SIPS Annual Training Brochure

2026-2027

Contents

Introduction	**Page 2**
Service Areas	
Carbon Literacy Training	Page 3
Governor and Trustee Training	Page 4 – 8
HR	Page 9 – 10
IT	Page 11 – 17
Music (Sandwell Schools only)	Page 18
Safety Management (including First Aid and GDPR)	Page 19 – 30
Schools Finance	Page 31 - 32
Cancellation Charges	**Page 33**

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 which is available on the SIPS Customer Portal.
For more details on how to access SIPS Learning please contact **training@sips.co.uk**

Carbon Literacy Courses

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

Please note all *course prices are subject to change

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Autumn Term 2026						
All Schools	Carbon Literacy for Schools **(Note: delegates will need to attend both sessions)**	All Schools	21/09/2026 & 23/09/2026	9.00am – 12.30pm	Laura Hadley	Online
All Schools	Carbon Literacy for Schools **(Note: delegates will need to attend both sessions)**	All Schools	10/11/2026 & 12/11/2026	9.00am - 12.30pm	Laura Hadley	Online
Spring Term 2027						
All Schools	Carbon Literacy for Schools **(Note: delegates will need to attend both sessions)**	All Schools	03/03/2027 & 05/03/2027	9.00am – 12.30pm	Laura Hadley	Online
All Schools	Carbon Literacy for Schools **(Note: delegates will need to attend both sessions)**	All Schools	10/05/2027 & 12/05/2027	9.00am – 12.30pm	Laura Hadley	Online

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 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.

This year we have also launched a 10-module e-learning series which introduces governors and trustees to the key principles of effective SEND governance, including statutory responsibilities, funding structures, and the importance of inclusive practice to strengthen strategic leadership and oversight of SEND provision across schools.

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 **training@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)	£885.00	Excludes Safer Recruitment and Safer Recruitment Refresher (these will be charged separately)
Safer Recruitment	£115.00	Per delegate
Safer Recruitment Refresher	£65.00	Per delegate *(training for delegates that have completed the whole day course previously)*
Pay As You Go	£135.00	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
Whole Governing Body bespoke training	£390 £275	Per 2-hour session Per 1 hour session

Governor and Trustee Training

Autumn Term 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
People	Role of the Health and Safety Governor	Governors	18/09/2026	9.30am – 11.30am	Sally Woodvine	Online
Compliance	Safer Recruitment (2 for 1 on all bookings) - **Cost *£115 per person**	Governor/Trustee	21/09/2026	9.30am – 3.30pm	Kate Shadwell	In Person Guardian House
Compliance	Pupil Exclusions, Appeals and Reconsiderations	Governor/Trustee	23/09/2026	5.30pm – 7.00pm	Lara Angell	Online
Compliance	Safer Recruitment – Refresher (2 for 1 on all bookings) - **Cost *£65 per person Note – this training is for delegates that have previously completed the whole day course**	Governor/Trustee	28/09/2026	9.30am - 12.30pm	Kate Shadwell	Online
Strategic Leadership	Headteacher/Principal Appraisal	Governors	29/09/2026	5.30pm – 7.00pm	Kim Whiting	Online
Compliance	Safeguarding for Governors: Statutory Responsibilities and Strategic Oversight	Governor/Trustee	06/10/2026	10:00am - 12.00pm	Ella Savell-Boss / Beth Davies	Online
Accountability	Preparing for Ofsted	Governors	07/10/2026	5.30pm - 7.00pm	Kim Whiting	Online
Compliance	Governors' Role – Dealing with Complaints	Governors	12/10/2026	5.30pm - 7.00pm	Lara Angell	Online
Strategic Leadership	School Attendance	Governor/Trustee	14/10/2026	5.30pm - 7.00pm	Louise Morris	Online
Compliance	Pupil Premium - Funding, Tracking , Evaluation and Accountability	Governors	20/10/2026	5.30pm - 7.00pm	Kim Whiting	Online
Strategic Leadership	Leading from the Chair	Governors	21/10/2026	5.30pm – 7.00pm	Lara Angell	Online
Compliance	School Admissions	Governors	22/10/2026	10.00am – 11.00am	Jenna Hodgetts	Online
Strategic Leadership	Effective Relationships with Senior Leaders & Performance Accountability	Governor/Trustee's	03/11/2026	5.30pm - 7.00pm	Kim Whiting	Online
People	Chairs Briefing - Preparing for the Spring Term	Governors	04/11/2026	12.30pm – 1.30pm	Lara Angell	Online
Accountability	Role of Link Governors/Trustees and Visits into School	Governor/Trustee's	11/11/2026	12.00pm – 1.00pm	Lara Angell	Online
Strategic Leadership	Broad, Balanced and Ambitious Curriculum	Governors	18/11/2026	5.30pm - 7.00pm	Kim Whiting	Online
Compliance	Online Safey - Digital Resilience and Cyber Security	Governor/Trustee's	01/12/2026	5.30pm - 7.30pm	Nicola Rudge	Online

