Vale School Governors' Association Cymdeithas Llywodraethwyr Ysgolion y Fro

and Governor Support Unit

Newsletter

Note from the Chair

This is the term for James Bond – I am sure Skyfall is entrancing pupils, teachers and Governors at schools in the Vale. Good old-fashioned escapist entertainment.

In the real world which Vale schools inhabit, there are other, perhaps less glamorous, events unfolding. The Central South Joint Education Service is taking its first faltering steps. Governors are meeting their new System Leaders and getting stuck into Headteacher Performance Management.

Perhaps we should look upon the System Leaders as our own James Bonds challenging what is being done, giving us new ideas and ways of looking at things, putting us on our mettle and helping us make the education world in the Vale a better place for the students in our care – but perhaps with fewer explosions on the way.

We also welcome the new person heading up Education in the Vale – Jennifer Hill. She comes to us from a

In association with the Vale of Glamorgan Council's

Governor Support Unit

Contact Details:

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Janine Hoare Governor Support Administrator Tel: 01446 709107 Fax: 01446 701820 Email: JHoare@valeofglamorgan.gov.uk London Borough, and has strong links with Wales. I have already met her to talk about how the Vale School Governors Association has worked so well in partnership with the Council's education officers and she is keen to continue this fruitful relationship.

This term's Education Update and Briefing Session was held on Wednesday 5 December at the Civic Offices in Barry and provided an opportunity for Chairs and Vice Chairs of Governing Bodies to hear some of her plans for Education in the Vale. I was going to try and extend my James Bond theme and start talking about Dame Judi Dench who has a much larger role in this film than previous ones, but perhaps not.

As Christmas hurtles towards us, on behalf of the Management Committee, may I wish all Governors all the best for the festive season.

Martin Price Chair of VSGA and Vice-Chair of Governors, St Richard Gwyn Roman Catholic High School, Barry



VSGA has an email address that you may contact us on. It's VSGA@valeofglamorgan.gov.uk

alternatively you can contact VSGA by post at:

VSGA Governor Support Unit Learning & Development Dept. Vale of Glamorgan Council Provincial House, Kendrick Road Barry CF62 8BF

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Special points of interest:

- AVAGO was formed in 1996 and re-launched in 2006 as Vale School Governors' Association (VSGA)
- The Management Committee is made up of 15 elected governors together with 2 elected parent governor representatives

VSGA was set up to:

- Promote best practice in governance in schools within the Vale of Glamorgan LEA
- To promote partnership amongst schools and between schools and the LEA
- To work with stakeholders to ensure adequate resources for schools within the LEA
- To represent the Association's views on issues relating to school governance and the management and resourcing of schools to relevant authorities and organisations

Welcome and Introduction - Jennifer Hill

'I am delighted to have the opportunity to introduce myself to you as the new Chief Learning and Skills Officer. Until taking up post here in September I worked for the London Borough of Enfield in the Schools and Children's Services department. We were responsible for a wide range of services for children including schools, social care, education services, early intervention and prevention services and some health services

First and foremost I would like to thank you for all that you do in your role as a school governor for the children and young people of the Vale. I know that committed and effective school governing bodies play a vital role in schools and I am immensely grateful for the contribution of each and every governor for the time and thought you devote to this important work. I know too that it takes skill, knowledge and real dedication to play a full part as a governor. On top of that many governors, whether in employment or not, work hard to balance the time commitment to attend governors' meetings, committees and training activities with all their other responsibilities.

Schools in the Vale continue to perform significantly better than many in neighbouring authorities and most are seeing year by year improvements in pupil attainment. But of course there is more that we need to do to ensure that every child, in every classroom, in every year group in every school in the Vale is achieving their full potential. The small fall in provisional GCSE results this summer is a reminder about how much remains to be done: the increase in secondary school attendance is a powerful reminder of what can be achieved. These themes are at the heart of the ambition of the Councillors here in the Vale and further amplified in the recently published 'Improving Schools' publication by the Welsh Government setting out a programme that would see unprecendented improvements in attainment. During my time in London some schools made extraordinary progress and as you would expect my ambition is for our children and young people in the Vale to benefit similarly but from a higher starting point.

