMS Secondary Schools | 20/01/2026 | 10.00am – 12:00pm | Mark Simner | Online |
| Arbor Secondary Schools | Arbor – Day to Day changes in Timetable Administration | All Arbor Secondary Schools | 26/01/2026 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| All Secondary Schools | NovaT6 (Day 1 of 2) | All Secondary Schools | 27/01/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| SIMS Secondary Schools | SIMS.net – Day to Day Changes in Academic Management | All SIMS Secondary Schools | 30/01/2026 | 10.00am – 11.00am | Stephanie Smith | Online |
| Secondary Schools | SIMS.net – Day to Day changes in NovaT6 | All Secondary Schools | 02/02/2026 | 2.00pm – 4.00pm | Tracey Richards | Online |
| All Secondary Schools | Introduction to TimeTabler – 2 days (Day 1 of 2) | All Secondary Schools | 03/02/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| All Arbor Schools | Arbor – Behaviour Management | All Arbor Schools | 03/02/2026 | 10.00am – 12.00pm | Mark Simner | Online |
| SIMS Schools | SIMS.net – Single Central Record | All SIMS Schools | 05/02/2026 | 1.30pm – 3.30pm | Jacqui Smith | Online |
| SIMS Schools | SIMS.net – Personnel Manager & Reporting | All SIMS Schools | 06/02/2026 | 10.00am – 12:00pm | Jacqui Smith | Online |
| Secondary Schools | Introduction to TimeTabler – 2 days (Day 2 of 2) | All Secondary Schools | 24/02/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| Arbor Schools | Arbor – Interventions | All Arbor Schools | 03/03/2026 | 10.00am – 12:00pm | Mark Simner | Online |
| Arbor Schools | Arbor – Examinations (Session 2 of 2) | All Arbor Schools | 04/03/2026 | 1.30pm – 4.00pm | Carole Greensill | Online |
| Arbor Schools | Arbor – Introduction to Summative Assessment | All Arbor Schools | 10/03/2026 | 10.00am – 12.00pm | Mark Simner | Online |
| SIMS Secondary Schools | SIMS – Pre-admissions (Secondary) | All SIMS Secondary Schools | 13/03/2026 | 10.00am – 11.30am | Jacqui Smith | Online |