Please note all *course prices are subject to change

Governor and Trustee Training

Spring Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
Accountability	Decision Making	Governors	12/01/2027	5.30pm – 7.00pm	Lara Angell	Online
Compliance	Pupil Exclusions, Appeals and Reconsiderations	Governor/Trustee	19/01/2027	5.30pm - 7.00pm	Hayley Gordon	Online
Accountability	Financial Management and Monitoring	Governors	26/01/2027	5.30pm - 7.00pm	Kim Whiting	Online
People	Role of the Health and Safety Governor	Governors	03/02/2027	1.00pm – 3.00pm	Sally Woodvine	Online
Compliance	Safeguarding for Governors: Statutory Responsibilities and Strategic Oversight	Governor/Trustee's	04/02/2027	5.30pm - 7.30pm	Ella Savell Boss/Beth Davies	Online
Compliance	School Admissions	Governors	11/02/2027	6.00pm – 7.00pm	Jenna Hodgetts	Online
Accountability	Preparing for Ofsted	Governors	10/02/2027	5.30pm - 7.00pm	Kim Whiting	Online
Compliance	Online Safey - Digital Resilience and Cyber Security	Governor/Trustee's	25/02/2027	10.00am – 11.30am	Nicola Rudge	Online
Strategic Leadership	Chairs Briefing – Preparing for the Summer Term	Governors	04/03/2027	12.30pm – 1.30pm	Lara Angell	Online
Strategic Leadership	School Attendance	Governor/Trustee	09/03/2027	10.00am - 11.30am	Louise Morris	Online
Strategic Leadership	Governor's Role – Dealing with Complaints	Governors	11/03/2027	5.30pm – 7.00pm	Lara Angell	Online
Accountability	Data Analysis	Governors	16/03/2027	5.30pm - 7.00pm	Kim Whiting	Online

Governor and Trustee Training

Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
Strategic Leadership	Broad, Balanced and Ambitious Curriculum	Governors	14/04/2027	5.30pm - 7.00pm	Kim Whiting	Online
Compliance	Pupil Exclusions, Appeals and Reconsiderations	Governor/Trustee	21/04/2027	5.30pm - 7.00pm	Hayley Gordon	Online
HR Consultancy	Safer Recruitment (2 for 1 on all bookings) – **Cost *£115 per person**	Governor/Trustee	10/05/2027	9.30am - 3.30pm	Kate Shadwell	In Person Guardian House
Compliance	Equality, Diversity and Inclusion	Governor/Trustee	11/05/2027	12.30pm – 1.30pm	Simon Bond	Online
Accountability	Preparing for Ofsted	Governors	12/05/2027	5.30pm - 7.00pm	Kim Whiting	Online
People	Role of the Health and Safety Governor	Governors	17/05/2027	6.00pm – 8.00pm	Sally Woodvine	Online
Compliance	Introduction to Vision, Culture, Ethos and Strategic Direction	Governor/Trustee	20/05/2027	5.30pm - 7.00pm	Lara Angell	Online
Compliance	School Admissions	Governors	02/06/2027	10.00am – 11.00am	Jenna Hodgetts	Online
Compliance	Safeguarding for Governors: Statutory Responsibilities and Strategic Oversight	Governor/Trustee	07/06/2027	10.00am - 12.00pm	Ella Savell-Boss/Beth Davies	Online
Accountability	Data Analysis	Governors	15/06/2027	5.30pm - 7.00pm	Kim Whiting	Online
People	How to ensure your team is effective	Governors	23/06/2027	5.30pm -7.00pm	Lara Angell	Online
Accountability	Effective Relationships with Senior Leaders & Performance Accountability	Governor/Trustee	29/06/2027	5.30pm - 7.00pm	Kim Whiting	Online
Strategic Leadership	Governors' Role – Dealing with Complaints	Governors	01/07/2027	5.30pm – 7.00pm	Lara Angell	Online
Strategic Leadership	Chairs Briefing – Preparing for the Autumn Term	Governors	07/07/2027	12.30pm – 1.30pm	Lara Angell	Online
Strategic Leadership	School Attendance	Governor/Trustee	12/07/2027	5.30pm - 7.00pm	Louise Morris	Online

Please note all *course prices are subject to change

Governor and Trustee Training – SEND e-Learning courses

Online e-Learning course modules – these courses are available in SIPS Learning within the Catalogue		
Course Title	**Facilitator**	**Location**
Module 1: Introduction to SEND Governance	Adam Boddison	Online – (e-Learning)
Module 2: SEND Governance – Policies, Policy and Legislation	Adam Boddison	Online – (e-Learning)
Module 3: SEND Funding for Governors and Trustees	Adam Boddison	Online – (e-Learning)
Module 4: The SEND Ecosystem	Adam Boddison	Online – (e-Learning)
Module 5: SEND Assurance – Data in the Boardroom	Adam Boddison	Online – (e-Learning)
Module 6: SEND Census Data	Adam Boddison	Online – (e-Learning)
Module 7: SEN Information Reports and SEND Policies	Adam Boddison	Online – (e-Learning)
Module 8: The Triangle of SEND Leadership	Adam Boddison	Online – (e-Learning)
Module 9: SEND Learning Walks and SEND Assurance	Adam Boddison	Online – (e-Learning)
Module 10: Corporate Governance Tools for SEND and Inclusion	Adam Boddison	Online – (e-Learning)

HR

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 Disciplinaries
- 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	£115.00 - 2 for 1 special offer (£115.00 for 2 delegates)	Per delegate
Safer Recruitment - Refresher	£65.00 - 2 for 1 special offer (£65.00 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**	£312.00	2-hour session
***Bespoke session**	£582.00	Half a day session
***Bespoke session**	£676.00	Full day session