The newly established Joint Education Service for the South Central Consortium will be a key partner in the months and years ahead. Our colleagues in the Consortium have been working hard to establish the new services including statutory services to monitor, challenge and support schools. On top of this individual schools will decide how to obtain the best possible school improvement support services whether or not from LINKS which is part of the Consortium. Here in the department we are changing the way we work so that we play our full role in supporting and challenging the consortium and adapt our own services in the light of the new arrangements. My colleagues here in the local authority work hard to provide the services that schools need.

I would also draw your attention to the safeguarding agenda which is an area where schools across Wales are reviewing and revising their policies and practices to help reduce the risks faced by local children and young people. I would urge every governing body to pay particular attention to these issues in the months ahead.

You will be pleased to hear that construction work is now underway to build the new Penarth Learning Community providing new state-of-the-art buildings for St Cyres secondary school, the three special schools which will combine their strengths and new facilities for the community. We are now working with a cross-party working group of Councillors to review the primary schools across the Vale in order to develop proposals for consultation that will ensure that future investment is made at the right time and in the right place.

It has been a pleasure to meet so many new colleagues in recent weeks including Martin Price who outlined the work of the Vale School Governors' Association. I have also welcomed invitations to meet colleagues in schools in the Vale including St Brides Major Primary School, where Claire Matthew's pupils were benefitting from stunning new foundation phase accommodation, and Barry Comprehensive to meet Gerry McNamara also recently arrived in the County. I am looking forward to meeting and working positively with many other colleagues.

Finally may I reiterate my thanks to you for the work that you have already done as a school governor and the work you will do in the months ahead to provide the very best educational opportunities for the children and young people in our schools. Thanks

> Jennifer Hill Chief Learning and Skills Officer









lechyd Cyhoeddus Cymru Public Health Wales

The Welsh Network of Healthy Schools Schemes National Quality Award: Vale Schools' Achievements

The Vale of Glamorgan Healthy Schools Scheme is part of the Welsh Network of Healthy Schools Schemes (WNHSS), funded by Welsh Government and managed by Public Health Wales. The Vale scheme is actively supported by the Local Education Authority and Cardiff and Vale University Health Board.

The aim of the scheme is to promote and protect the physical, emotional and social health and well being of children and young people in Wales. Recognised by the World Health Organisation as playing a key role in promoting the health of children and young people, the Healthy Schools Scheme has been rolled out across Wales since 2000, and is part of Schools for Health in Europe (SHE)

- The underlying principles of the scheme are:
- The importance of pupil participation in core areas of school life which affect health and well-being
- The importance of the understanding and commitment of the whole school community
- A positive approach to health
- Equity
- Links to other national and local programmes and policies

All maintained schools in the Vale, including Special Schools and Pupil Referral Units, participate in the Scheme.

The WNHSS National Quality Award.

Cadoxton Primary School in Barry is one of a small number of schools in Wales, and the fourth school in the Vale of Glamorgan, to be awarded the prestigious WNHSS National Quality Award from Welsh Government.

Barry Island Primary School was the first Vale school to achieve the award in February 2011, followed by Gladstone Primary School in November of the same year.

In May 2012 Llantwit Major School was the first Secondary School in the Vale to achieve the award, and one of the first Secondary Schools in Wales.

To be eligible to apply for this award schools must have reached the 9th year or more, of active involvement in their local healthy schools scheme, and will need to have achieved all the indicators outlined in The Indicators for the Welsh Network of Healthy Schools Schemes National Quality Award", supported with a variety of evidence for the actions undertaken.

The school undergoes a two day assessment by an independent assessor appointed by WG and should demonstrate the highest possible standards in all aspects of Healthy Schools.

WG targets are for 3% schools in Wales to have achieved the National Quality Award by 2012, and 10% by March 2015.

Currently 6% of Vale schools have achieved the award.

Opportunities to Support Your Healthy School

The emphasis throughout the Healthy Schools Scheme is on the need for a whole school approach, and the support of senior management and school governors is particularly important in ensuring that health and well-being is embedded in the school.

Governors with a particular interest in health and well-being may like to consider being a link governor to their school's in-School Healthy School Coordinator.

There are also opportunities for one or more School Governors to sit on the Healthy Schools Steering Group or Nutrition Sub Group.