Summer Term 2026

School Pupil Census: Thursday 14 May 2026

| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
|------------------------|--------------------------------------------------------|-----------------------------------|------------|-------------------|-----------------|----------------|
| Secondary Schools | NovaT6 (Day 2 of 2) | All Secondary Schools | 24/03/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| Arbor Schools | Arbor – DfE Statutory Assessments | All Arbor Primary Schools | 30/04/2026 | 10.00am – 12.00pm | Mark Simner | Online |
| Arbor Schools | Arbor – Pupil Census Update | All Arbor Schools | 05/05/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| SIMS Primary Schools | SIMS.net – DfE Statutory Assessments | All SIMS Primary Schools | 05/05/2026 | 10.00am – 12.00pm | Mark Simner | Online |
| SIMS Secondary Schools | SIMS.net – Day to Day Changes in NovaT6 | All SIMS Secondary Schools | 06/05/2026 | 2.00pm – 4:00pm | Tracey Richards | Online |
| SIMS Secondary Schools | SIMS (Next Gen) – Pupil Census Update – Secondary | All SIMS Secondary Schools | 07/05/2026 | 10.00am – 12:00pm | Jacqui Smith | Online |
| SIMS Primary Schools | SIMS (Next Gen) – Pupil Census Update – Primary | All SIMS Primary Schools | 07/05/2026 | 2.00pm – 4.00pm | Jacqui Smith | Online |
| SIMS Primary Schools | SIMS (Next Gen) – Pupil Census Update – Primary | All SIMS Primary Schools | 08/05/2026 | 10.00am – 12.00pm | Jacqui Smith | Online |
| Secondary Schools | NovaT6 – Drop in Workshop | All Secondary Schools | 12/05/2026 | 9.30am – 4.00pm | Tracey Richards | Guardian House |
| Arbor Schools | Arbor – Day to Day Changes in Timetable Administration | All Arbor Secondary Schools | 13/05/2026 | 2.00pm – 4:00pm | Stephanie Smith | Online |
| SIMS Schools | SIMS.net – Introduction to Assessment | All SIMS Schools | 14/05/2026 | 2.00pm – 4.00pm | Stephanie Smith | Online |
| SIMS Schools | SIMS.net – Pre-admissions (Primary) | All SIMS Primary Schools | 21/05/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| SIMS Schools | SIMS.net – Single Central Record | All SIMS Schools | 04/06/2026 | 10.00am – 12:00pm | Jacqui Smith | Online |
| Arbor Schools | Arbor – Personnel Profiles | All Arbor Schools | 08/06/2026 | 1.30pm– 3.30pm | Jacqui Smith | Online |
| SIMS Secondary Schools | SIMS.net – Pastoral End of Year Update | All SIMS Secondary Schools | 11/06/2026 | 10.00am – 12.00pm | Jacqui Smith | Online |
| SIMS Secondary Schools | SIMS.net – Academic Management (End of Year) | All SIMS Secondary Schools | 12/06/2026 | 10.00am – 12.00pm | Mark Simner | Online |
| SIMS Secondary Schools | SIMS.net – Pastoral End of Year Update | All SIMS Secondary Schools | 15/06/2026 | 10.00am – 12.00pm | Jacqui Smith | Online |
| Arbor Schools | Arbor – Pastoral Year End | All Arbor Schools | 18/06/2026 | 10.00am – 11.30am | Jacqui Smith | Online |
| All Schools | Fund Manager V8 End of Year Closedown | All Schools using Fund Manager V8 | 25/06/2026 | 1.00pm – 3.30pm | Wendy Woodhouse | Online |

| Summer Term 2026 | | | | | | |
|-----------------------------------------------|---------------------------------------------------|---------------------------------------------------|------------|-------------------|------------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| SIMS Primary Schools | SIMS.net – Pastoral End of Year Update (Primary) | All SIMS Primary Schools | 25/06/2026 | 10.00am – 12:00pm | Jacqui Smith | Online |
| SIMS Primary Schools | SIMS.net – Pastoral End of Year Update (Primary) | All SIMS Primary Schools | 29/06/2026 | 10.00am – 12:00pm | Jacqui Smith | Online |
| SIMS Secondary Schools with Post 16 Provision | SIMS.net – Course Manager & Post 16 Learning Aims | All SIMS Secondary Schools with Post 16 Provision | 30/06/2026 | 9:30am – 12:00pm | Carole Greensill | Online |
| SIMS Secondary Schools | SIMS.net – Managing Exam Results Day | All SIMS Secondary Schools | 06/07/2026 | 9:30am – 12:00pm | Carole Greensill | Online |
| Arbor Schools | Arbor – Managing Exam Results Day | All Arbor Secondary Schools | 08/07/2026 | 9.30am – 12.00pm | Carole Greensill | Online |
| SIMS Secondary Schools | SIMS.net – Managing Exam Results Day | All SIMS Secondary Schools | 13/07/2026 | 9.30am – 12.00pm | Carole Greensill | Online |