Please note all *course prices are subject to change

HR Courses

Autumn Term 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
HR Consultancy	Safer Recruitment (2 for 1 on all bookings)	SLT, Governors and other staff with recruitment responsibilities	21/09/2026	9.30am – 3.30pm	Kate Shadwell	In Person Guardian House
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	28/09/2026	9.30am - 12.30pm	Kate Shadwell	Online
HR Transactional	*A Practical Guide to the Schools' Single Central Record **(Cost per delegate £99.00)**	Staff responsible for setting up and/or maintaining the Single Central Record (SCR)	10/11/2026	9:30am - 12.30pm	Tony Lampert	Online
HR Transactional	*A Practical Guide to the Schools' Single Central Record **(Cost per delegate £99.00)**	Staff responsible for setting up and/or maintaining the Single Central Record (SCR)	25/11/2026	9:30am - 12.30pm	Tony Lampert	Online

Please note all *course prices are subject to change

Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
HR Consultancy	Safer Recruitment (2 for 1 on all bookings)	SLT, Governors and other staff with recruitment responsibilities	10/05/2027	9.30am - 3.30pm	Kate Shadwell	In Person Guardian House

IT

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

SIPS Customer (Base Support – SIMS or Arbor) - Course Prices		
	Full Day	**Half Day**
On-site	£155.00	N/A
Virtual Courses	£105.00	
Digital (video) training courses	N/A	£50.00

Non-SIPS Customer - Course Prices		
	Full Day	**Half Day**
On-site	£210.00	N/A
Virtual Courses	£160.00	
Digital (video) training courses	N/A	£75.00

Please note all *course prices are subject to change

IT Courses

Autumn Term 2026						
School Pupil Census: Thursday 1 October 2026						
School Workforce Census: Thursday 5 November 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
Arbor Schools	Arbor - Student and Guardian Profiles	All Arbor Schools	08/09/2026	10.00am - 12:00pm	Mark Simner	Online
SIMS Secondary Schools	SIMS.net - Day to Day Changes in Academic Management	All SIMS Secondary Schools	08/09/2026	2.00pm - 4.00pm	Stephanie Smith	Online
Arbor Schools	Arbor - Attendance Management	All Arbor Schools	10/09/2026	10.00am - 12:00pm	Mark Simner	Online
Arbor Schools	Arbor - Day to Day Changes in Timetable Administration	All Arbor Secondary Schools	10/09/2026	2.00pm - 4.00pm	Stephanie Smith	Online
Arbor Secondary Schools with Post 16 Students	Arbor – Post 16 Learning Aims and Sixth Form Funding	All Arbor Secondary Establishments with Post 16 Students	14/09/2026	2.00pm – 4.00pm	Stephanie Smith	Online
SIMS Primary Schools	SIMS - Pupil Census Update (Primary)	All SIMS Primary Schools	21/09/2026	2.00pm - 3.30pm	Jacqui Smith	Online
SIMS Secondary Schools	SIMS - Exams Organiser	All SIMS Secondary Establishments	22/09/2026	9.30am - 4.00pm	Tracey Richards	Guardian House
SIMS Secondary Schools	SIMS - Pupil Census Update (Secondary)	All SIMS Secondary Schools	22/09/2026	10.00am – 11.30am	Jacqui Smith	Online
All SIMS Schools	SIMS - Introduction to Assessment	All SIMS Schools	23/09/2026	2.00pm – 4.00pm	Stephanie Smith	Online
Arbor Secondary Schools	Arbor – An Introduction to Summative Assessment	All Arbor Secondary Schools	24/09/2026	10.00am – 12.00pm	Mark Simner	Online
All Arbor Schools	Arbor Pupil Census Update	All Arbor Schools	24/09/2026	10.00am – 11.30am	Jacqui Smith	Online
All SIMS Primary School	SIMS – Pupil Census Update	All SIMS Primary Schools	25/09/2026	10.00am – 11.30am	Jacqui Smith	Online
SIMS Secondary Establishments with Post 16 Students	SIMS - Post 16 Learning Aims and Sixth Form Funding	All SIMS Secondary Establishments with Post 16 Students	28/09/2026	10.00am - 12:00pm	Carole Greensill / Mark Simner	Online
All Arbor Schools	Arbor Custom Report Writer	All Arbor Schools	06/10/2026	10.00am - 12:00pm	Mark Simner	Online
All SIMS Schools	SIMS - School Workforce Census	All SIMS Schools	15/10/2026	10.00am – 11.30am	Jacqui Smith	Online
All SIMS Schools	SIMS - School Workforce Census	All SIMS Schools	19/10/2026	10.00am – 11.30am	Jacqui Smith	Online
All SIMS Next Gen Schools	SIMS Next Gen - Pupil Profiles	All SIMS Next Gen Schools	19/10/2026	2.00pm – 3.30pm	Carole Greensill	Online