If you would like more information please contact:

Catherine Perry, Senior Health Promotion Specialist, Healthy Schools

Catherine.perry@wales.nhs.uk

Going for Gold



The Jenner Park Primary School Catch Up team pictured receiving their award from Leighton Andrews AM (Welsh Government, Minister for Education and Skills) University of Cardiff

Hot on the heels of Team GB's success in the London Olympics and Paralympics, a local school has just been awarded a 'gold medal' for the teaching of reading and number.

Catch Up, an internationally recognised charity has launched a series of awards in recognition of the high standard of support offered to pupils in our schools.

Jenner Park Primary School has achieved the Gold level, the highest level possible- one of only three in the United Kingdom.

As Mrs Rowan, Catch Up Co-ordinator explains, "We have been using Catch Up Literacy in Jenner Park for over ten years, we are delighted to receive the gold level in recognition of all the hard work and dedication our Catch Up team offer the children in Jenner Park for both reading and more recently number work.

ALN Transport

A review of ALN Transport has recently been undertaken, the recommendations of which were approved by Cabinet on the 5th November 2012. The focus of the review was to consider the existing provision and policy for providing home to school transport to pupils that have Additional Learning Needs (ALN) which prevent them from travelling to and from school either on mainstream transport or independently. The review group was required to identify areas for improvement in order to provide a comprehensive service and clear policy statement whilst addressing budgetary considerations.

The review involved input from officers across the council as well as schools, pupils, parent, and transport providers. It was successfully completed in the summer term with 11 key recommendations being made, covering a wide range of issues. These include

- Training
- ALN Transport Code of Practice
- Independent Travel Scheme
- Further Corporate Review
- Post 19 Transport
- Clarification of Policy Arrangements for pupils aged 16-19
- Review of ALN Transport Service Workload
- Completion of an ALN Transport Policy Statement
- Travel to Respite accommodation
- 2/3 Mile Limit Implications for ALN Pupils
- Procedure when parents not at home.

For further information about the review, please contact

Lisa Lewis, Access & Policy Manager on 01446 709899 or Llewis@valeofglamorgan.gov.uk

Everyones Future: Challenging Age discrimination in Cardiff and the Vale

Age discrimination is the most widely experienced form of discrimination faced by people in the UK. Yet too often it goes unnoticed and unchallenged.

The Vibe Experience and Age Concern Cardiff and the Vale have launched the new 'Everyone's Future' project to highlight and challenge this form of discrimination in Cardiff and the Vale of Glamorgan.

The big lottery funded project will deliver interactive workshops and events in schools, youth groups and older people's groups across Cardiff and the Vale which will challenge negative stereotypes of older and younger people. The project also aims to develop intergenerational projects, where older and younger people will work together.

The project is being jointly delivered by Age Concern Cardiff and the Vale and the Vibe Experience, the young person's organisation based in Barry. Louise David (Vibe Experience) and Hannah Lewis (Age Concern Cardiff and the Vale of Glamorgan) are the two new Age Equality Coordinators who will be working in partnership to deliver the aims of this project.

Louise David outlines the aims of the new project.

"Everyone is guilty of stereotyping; from making jokes about someone's age or passing comments about "hoodies" or "chavs." Forms of discrimination aimed at older or younger people seem to have made themselves at home in British society. These stereotypical views can create a 'fear factor' between the generations and both sides miss out on the knowledge, friendship and support the other has to offer"

"It is only by tackling age discrimination that we can also start to address the wider personal and social problems that this causes such as employment, health and social care, housing and the media. By delivering workshops and producing videos that challenge negative stereotypes of older and younger people and getting these groups to work together, we hope to eliminate age discrimination at its root and offer a better future for all."

The project will be launched in the Senedd in September and has full support of Equalities Minister Jane Hutt AM who will be speaking at the launch event.

Group delivery in schools will be starting in early October across Cardiff and Vale. If your school would be interested or you would like some further information please contact

louise@vibeexperience.com or call 01446 700622.

Management Committee Membership 2012-14

The Management Committee is comprised of 15 elected governors plus each Parent Governor Representative of the Primary & Secondary sector.