| Digital Online Video Courses – these courses are available in SIPS Learning within the Catalogue | | |
|--------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Course Title | Target Audience | Location |
| SIMS Further Reporting Skills | All SIMS Schools | Video (Catalogue) |
| Introduction to SIMS Employment | All SIMS Schools | Video (Catalogue) |
| Introduction to SIMS Personnel | All SIMS Schools | Video (Catalogue) |
| Introduction to SIMS Professional details | All SIMS Schools | Video (Catalogue) |
| SIMS Attendance Letters | All SIMS Schools | Video (Catalogue) |
| SIMS Behaviour Management | All SIMS Schools | Video (Catalogue) |
| SIMS Housekeeping | All SIMS Schools | Video (Catalogue) |
| SIMS Student Records | All SIMS Schools | Video (Catalogue) |
| Single Central Record | All SIMS Schools | Video (Catalogue) |
| SIMS Basic Reporting Skills | All SIMS Schools | Video (Catalogue) |
| SIMS Domestic Exams (Exams Organiser) | All SIMS Schools | Video (Catalogue) |
| SIMS SEND | All SIMS Schools | Video (Catalogue) |
| SIMS Home Page Routines | All SIMS Schools | Video (Catalogue) |
| Arbor Student and Guardian Profiles | All Arbor Schools | Video (Catalogue) |
| Arbor Custom Report Writer | All Arbor Schools | Video (Catalogue) |
| Arbor Attendance Management | All Arbor Schools | Video (Catalogue) |

Music



An important part of our role as Sandwell Music Education Hub (SIPS Music and Arts Service) is to provide opportunities for teachers to take part in specialist training and networking to support their CPD and meet the requirements of the National Curriculum for Music, Model Music Curriculum and National Plan for Music Education June 2022.

We offer a range of centralised training courses all **FREE** to Sandwell schools and delivered by highly skilled music educators.

We recognise that not every school is able to employ a teacher with a music specialism and so we take this into consideration through providing a variety of support packages.

For a staff meeting or bespoke Music CPD in your school, we are able to deliver to your whole team, focusing on specific aspects of music teaching and music pedagogy. We can also deliver fun activities and well-being sessions for team building activities through fun musical experiences.

Please contact music@sips.co.uk for more information.

| Autumn Term 2025 | | | | | | |
|-----------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------|-----------------|--------------|----------------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Primary Schools | Music Making in EYFS | All Primary Schools | 17/09/2025 | 1.00pm - 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Primary Schools | Primary Singing | All Primary Schools | 01/10/2025 | 1.00pm - 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Secondary Schools | Singing in Secondary | Secondary Schools (Music Teachers) | 08/10/2025 | 1.00pm - 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Primary Schools | Making Music in the Classroom: Developing musicianship | All Primary Schools (Teaching staff) | 05/11/2025 | 1.00pm - 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Primary Schools | National Guidance for Music Education: OFSTED Music Subject updates and School Music Development plans | All Primary Schools (Music coordinators/leads/teachers/SLT) | 12/11/2025 | 1.00pm - 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |

| Spring Term 2026 | | | | | | |
|---------------------|------------------------------|--------------------------------------------------------------------------------------------------|------------|-----------------|---------------|----------------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Primary Schools | Music Making in EYFS | All Primary Schools | 14/01/2026 | 1.00pm – 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Primary Schools | Music Composition in Primary | All Primary Schools (Teaching staff) | 21/01/2026 | 1.00pm – 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |
| All Primary Schools | Inclusive Music Making | All Primary Schools (teaching & support staff/music leads) | TBC | 1.00pm – 4.00pm | Rosie Rushton | Coneygre Youth Arts Centre |
| All Schools | Sensory Music Making | All Schools (music leads/teaching staff/staff working with a range of intellectual disabilities) | TBC | 1.00pm – 4.00pm | Rosie Rushton | Coneygre Youth Arts Centre |

| Summer Term 2026 | | | | | | |
|---------------------|----------------------|---------------------|------------|-----------------|--------------|----------------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Primary Schools | Music Making in EYFS | All Primary Schools | 22/04/2026 | 1.00pm – 4.00pm | Tonya Shaikh | Coneygre Youth Arts Centre |

Please contact music@sips.co.uk for more information.

Safety Management

Professional support from Safety Management Services

A premier professional service provider committed to helping ensure your learning environment is as safe as it can be. With unique access to SIPS professionals, you are not alone. Health & Safety, skills, experience and support are never far away.....