IT Courses

Autumn Term 2026						
School Pupil Census: Thursday 1 October 2026						
School Workforce Census: Thursday 5 November 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Arbor Secondary Establishments	Arbor – Internal Exams	All Arbor Secondary Establishments	12/10/2026	2.00pm – 4.00pm	Carole Greensill	Online
All Arbor Schools	Arbor – Examinations (Session 1)	All Arbor Secondary Schools	20/10/2026	10.00am – 12.00pm	Carole Greensill	Online
SIMS / Nova T6 Secondary Schools	SIMS - Day to Day Changes in NovaT6	All SIMS Secondary Schools	20/10/2026	2.00pm – 4.00pm	Tracey Richards	Online
All Arbor Schools	Arbor - School Workforce Census	All Arbor Schools	03/11/2026	10.00am – 11.30am	Jacqui Smith	Online
All Arbor Schools	Arbor – Examinations (Session 2)	All Arbor Secondary Schools	04/11/2026	2.00pm – 4.00pm	Carole Greensill	Online
All Arbor Schools	Arbor - Single Central Record	All Arbor Schools	12/11/2026	10.00am – 11.30am	Jacqui Smith	Online
All Secondary Establishments	Nova T6 (Day 1 of 2)	All Secondary Establishments	08/12/2026	9.30am – 4.00pm	Tracey Richards	Guardian House
All Secondary Establishments	TimeTabler - Day 1 of 2	All Secondary Establishments	15/12/2026	9.30am – 4.00pm	Tracey Richards	Guardian House

IT Courses

Spring Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
School Pupil Census: Thursday 21 January 2027						
SIMS Secondary Schools	SIMS - Exams Organiser	All SIMS Secondary Schools	12/01/2027	9.30am - 4.00pm	Tracey Richards	Guardian House
SIMS Schools	SIMS - Intro to Assessment	All SIMS Schools	12/01/2027	2.00pm - 4.00pm	Stephanie Smith	Online
SIMS Primary Schools	SIMS - Pupil Census Update (Primary)	All SIMS Primary Schools	13/01/2027	10.00am - 11.30am	Jacqui Smith	Online
Arbor Schools	Arbor - Pupil Census Update	All Arbor Schools	13/01/2027	2.00pm – 3.30pm	Jacqui Smith	Online
Arbor Secondary Establishments	Arbor – Examinations (Session 1)	All Arbor Secondary Establishments	13/01/2027	2.00pm – 4.00pm	Carole Greensill	Online
SIMS Secondary Schools	SIMS - Pupil Census Update (Secondary)	All SIMS Secondary Schools	14/01/2027	10.00am - 11.30am	Jacqui Smith	Online
All SIMS Secondary Establishments	SIMS Cover Management	All SIMS Secondary Establishments	20/01/2027	2.00pm – 4.00pm	Tracey Richards	Online
All Arbor Schools	Arbor – Operational Reporting	All Arbor Schools	21/01/2027	10.00am – 11.30am	Mark Simner	Online
All Arbor Secondary Establishments	Arbor – Day to Day changes in Timetable Administration	All Arbor Secondary Establishments	25/01/2027	2.00pm – 4.00pm	Stephanie Smith	Online
All Arbor Schools	Arbor Behaviour Management	All Arbor Schools	26/01/2027	10.00am – 12.00pm	Carole Greensill	Online
SIMS Secondary Schools	SIMS - Day to Day Changes in Academic Management	All SIMS Secondary Schools	29/01/2027	10.00am – 11.00am	Stephanie Smith	Online
Secondary Schools	SIMS - Day to Day changes in NovaT6	All Secondary Schools	01/02/2027	2.00pm - 4.00pm	Tracey Richards	Online
All Secondary Schools	NovaT6 (Day 2 of 2)	All Secondary Schools	02/02/2027	9.30am - 4.00pm	Tracey Richards	Guardian House
SIMS Schools	SIMS - Single Central Record	All SIMS Schools	04/02/2027	1.30pm - 3.30pm	Jacqui Smith	Online
SIMS Schools	SIMS - Personnel Manager & Reporting	All SIMS Schools	05/02/2027	10.00am - 12:00pm	Jacqui Smith	Online
All Secondary Establishments	Timetabler (Day 2 of 2)	All Secondary Establishments	09/02/2027	9.30am – 4.00pm	Tracey Richards	Guardian House
Arbor Schools	Arbor - Interventions	All Arbor Schools	02/03/2027	10.00am - 12:00pm	Mark Simner	Online
Arbor Secondary Establishments	Arbor Examinations (Session 2)	All Arbor Secondary Establishments	03/03/2027	2.00pm – 4.00pm	Carole Greensill	Online
Arbor Schools	Arbor – An Introduction to Summative Assessment	All Arbor Schools	09/03/2027	10.00am – 12.00pm	Mark Simner	Online
SIMS Secondary Schools	SIMS - Pre-admissions (Secondary)	All SIMS Secondary Schools	11/03/2027	10.00am – 11.30am	Jacqui Smith	Online

