

# New Online Training Schedule

Date	Course
Tues 9th June	Setting Up and Maintaining Course Manager (Half day one)
Wed 10th June	Setting Up and Maintaining Course Manager (Half day two)
Mon 15th June	Preparing for a new school year - Primary
Tues 16th June	Preparing for a new school year (Pastoral) - Secondary (Half day one)
Weds 17th June	Preparing for a new school year (Academic) - Secondary (Half day two)
Thurs 18th June	New Office User Part 1 - Primary
Mon 22nd June	SEN User
Tues 23rd June	Managing Students and Timetables (Half day one)
Weds 24th June	Managing Students and Timetables (Half day two)
Thurs 25th June	New Office User Part 2 - Primary
Mon 29th June	Behaviour Management
Tues 30th June	Behaviour Management
Weds 1st July	Assessment Essential Skills (Day one)
Thurs 2nd July	Assessment Essential Skills (Day two)
Fri 3rd July	Assessment Essential Skills (Day three)
Mon 6th July	Managing Results Day (Half day one)
Tues 7th July	Managing Results Day (Half day two)
Weds 8th July	FMS Basic
Thurs 9th July	Analysing Exams Results (Half day one)
Fri 10th July	Analysing Exams Results (Half day two)
Mon 13th July	Managing Results Day (Half day one)
Tues 14th July	Managing Results Day (Half day two)
Thurs 16th July	Analysing Exam Results (Half day one)
Fri 17th July	Analysing Exam Results (Half day two)

**Places are strictly limited, please book via the School ICT website as early as possible, to avoid dissapointment. Please ensure when booking that you use the e-mail address and phone number that you will be using for the training.**

**All courses will start at 9am and finish around 12pm.  
A full day course is two mornings rather than one full day so all delegates will need to commit to both days.**

**Please feel free to share with colleagues and friends in other establishments that this may be of interest to.**