SIPS experienced team interpret technical and complex information to offer timely, specialist, professional advice, making it relevant to your unique learning environment and to empower you to confidently manage safety.

Training courses may be included as part of one of our Safety Management Services support packages for schools. Our comprehensive portfolio of virtual training, delivered primarily via Teams, may also be purchased independently, see page 19 for details of course prices.



Flexible/Bespoke Learning

We offer flexible learning through Health, Safety & Facilities Bitesize sessions. The demands of the 'day job' can make it challenging to leave site to attend a course. SIPS can come to you on site, through a 'no fuss' pre-agreed time that is convenient to you.

Bitesize sessions deliver knowledge that covers a broad range of subjects to groups of up to 15 delegates. Subjects include but are not exclusive to: General H&S, Infection control and protocol for dealing with bodily spills, Safe selection and use of step ladders, Principles of manual handling, Stress self-awareness.

eLearning – Online training and eLearning management system platform



Health and Safety eLearning

Our online training has been carefully selected to enable you to offer comprehensive and relevant training to all your school staff. Chosen to complement our face-to-face learning our package comprises five of the most requested essential Health and Safety topics. Your ClickHSE School Account offers a learning management platform to monitor and record all your H&S training, with up to 75 licenses per topic – a total 375 learning opportunities.

- Manual handling
- Slips, trips and falls
- Dealing with violence and aggression
- Working with display screen equipment (DSE)
- Safe working at heights

These additional specialised courses can be purchased individually or in bulk.

- Legionella awareness
- Electrical safety at work
- Anaphylaxis awareness and Epi-pen safe use (autoinjectors)

Fire Safety in Schools – In the Line of Fire

An online, award winning and Fire Brigade approved eLearning online training course helps staff understand the key fundamentals of fire safety awareness in schools.

SIPS Safety Management Services are pleased to offer at a very competitive price your online Fire Safety for Schools training (known as In the line of Fire).

Upon purchasing your licenses (available in bundles of 45, 75 or 150 licenses), you will receive access to the online learning management platform to monitor and record all your fire training.

For any eLearning queries, you will receive a unique log in for direct technical support from our eLearning provider via their intuitive cloud-based learning management system.

Contact training@sips.co.uk for more information.

With a duration of around 60 minutes, certification and CPD points are achieved upon successful completion.

Safety Management



***Course Prices (All prices are exclusive of VAT)**

| Accredited First Aid Courses | | Cost £ per Delegate |
|----------------------------------------------------------------------------------|---------------|---------------------|
| First Aid at Work | 3 days | £180.00 |
| First Aid at Work Requalification | 2 days | £110.00 |
| Paediatric First Aid | 2 days | £115.00 |
| Emergency First Aid | 1 day | £65.00 |
| Schools First Aid Awareness | ½ day | £65.00 |
| Basic Life Support Refresher (Resuscitation with AED) – (minimum of 6 delegates) | ½ day on site | POA |
| Emergency First Aid (minimum of 6 delegates) | 1 day on site | POA |
| First Aid (minimum of 6 delegates) | 1 day on site | POA |
| Schools First Aid Awareness (minimum of 6 delegates) | ½ day on site | POA |

| Accredited Health and Safety Courses | | Cost £ per Delegate |
|---------------------------------------------------------------|--------|---------------------|
| CIEH Intermediate Certificate for Health and Safety (Level 2) | 1 day | £178.00 |
| CIEH Intermediate Certificate for Health and Safety (Level 3) | 3 days | £325.50 |

| Other courses | | Cost £ per Delegate |
|------------------------------|--------------------------------------------------------------------|--------------------------------|
| Training Course Session | ½ day | From £60.00 |
| GDPR Bitesize Course Session | 2 hours | £75.00 |
| Bespoke Training Sessions | ½ day or 1 Full day | Available upon request |
| Training Programme package | 10 training places to be used on all non-accredited courses | £510.00 for 10 training places |

Bitesize Online Sessions are included in your flexible support and can be arranged for delivery in school, for up to 15 delegates.