IT Courses

Summer Term 2027						
School Pupil Census: Thursday 20 May 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All SIMS Secondary Schools	SIMS Conduct Management (Behaviour & Achievement)	All Secondary Schools	13/04/2027	2.00pm – 4.00pm	Tracey Richards	Online
Arbor Schools	Arbor - DfE Statutory Assessments	All Arbor Primary Schools	29/04/2027	10.00am – 12.00pm	Mark Simner	Online
SIMS Primary Schools	SIMS - DfE Statutory Assessments	All SIMS Primary Schools	04/05/2027	10.00am – 12.00pm	Mark Simner	Online
SIMS Secondary Schools	SIMS - Pupil Census Update – Secondary	All SIMS Secondary Schools	06/05/2027	10.00am - 12:00pm	Jacqui Smith	Online
SIMS Primary Schools	SIMS - Pupil Census Update – Primary	All SIMS Primary Schools	06/05/2027	2.00pm - 4:00pm	Jacqui Smith	Online
SIMS Primary Schools	SIMS - Pupil Census Update – Primary	All SIMS Primary Schools	07/05/2027	10.00am - 12:00pm	Jacqui Smith	Online
SIMS Secondary Establishments	SIMS - Day to Day Changes in NovaT6	All SIMS Secondary Establishments	10/05/2027	2.00pm - 4:00pm	Tracey Richards	Online
Secondary Establishments	Nova T6 Drop in Workshop	All Secondary Establishments	11/05/2027	9.30am – 4.00pm	Tracey Richards	Guardian House
Arbor Schools	Arbor - Pupil Census Update	All Arbor Schools	12/05/2027	10.00am – 11.30am	Jacqui Smith	Online
Arbor Schools	Arbor - Day to Day Changes in Timetable Administration	All Arbor Secondary Schools	12/05/2027	2.00pm - 4:00pm	Stephanie Smith	Online
SIMS Schools	SIMS – An Introduction to Assessment	All SIMS Schools	13/05/2027	2.00pm – 4.00pm	Stephanie Smith	Online
All Secondary Establishments	Timetabler Drop in Workshop	All Secondary Establishments	25/05/2027	9.30am – 4.00pm	Tracey Richards	Guardian House
SIMS Schools	SIMS - Pre-admissions (Primary)	All SIMS Primary Schools	26/05/2027	10.00am - 11.30am	Jacqui Smith	Online
SIMS Schools	SIMS - Single Central Record	All SIMS Schools	10/06/2027	10.00am - 12:00pm	Jacqui Smith	Online
SIMS Secondary Schools	SIMS - Academic Management (End of Year)	All SIMS Secondary Schools	11/06/2027	10.00am – 12.00pm	Mark Simner	Online
Arbor Schools	Arbor - Personnel Profiles	All Arbor Schools	14/06/2027	2.00pm- 3.30pm	Jacqui Smith	Online
SIMS Schools	SIMS - Pastoral End of Year Update	All SIMS Primary & Secondary Schools	16/06/2027	10.00am - 12.00pm	Jacqui Smith	Online
Arbor Schools	Arbor - Pastoral End of Year Update	All Arbor Schools	17/06/2027	10.00am – 11.30am	Jacqui Smith	Online

IT Courses

Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	Fund Manager V8 End of Year Closedown	All Schools using Fund Manager V8	24/06/2027	2.00pm – 3.00pm	Wendy Woodhouse	Online
SIMS Schools	SIMS.net - Pastoral End of Year Update	All SIMS Primary & Secondary Schools	24/06/2027	10.00am - 12:00pm	Jacqui Smith	Online
SIMS Schools	SIMS.net - Pastoral End of Year Update	All SIMS Primary & Secondary Schools	28/06/2027	10.00am - 12:00pm	Jacqui Smith	Online
SIMS Secondary Schools with Post 16 Provision	SIMS - Course Manager & Post 16 Learning Aims	All SIMS Secondary Schools with Post 16 Provision	30/06/2027	10.00am - 12:00pm	Carole Greensill	Online
SIMS Secondary Schools	SIMS - Managing Exam Results Day	All SIMS Secondary Schools	05/07/2027	10.00am - 12:00pm	Carole Greensill	Online
SIMS Secondary Schools	SIMS - Managing Exam Results Day	All SIMS Secondary Schools	12/07/2027	10.00am - 12:00pm	Carole Greensill	Online
Arbor Schools	Arbor - Managing Exam Results Day	All Arbor Secondary Schools	14/07/2027	10.00am - 12:00pm	Carole Greensill	Online

IT – Online digital video courses

Online Digital Video Courses – these courses are available in SIPS Learning within the Catalogue		
Course Title	**Target Audience**	**Location**
SIMS Personnel for new users	All SIMS Schools	Video (Catalogue)
SIMS Attendance Letters	All SIMS Schools	Video (Catalogue)
SIMS Housekeeping	All SIMS Schools	Video (Catalogue)
SIMS Student Records	All SIMS Schools	Video (Catalogue)
SIMS 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 Intermediate Reporting	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 2026

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Primary Schools	Making Music in KS1 (session 1)	All Primary Schools	23/09/2026	1.00pm - 4.00pm	Tonya Shaikh	Guardian House
All Primary Schools	Making Music in EYFS (session 1)	All Primary Schools	30/09/2026	1.00pm - 4.00pm	Tonya Shaikh	Guardian House

Spring Term 2027

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Primary Schools	Making Music in KS1 (session 2)	All Primary Schools	13/01/2027	1.00pm - 4.00pm	Tonya Shaikh	Guardian House
All Primary Schools	Making Music in EYFS (session 2)	All Primary Schools	27/01/2027	1.00pm - 4.00pm	Tonya Shaikh	Guardian House
All Primary Schools	Music Curriculum Development Day	All Schools	17/03/2027	9.30am - 4.00pm	Led by Tonya Shaikh	TBC

Summer Term 2027

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
All Primary Schools	Making Music in KS1 (session 3)	All Primary Schools	21/04/2027	1.00pm – 4.00pm	Tonya Shaikh	Guardian House
All Primary Schools	Making Music in EYFS (session 3)	All Primary Schools	28/04/2027	1.00pm - 4.00pm	Tonya Shaikh	Guardian House

Safety Management

Professional support from Safety Management Services

A premier professional service provider committed to helping ensure your learning environment is as safe as needs to be. With unique access to SIPS professionals, you are not alone. Health & Safety advice, 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 face to face and virtual training, encompasses both accredited and in house courses which may also be purchased independently. See page 20 for details of course prices.