No.	Title	Initial	Surname	School
1	Dr	С	Brown	Llantwit Major Comp
2	Mr	N	Craggs	Gwenfo C/W Primary
3	Cllr Mr	С	Elmore	Barry Comp & Holton Primary
4	Mrs	М	Gibbs	Llantwit Major Comp & Romilly Primary
5	Mrs	S	Hodges	Ysgol Gwaun y Nant & Ysgol Sant Baruc
6	Mr	Р	Lewis	Cowbridge Comp
7	Mrs	А	Males	Cogan Primary & St Cyres Comp
8	Mr	М	Mason	Llanilltud Fawr Prim & Ysgol Dewi Sant
9	Dr	М	Price	St Richard Gwyn R/C High
10	Mrs	С	Roach	Llangan Primary
11	Mr	Р	Sampson	Cadoxton Primary
12	Mr	D	Treharne	Llansannor C/W Prim & Ysgol Gwaun y Nant
13	Mr	S	Williams	Rhws Primary
14	VACANCY			A CONTRACT OF
15	VACANCY			
PGR - Prim	VACANCY – Election to be held in the New Year			
PGR - Sec	VACANCY – Election to be held in the New Year			

SLA Standards Board

The council was pleased with the high number of schools choosing to purchase council services this year and hopes to build on this for 2013/14. To assist the services concerned in developing the SLA's currently in place the Standards Board will commence a process of consultation with schools and service managers shortly. This will involve the now annual on line survey which schools completed last year and also service manager meetings arranged by the Standards Board at various locations throughout the Council. The survey, and further information relating to these meetings will be emailed to all schools in November. This year, for the first time Service Agreements for non traded services were included in the Brouchure of services and consultation on these will also take place as part of this process. These services are School Organisation & Access, Governor Support & Libraries along with Primary School Catering which was included last year.

The termly performance reports of the Standards Board have been sent to all Cluster Chairs and are also available to view on StaffNet. They are generally very positive and give service managers useful information to develop their service further in line with the needs of individual schools. The main responsibility of the Standards Board in preparing these reports is to monitor the performance of services delivered to schools throughout the term of the agreements and resolve performance issues. This can only succeed however if schools ensure that they keep the Standards Board informed of any issues they have experienced with regard to the services received. Each cluster has nominated a representative for this purpose; Mr Julian Davis, Cowbridge Comprehensive School for the rural Vale cluster, Mr Mark Middlemiss from Palmerston Primary School for the Barry Cluster and Mr Huw Jones, Albert Primary School from the Penarth cluster.

If you would like an issue relating to service performance to be brought to the attention of the Board, or you would like to discuss the council's Services to Schools Brochure in more detail please either contact your cluster representative or Lisa Lewis, Strategic Planning & Performance Officer Llewis@valeofglamor-gan.gov.uk) telephone number 01446 709899.

Primary School Free Breakfast Club Initiative

The Welsh Government made a commitment to provide all children of primary school age, registered in maintained primary schools in Wales, with a free, healthy breakfast at school each day. This initiative is intended to help improve the health and concentration of children and to assist in raising the standards of learning and attainment. It will seek to involve parents but is

not intended to replace breakfast already provided. It will allow all those that, for whatever reason, have not had breakfast, to have one in school. Restricting the initiative to Primary Schools is principally intended to ensure that not only our youngest children are given a flying start in life, but also to ensure that the increasing practice of skipping breakfast is stemmed at the earliest possible age. Why provide breakfast?

Breakfast has long been recognised as the most important meal of the day. Evidence suggests that children who have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day are more likely to achieve their full educational potential. The provision of free breakfast is optional. However, there are many advantages for schools choosing to make a commitment to providing children with the opportunity to have a free healthy breakfast. These may include:

Improving health and nutrition by encouraging healthier eating

Promoting the importance of breakfast and highlighting its' benefits

Providing children with a good start to the school day

Improving behaviour, pupils are calmer commencing the school day

Helping raise achievement

Improving concentration

Improving attendance and punctuality

Enhancing social and personal skills

Over 63% of schools in the Vale are participating in the free breakfast club initiative. Headteachers and teaching staff report on pupils enjoying the time spent with friends at the start of the day. One other extremely positive benefit that had not been anticipated is the reduced traffic at the school gates. With breakfast clubs starting around 8am, morning traffic is divided into breakfast club drop off and school drop off ensuring health & safety is more controlled around the school gates.