Please note all *course prices are subject to change

Safety Management



| Autumn Term 2025 | | | | | | |
|------------------|----------------------------------------------------------------------------------------|-----------------|------------|------------------|----------------|----------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Schools | Fire Safety Management | All Schools | 15/09/2025 | 9.30am - 1.30pm | Carl Bust | Online |
| All Schools | Stress Awareness & HSE Standards | All Schools | 04/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Completion of Premise Log | All Schools | 06/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Understanding COSHH – H&S Awareness | All Schools | 11/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Completing COSHH Log and Risk Assessments | All Schools | 13/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Working with Contractors | All Schools | 18/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | General Risk Assessment | All Schools | 20/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | A Guide to RIDDOR | All Schools | 25/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Set up of Display Screen Equipment and Workstation | All Schools | 26/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Electrical Safety Guidance for Schools | All Schools | 27/11/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Manual Handling principles and practice | All Schools | 01/12/2025 | 9.30am - 1.30pm | Sally Woodvine | Guardian House |
| All Schools | Infection Control and Protocol for dealing with Bodily Spills | All Schools | 01/12/2025 | 3.30pm - 4.30pm | Sally Woodvine | Online |
| All Schools | Incident Investigation | All Schools | 02/12/2025 | 9.30am - 1.30pm | Sally Woodvine | Online |
| All Schools | Fire Safety Management (Annual Refresher) | All Schools | 10/12/2025 | 9.30am - 11.30am | Sally Woodvine | Online |
| All Schools | Safe selection and Use of Step Ladders and Working at Height Guidance | All Schools | 10/12/2025 | 3.30pm - 4.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Foundation Certificate in Occupational Health and Safety (Level 2 Qualification) | All Schools | 15/12/2025 | 9.30am - 4.30pm | Sally Woodvine | Guardian House |

| Spring Term 2026 | | | | | | |
|------------------|-------------------------------------------------------------------------------------------------------------|-----------------|------------|------------------|----------------|----------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Schools | General Risk Assessment | All Schools | 13/01/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Fire Safety Management | All Schools | 14/01/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Understanding COSHH – H&S Awareness | All Schools | 20/01/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification 3 days. (Day 1 of 3) | All Schools | 21/01/2026 | 9.30am – 4.30pm | Sally Woodvine | Online |
| All Schools | Fire Safety Management (Annual Refresher) | All Schools | 22/01/2026 | 9.30am – 11.30am | Sally Woodvine | Online |
| All Schools | Asbestos Awareness and Duty to Manage | All Schools | 27/01/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (Day 2 of 3) | All Schools | 28/01/2026 | 9.30am – 4.30pm | Sally Woodvine | Online |
| All Schools | Completing COSHH Log and Risk Assessments | All Schools | 03/02/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational Health and Safety (Level 3) (Day 3 of 3) | All Schools | 04/02/2026 | 9.30am – 4.30pm | Sally Woodvine | Guardian House |
| All Schools | Set up of Display Screen Equipment and Workstation | All Schools | 05/02/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Manual Handling principles and practical training | All Schools | 10/02/2026 | 9.30am – 1.30pm | Sally Woodvine | Guardian House |
| All Schools | *CIEH Foundation Certificate in Occupational Health and Safety Level 2 Qualification | All Schools | 11/02/2026 | 9.30am – 4.30pm | Sally Woodvine | Guardian House |
| All Schools | Stress Awareness & HSE Standards | All Schools | 25/02/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Completion of Premise Log | All Schools | 03/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Working with Contractors | All Schools | 05/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | A Guide to RIDDOR | All Schools | 10/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Incident Investigation | All Schools | 12/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | General Risk Assessment | All Schools | 17/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Routine School Inspections of Playground Equipment | All Schools | 24/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Legionella Awareness | All Schools | 25/03/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |

Please note all *course prices are subject to change

| Summer Term 2026 | | | | | | |
|------------------|---------------------------------------------------------------------------------------------------------------|-----------------|------------|------------------|----------------|----------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| All Schools | Fire Safety Management | All Schools | 15/04/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Asbestos Awareness and Duty to Manage | All Schools | 21/04/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Manual Handling principles and practical training | All Schools | 23/04/2026 | 9.30am – 1.30pm | Sally Woodvine | Guardian House |
| All Schools | Fire Safety Management (Annual Refresher) | All Schools | 28/04/2026 | 9.30am – 11.30am | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification – 3 days. (Day 1 of 3) | All Schools | 06/05/2026 | 9.30am – 4.30pm | Sally Woodvine | Online |
| All Schools | Understanding COSHH – H&S Awareness | All Schools | 12/05/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational H&S Level 3 (Day 2 of 3) | All Schools | 13/05/2026 | 9.30am – 4.30pm | Sally Woodvine | Online |
| All Schools | Completing COSHH Log and Risk Assessments | All Schools | 19/05/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Intermediate Certificate in Occupational H&S Level 3 (Day 3 of 3) | All Schools | 20/05/2026 | 9.30am – 4.30pm | Sally Woodvine | Guardian House |
| All Schools | A Guide to RIDDOR | All Schools | 02/06/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | *CIEH Foundation Certificate in Occupational Health and Safety – Level 2 Qualification | All Schools | 09/06/2026 | 9.30am – 4.30pm | Sally Woodvine | Guardian House |
| All Schools | Completion of Premise Log | All Schools | 17/06/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Stress Awareness and HSE Standards | All Schools | 23/06/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Electrical Safety Guidance for Schools | All Schools | 24/06/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Fire Safety Management | All Schools | 01/07/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | Routine School Inspections of Playground Equipment | All Schools | 08/07/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |
| All Schools | General Risk Assessment | All Schools | 14/07/2026 | 9.30am – 1.30pm | Sally Woodvine | Online |

Please note all *course prices are subject to change

Safety Management – First Aid Courses



| Autumn Term 2025 – First Aid Courses | | | | | | | |
|--------------------------------------|---------------------------------------------|-----------------|------------|-----------------|-------------|----------------|-----------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location | * Cost £ per Delegate |
| All Schools | Paediatric First Aid – 2 Days | All Schools | 16/09/2025 | 9.30am – 4.00pm | Carl Bust | Guardian House | £115.00 |
| | | | 17/09/2025 | | | | |
| All Schools | Emergency First Aid at Work | All Schools | 01/10/2025 | 9.30am – 4.30pm | Carl Bust | Guardian House | £65.00 |
| All Schools | *First Aid at Work Requalification – 2 Days | All Schools | 15/10/2025 | 9.30am – 4.00pm | Carl Bust | Guardian House | £110.00 |
| | | | 16/10/2025 | | | | |
| All Schools | First Aid at Work – 3 Days | All Schools | 12/11/2025 | 9.30am – 4.00pm | Carl Bust | Guardian House | £180.00 |
| | | | 13/11/2025 | | | | |
| | | | 14/11/2025 | | | | |
| All Schools | Paediatric First Aid – 2 Days | All Schools | 04/12/2025 | 9.30am – 4.00pm | Carl Bust | Guardian House | £115.00 |
| | | | 05/12/2025 | | | | |