Our accredited training is in both Occupational H&S at Foundation and Intermediate levels (2 & 3) and First Aid at all levels.

Cleaning Practices & Procedures including practical training

We provide on-site face to face and practical cleaning training for your site team. The training can be deducted from your flexible support package of hours or purchased as a standalone service, providing a convenient and cost-effective way to develop your cleaning team's skills and maintain high cleaning standards.

Our training includes:

- Toilet and sanitary areas
- Cleaning equipment/PPE
- Cleaning areas/warning signs
- Cleaning processes and procedures

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.

Essential **annual** Fire Marshal training is available for delivery in schools upon pre-booking.

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	£183.00
First Aid at Work Requalification	2 days	£112.00
Paediatric First Aid	2 days	£117.00
Emergency First Aid	1 day	£66.00
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	£181.00
CIEH Intermediate Certificate for Health and Safety (Level 3)	3 days	£332.00

Other courses		Cost £ per Delegate
H&S Training Course Session	½ day	From £63.00
GDPR Refresher Training	2 hours	£73.00
H&S Bespoke Training Sessions	½ day or 1 Full day	Available upon request
H&S Training Programme package	10 training places to be used on all **non-accredited courses**	£520.20 for 10 training places
Cleaner Training (delivered on site)	3-4 hours	POA
Site and Facilities Practical training (Sanitary areas/Scrubber Polisher)	1 -1.5 hours	POA

Bitesize Online Sessions are included in your flexible support and can be arranged for delivery in school, for up to 15 delegates.
Cost to purchase from £193.00

Please note all *course prices are subject to change

Safety Management – Health & Safety Courses

Autumn Term 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	Fire Safety Management	All Schools	15/09/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	General Risk Assessment	All Schools	17/09/2026	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	22/09/2026	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Fire Safety Management (Annual Refresher)	All Schools	23/09/2026	9.30am - 11.30am	Sally Woodvine	Online
All Schools	Manual Handling - Principles and Practice	All Schools	29/09/2026	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	*CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification (Day 2 of 3)	All Schools	30/09/2026	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	*CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification (Day 3 of 3)	All Schools	06/10/2026	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Electrical Safety Guidance for Schools	All Schools	07/10/2026	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	Display Screen Equipment (DSE) Principles and Practice	All Schools	08/10/2026	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Asbestos Awareness and Duty to Manage	All Schools	13/10/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Home Working Safety Tips (Bite-sized)	All Schools	14/10/2026	3.30pm – 4.30pm	Sally Woodvine	Online
All Schools	Incident Investigation	All Schools	15/10/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Asbestos Awareness (Annual Refresher)	All Schools	20/10/2026	9.30am – 11.30am	Sally Woodvine	Online
All Schools	*CIEH Foundation Certificate in Occupational Health and Safety (Level 2 Qualification)	All Schools	22/10/2026	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Slips, Trips and Falls	All Schools	03/11/2026	9.30am – 11.30am	Sally Woodvine	Online
All Schools	Stress Awareness	All Schools	04/11/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	H&S Premise Management for Schools	All Schools	05/11/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Understanding COSHH	All Schools	10/11/2026	9.30am - 1.30pm	Sally Woodvine	Online

Please note all *course prices are subject to change

Safety Management – Health & Safety Courses

Autumn Term 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	COSHH Log and Risk Assessments	All Schools	12/11/2026	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Working with Contractors	All Schools	17/11/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	RIDDOR - an overview to Reporting of Injuries, Diseases and Dangerous Occurrences Regs.	All Schools	19/11/2026	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Legionella Awareness	All Schools	24/11/2026	9.30am – 11.30am	Sally Woodvine	Online
All Schools	Protocol for dealing with Bodily Spills and Infection control	All Schools	01/12/2026	9.30am – 10.30am	Sally Woodvine	Online
All Schools	Home working Safety Tips (Bite-sized)	All Schools	09/12/2026	3.30pm – 4.30pm	Sally Woodvine	Online
All Schools	Safe use of step ladders and guidance for working at height (Bite-sized)	All Schools	10/12/2026	9.30am – 10.30am	Sally Woodvine	Online

Safety Management – Health & Safety Courses

Spring Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	General Risk Assessment	All Schools	12/01/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management	All Schools	14/01/2027	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	19/01/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Understanding COSHH	All Schools	20/01/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management (Annual Refresher)	All Schools	22/01/2027	9.30am - 11.30am	Sally Woodvine	Online
All Schools	*CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification - (Day 2 of 3)	All Schools	26/01/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Asbestos Awareness and Duty to Manage	All Schools	28/01/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	Slips, Trips and Falls	All Schools	29/01/2027	9.30am - 11.30am	Sally Woodvine	Online
All Schools	*CIEH Intermediate Certificate in Occupational Health and Safety Level 3 Qualification - (Day 3 of 3)	All Schools	02/02/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	COSHH Log and Risk Assessments	All Schools	04/02/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Display Screen Equipment (DSE) Principles and Practice	All Schools	09/02/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Legionella Awareness	All Schools	10/02/2027	9.30am - 11.30am	Sally Woodvine	Online
All Schools	Home Working Safety Tips (Bite-sized)	All Schools	10/02/2027	3.30pm – 4.30pm	Sally Woodvine	Online
All Schools	Manual Handling - Principles and Practice	All Schools	23/02/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Asbestos Awareness (Annual Refresher)	All Schools	25/02/2027	9.30am – 11.30am	Sally Woodvine	Online
All Schools	*CIEH Foundation Certificate in Occupational Health and Safety Level 2 Qualification	All Schools	02/03/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	H&S Premise Management for Schools	All Schools	04/03/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Working with Contractors	All Schools	09/03/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Stress Awareness	All Schools	11/03/2027	9.30am - 1.30pm	Sally Woodvine	Online

Please note all *course prices are subject to change

Safety Management – Health & Safety Courses

Spring Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	Incident Investigation	All Schools	16/03/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	General Risk Assessment	All Schools	18/03/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Non-technical inspection of Playgrounds : the value of play	All Schools	23/03/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House

Please note all *course prices are subject to change

Safety Management – Health & Safety Courses

Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	Fire Safety Management	All Schools	15/04/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Asbestos Awareness and Duty to Manage	All Schools	20/04/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Manual Handling - Principles and Practice	All Schools	22/04/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	Fire Safety Management Refresher	All Schools	27/04/2027	9.30am - 11.30am	Sally Woodvine	Online
All Schools	RIDDOR - an overview to Reporting of Injuries, Diseases and Dangerous Occurrences Regs	All Schools	29/04/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	*CIEH Intermediate Certificate in Occupational H&S Level 3 Qualification (Day 1 of 3)	All Schools	11/05/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Understanding COSHH	All Schools	13/05/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	*CIEH Intermediate Certificate in Occupational H&S Level 3 Qualification (Day 2 of 3)	All Schools	18/05/2027	9.30am – 4.30pm	Sally Woodvine	Guardian House
All Schools	COSHH Log and Risk Assessments	All Schools	20/05/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	*CIEH Intermediate Certificate in Occupational H&S Level 3 Qualification (Day 3 of 3)	All Schools	25/05/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	Asbestos Awareness (Annual Refresher)	All Schools	27/05/2027	9.30am - 11.30am	Sally Woodvine	Online
All Schools	RIDDOR - an overview to Reporting of Injuries, Diseases and Dangerous Occurrences Regs.	All Schools	09/06/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	*CIEH Foundation Certificate in Occupational Health and Safety - Level 2 Qualification	All Schools	15/06/2027	9.30am - 4.30pm	Sally Woodvine	Guardian House
All Schools	H&S Premise Management for Schools	All Schools	17/06/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Electrical Safety Guidance for Schools	All Schools	22/06/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	Incident Investigation	All Schools	29/06/2027	9.30am – 1.30pm	Sally Woodvine	Online

Please note all *course prices are subject to change

Safety Management – Health & Safety Courses

Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
All Schools	Fire Safety Management	All Schools	06/07/2027	9.30am - 1.30pm	Sally Woodvine	Online
All Schools	Non-technical inspection of Playgrounds : the value of play	All Schools	08/07/2027	9.30am - 1.30pm	Sally Woodvine	Guardian House
All Schools	General Risk Assessment	All Schools	13/07/2027	9.30am – 1.30pm	Sally Woodvine	Online
All Schools	Home Working Safety Tips (Bite-sized)	All Schools	14/07/2027	3.30pm – 4.30pm	Sally Woodvine	Online
All Schools	Fire Safety Management (Annual Refresher)	All Schools	15/07/2027	9.30am – 11.30am	Sally Woodvine	Online

Please note all *course prices are subject to change

Safety Management - First Aid Courses

Autumn Term 2026 – 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	14/10/2026 15/10/2026	9.30am – 4.00pm	Chenille Tennant	Guardian House	£117.00
All Schools	*First Aid at Work Requalification – 2 Days	All Schools	21/10/2026 22/10/2026	9.30am – 4.00pm	Chenille Tennant	Guardian House	£112.00
All Schools	First Aid at Work – 3 Days	All Schools	10/11/2026 11/11/2026 12/11/2026	9.30am – 4.00pm	Chenille Tennant	Guardian House	£183.00
All Schools	Paediatric First Aid – 2 Days	All Schools	09/12/2026 10/12/2026	9.30am – 4.00pm	Chenille Tennant	Guardian House	£117.00

*** 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 2027 – First Aid Courses							
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**	*** Cost £ per Delegate**
All Schools	Emergency First Aid	All Schools	03/02/2027	9.30am – 4.30pm	Chenille Tennant	Guardian House	£66.00
All Schools	Paediatric First Aid – 2 Days	All Schools	03/03/2027 04/03/2027	9.30am – 4.00pm	Chenille Tennant	Guardian House	£117.00
All Schools	First Aid at Work – 3 Days	All Schools	16/03/2027 17/03/2027 18/03/2027	9.30am – 4.00pm	Chenille Tennant	Guardian House	£183.00