*** To attend the First Aid at Work Requalification course, your FAW certificate must still be within date by the completion of the last day of the course.**

| Spring Term 2026 – First Aid Courses | | | | | | | |
|--------------------------------------|-------------------------------|-----------------|------------|-----------------|-------------|----------------|-----------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location | * Cost £ per Delegate |
| All Schools | Emergency First Aid at Work | All Schools | 04/02/2026 | 9.30am – 4.30pm | Carl Bust | Guardian House | £65.00 |
| All Schools | Paediatric First Aid – 2 Days | All Schools | 03/03/2026 | 9.30am – 4.00pm | Carl Bust | Guardian House | £115.00 |
| | | | 04/03/2026 | | | | |
| All Schools | First Aid at Work – 3 Days | All Schools | 16/03/2026 | 9.30am – 4.00pm | Carl Bust | Guardian House | £180.00 |
| | | | 17/03/2026 | | | | |
| | | | 18/03/2026 | | | | |

Please note all *course prices are subject to change

Safety Management – First Aid Courses



| Summer Term 2026 – First Aid Courses | | | | | | | |
|--------------------------------------|------------------------------------|-----------------|------------|-----------------|-------------|----------------|-----------------------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location | * Cost £ per Delegate |
| All Schools | *First Aid at Work Requalification | All Schools | 28/04/2026 | 9.30am – 4.00pm | Carl Bust | Guardian House | £110.00 |
| | | | 29/04/2026 | | | | |
| All Schools | Emergency First Aid | All Schools | 11/05/2026 | 9.30am – 4.30pm | Carl Bust | Guardian House | £65.00 |
| All Schools | Paediatric First Aid – 2 Days | All Schools | 09/06/2026 | 9.30am – 4.00pm | Carl Bust | Guardian House | £115.00 |
| | | | 10/06/2026 | | | | |
| All Schools | First Aid at Work – 3 Days | All Schools | 30/06/2026 | 9.30am – 4.00pm | Carl Bust | Guardian House | £180.00 |
| | | | 01/07/2026 | | | | |
| | | | 02/07/2026 | | | | |

*** To attend the First Aid at Work Requalification course, your FAW certificate must still be within date by the completion of the last day of the course.**

| Please note these courses can be delivered on site to a minimum of 6 delegates: | | | | | |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-----------------|----------------------------|--------|
| Course Category | Course Title | | Time | Facilitator | Cost £ |
| All Schools | Emergency First Aid Training (minimum of 6 delegates) | 1 day on site | 9.30am – 4.00pm | Chenille Tennant/Carl Bust | POA |
| All Schools | First Aid Training (minimum of 6 delegates) | 1 day on site | 9.30am – 4.00pm | Chenille Tennant/Carl Bust | POA |
| All Schools | Schools First Aid Awareness (minimum of 6 delegates) | ½ a day on site | TBA | Chenille Tennant/Carl Bust | POA |
| All Schools | Basic Life Support Refresher (Resuscitation with AED) – (minimum of 6 delegates) | ½ a day on site | TBA | Chenille Tennant/Carl Bust | POA |

Please note all *course prices are subject to change

Safety Management – GDPR



| Autumn Term 2025 | | | | | | |
|------------------|----------------------------------------------|-----------------|------------|------------------|---------------------------|----------|
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| GDPR | GDPR Awareness (Refresher) | All Schools | 08/10/2025 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a data breach | All Schools | 05/11/2025 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a subject access request (SAR) | All Schools | 10/12/2025 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| Spring Term 2026 | | | | | | |
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| GDPR | GDPR Awareness (Refresher) | All Schools | 28/01/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a subject access request (SAR) | All Schools | 25/02/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a data breach | All Schools | 15/04/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| Summer Term 2026 | | | | | | |
| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
| GDPR | GDPR Awareness (Refresher) | All Schools | 20/05/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a data breach | All Schools | 17/06/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |
| GDPR | How to handle a subject access request (SAR) | All Schools | 01/07/2026 | 9.30am – 11.30am | Amanda Moore/Laura Hadley | Online |

The Schools Finance Team are an accredited support team for SIMS FMS (ESS) and Access Education Budget & Finance. As part of the support, they provide excellent software training for SIMS FMS, Access Education Finance and Access Education Budgets. The training courses provided cover all functionalities for all the systems that are supported by the Schools Finance Team

We also provide an outstanding Finance Support Service helping Schools/Academies to set budgets, manage budgets, produce comprehensive financial reporting, and provide informed guidance and advice to all our customers.

Bespoke training is also available to our customers and non-customers. Our course prices are as follows:

| *Course Prices (All prices are exclusive of VAT) | | Cost £ |
|--------------------------------------------------|-------|--------|
| Training / Consultancy | ½ day | £250 |
| Training / Consultancy | 1 day | £500 |

Please note all *course prices are subject to change

| Course Category | Course Title | Target Audience | Date | Time | Facilitator | Location |
|------------------------|---------------------------------------------------------------|-----------------|------------|-------------------|--------------------|----------|
| Autumn Term 2025 | | | | | | |
| All Schools | FMS Basic | All Schools | 18/09/2025 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | Access Education Finance – Basic | All Schools | 30/09/2025 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | FMS Intermediate | All Schools | 15/10/2025 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | Access Education Finance – Intermediate | All Schools | 06/11/2025 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| Spring Term 2026 | | | | | | |
| All Schools | FMS Basic | All Schools | 15/01/2026 | 10.00am – 12.00pm | Wendy Woodhouse | Online |
| All Schools | Access Education Finance – Basic | All Schools | 22/01/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | FMS Intermediate | All Schools | 12/02/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | Access Education Finance – Intermediate | All Schools | 19/03/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Maintained Schools | FMS – Year End (Maintained Schools Only) | All Schools | 26/02/2026 | 10.00am – 11.30am | Charlotte Buchanan | Online |
| All Maintained Schools | Access Education Finance – Year End (Maintained Schools Only) | All Schools | 05/03/2026 | 10.00am – 11.30am | Charlotte Buchanan | Online |
| Summer Term 2026 | | | | | | |
| All Schools | Access Education Finance – Basic | All Schools | 30/04/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | FMS Basic | All Schools | 07/05/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | Access Education Finance – Intermediate | All Schools | 21/05/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Schools | FMS Intermediate | All Schools | 04/06/2026 | 10.00am – 12.00pm | Charlotte Buchanan | Online |
| All Academies | FMS – Year End (Academies Only) | All Academies | 25/06/2026 | 10.00am – 11.30am | Charlotte Buchanan | Online |
| All Academies | Access Education Finance – Year End (Academies Only) | All Academies | 09/07/2026 | 10.00am – 11.30am | Charlotte Buchanan | Online |

Cancellation Charges



SIPS Education reserves the right to cancel or arrange an alternative date for a course. In such circumstances SIPS will endeavour to provide notice of cancellation or change to all delegates via the email address the booking confirmation has been sent to or any additional contact information we have been given permission to hold on the delegate.

The minimum number of participants required to run a course effectively is three, should the minimum number of participants not be met, the course may be rescheduled or cancelled.

More than 14 days' notice of cancellation: **NO CHARGE**

More than 7 days' notice of cancellation: **50% OF THE COURSE FEE**

Less than 48 hours' notice of cancellation: **100% OF THE COURSE FEE**

If a course is not attended on the day the full cost of the training will be charged.

Please note that this includes all courses even those that are part of a package.

This applies to both contract and pay-as-you-go options.

All cancellations should be made in **writing/via email** to training@sips.co.uk

Please note verbal cancellations will not be accepted.

First Aid Courses

Cancellation charges will apply for First Aid courses cancelled **less than 14 calendar days** prior to the course date. If you do not give notice and do not attend on the date of the course, you will be charged the **full amount**.

All cancellations should be made in **writing/via email** to training@sips.co.uk

Please note verbal cancellations will not be accepted.

SIPS: Here to help.....

Tel: 0121 296 3000

Email: training@sips.co.uk

www.sips.co.uk