Please note all *course prices are subject to change

Safety Management - First Aid Courses

Summer Term 2027 – 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	28/04/2027 29/04/2027	9.30am – 4.00pm	Chenille Tennant	Guardian House	£112.00
All Schools	Emergency First Aid	All Schools	11/05/2027	9.30am – 4.30pm	Chenille Tennant	Guardian House	£66.00
All Schools	Paediatric First Aid – 2 Days	All Schools	08/06/2027 09/06/2027	9.30am – 4.00pm	Chenille Tennant	Guardian House	£117.00
All Schools	First Aid at Work – 3 Days	All Schools	29/06/2027 30/06/2027 01/07/2027	9.30am – 4.00pm	Chenille Tennant	Guardian House	£183.00

*** 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	POA
All Schools	First Aid Training (minimum of 6 delegates)	1 day on site	9.30am – 4.00pm	Chenille Tennant	POA
All Schools	Schools First Aid Awareness (minimum of 6 delegates)	½ a day on site	TBA	Chenille Tennant	POA
All Schools	Basic Life Support Refresher (Resuscitation with AED) - (minimum of 6 delegates)	½ a day on site	TBA	Chenille Tennant	POA

Please note all *course prices are subject to change

Safety Management – GDPR Courses

Autumn Term 2026						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
GDPR	GDPR Awareness (Refresher)	All Schools	07/10/2026	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a data breach	All Schools	04/11/2026	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request (SAR)	All Schools	02/12/2026	9.30am - 11.30am	Chenille Tennant	Online
Spring Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
GDPR	GDPR Awareness (Refresher)	All Schools	27/01/2027	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a data breach	All Schools	10/02/2027	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request (SAR)	All Schools	10/03/2027	9.30am - 11.30am	Chenille Tennant	Online
Summer Term 2027						
Course Category	**Course Title**	**Target Audience**	**Date**	**Time**	**Facilitator**	**Location**
GDPR	GDPR Awareness (Refresher)	All Schools	19/05/2027	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a data breach	All Schools	16/06/2027	9.30am - 11.30am	Chenille Tennant	Online
GDPR	How to handle a subject access request (SAR)	All Schools	07/07/2027	9.30am - 11.30am	Chenille Tennant	Online

Schools Finance

The Schools Finance Team are an accredited support team for SIMS FMS (ESS), Access Education Budget & Finance and Arbor Finance. Part of the support provides 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/consultancy is also available to our customers and non-customers. Our course prices are as follows:

*Course Prices (All prices are exclusive of VAT)		Cost £
Bespoke Training / Consultancy	½ day	£250
Bespoke Training / Consultancy	1 day	£500
Online training course (non-supported customers)	See brochure	£160

Please note all *course prices are subject to change

Schools Finance Courses

Course Category	Course Title	Target Audience	Date	Time	Facilitator	Location
Autumn Term 2026						
All Schools	Access Education Finance - Basic	All Schools	17/09/2026	10.00am - 12.00pm	Lisa Sidaway	Online
All Schools	FMS Basic	All Schools	22/09/2026	10.00am - 12.00pm	Wendy Woodhouse	Online
All Schools	Access Education Finance - Intermediate	All Schools	24/09/2026	10.00am - 12.00pm	Lisa Sidaway	Online
All Schools	Access Education Budgets - Overview	All Schools	14/10/2026	10.00am – 12.00pm	Lisa Sidaway	Online
All Schools	FMS Intermediate	All Schools	03/11/2026	10.00am - 12.00pm	Wendy Woodhouse	Online
Spring Term 2027						
All Maintained Schools	FMS - Year End (Maintained Schools Only)	All Maintained Schools	09/02/2027	10.00am – 11.30am	Wendy Woodhouse	Online
All Schools	Access Education Finance - Basic	All Schools	11/02/2027	10.00am - 12.00pm	Lisa Sidaway	Online
All Schools	Access Education Finance - Intermediate	All Schools	18/02/2027	10.00am - 12.00pm	Lisa Sidaway	Online
All Maintained Schools	Access Education Finance - Year End (Maintained Schools Only)	All Maintained Schools	16/03/2027	10.00am - 11.30am	Lisa Sidaway	Online
Summer Term 2027						
All Schools	FMS Basic	All Schools	04/05/2027	10.00am - 12.00pm	Wendy Woodhouse	Online
All Schools	FMS Intermediate	All Schools	25/05/2027	10.00am - 12.00pm	Wendy Woodhouse	Online
All Schools	Access Education Finance - Basic	All Schools	17/06/2027	10.00am - 12.00pm	Lisa Sidaway	Online
All Academies	FMS - Year End (Academies Only)	All Academies	17/06/2027	10.00am - 11.30am	Wendy Woodhouse	Online
All Schools	Access Education Finance - Intermediate	All Schools	01/07/2027	10.00am - 12.00pm	Lisa Sidaway	Online
All Academies	Access Education Finance - Year End (Academies Only)	All Academies	15/07/2027	10.00am – 12.00pm	Lisa Sidaway	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 this applies to all courses and includes those that are part of a package, whether contract or 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