For further information on Primary School Free Breakfast Club Initiative contact

> Mary Hesford, Client Officer on 029 20673040 or mhesford@valeofglamorgan.gov.uk

School Opens New Foundation Phase Area



Tina Simmons, Inclusion Development Officer for the Vale Youth Service, Councillor Richard Bertin, Rhodri George who hosted the event and and Young people from various Youth Clubs

An enjoyable afternoon was held recently at St. Brides Major C/W Primary School, when the new Foundation Phase extension was officially opened. Even the drizzle that fell constantly could not dampen the spirits of the children and guests as they celebrated their new learning environment. The extension was officially opened by the Venerable Archdeacon Philip Morris along with the Chairperson of the School Council. The event was attended by Jane Hutt AM, representatives from the Vale of Glamorgan Council, Encon Construction, and of course parents and members of the local community. The school are grateful for the generosity of the Welsh Government, Vale of Glamorgan Council and Diocese of Llandaff who have enabled this extension to be completed.

This extension marks the start of an exciting redevelopment of the school. The school have now embarked on a fundraising campaign in order to start work on the next phase, which concentrates on the entrance, hall and car park. The designs by architect lestyn Wyn Jones of C2J Architects are inspirational and will turn St. Brides into a school truly fit for the 21st Century. For more information or to get involved with the fundraising campaign, please contact Headteacher Clare Matthews on 01656 880477.

Applying for Reception Places

For the first time, parents wishing to apply for reception places in Vale of Glamorgan Schools can do so online. Since the beginning of November parents have been completing this process via the internet using a unique reference number and following an easy step by step guide. For further information please follow this link to the council's website.

www.valeofglamorgan.gov.uk/schooladmissions

This secure system will improve the speed and security of the application process for parents, although the more traditional paper application process is still available for those who prefer this method. This online application process has been well received by parents with many already choosing to apply for their child's reception place for September 2013 this way. As a result, we will shortly be offering this option to parents wishing to apply for nursery and secondary school places. Further information on this exciting development can be found via the web link above or by contacting the admissions team.

National Level – Protection of Freedom Act 2012

This act scales back the proposal previously made under the Safeguarding Vulnerable Groups Act. The intention is to have a more proportional approach to safeguarding, with regards criminal records and baring systems.

The requirement for school employees to have Enhanced CRB checks with check against the appropriate barred list remains as does the duty to refer cases to the ISA. It will remain illegal to employ anyone who is included on the barred list.

There has been a scaling back on the groups of people who will need to have an enhanced check/bared list check and they will not be required, for example, someone who visits the school on a one off basis or contractors provided they have no access to pupils (e.g. if work was being undertaken in school holiday period).

The requirement for employees to register with the ISA has been removed but we are expecting a new update service to be introduced early 2013. We believe this service will allow individuals to register with CRB and allow organisations to conduct online checks but are awaiting further information on this.

From the 1st December, the Criminal Records Bureau and the Independent Safeguarding Authority will merge to become the Disclosure and Barring Service. Further changes are expected in 2013 and updates will be provided to Head teachers when available.

Full information is available on: www.homeoffice.gov.uk/disclosure-and-barring

Performance Management

Welsh Government has introduced new arrangements for Head teachers and Teachers, available at www.wales.gov.uk/educationandskills.

There are some significant changes for the Performance Management of Head teachers and training will be provided from the Central South JES consortia team.

All Schools are required to have a Performance Management Policy and Welsh Government have produced a model which will be subject to consultation and then recommended to Governing Bodies for adoption.

Head teachers Pay

Governors are reminded of the changes to Head teachers salary arrangements introduced as part of the STPCD 2011.

These changes mean that the maximum of the ISR (individual school range) must not exceed the maximum of the head teacher group range, for example a Group 3 school range is level 11 – 24 so the ISR for a Head teacher in a school in this group can only be given a seven point ISR to the maximum of 24. Previous arrangements which meant the ISR range could be increased to a maximum of 2 levels above the school range, have been removed.

The 2011 STPCD introduced the ability for Governors to apply discretionary payments to Head teachers in the following circumstances:

(a) the school is causing concern – this is a school which

is subject to formal warning; requiring significant improvement or requiring special measures

- (b) without such additional payment the relevant body considers that the school would have substantial difficulty filling the vacant head post
- (c) without such additional payment the relevant body considers the school would have substantial difficulty retaining the existing head
- (d) the head teacher is appointed as a temporary teacher of one or more additional schools

The maximum payment must not exceed 25% of the head teachers salary and the Governors must not have previously used the same reason or circumstance when determining the ISR under previous provisions of the STPCD.

The STPCD is a statutory instrument and Governors and Authorities are required to comply with its provisions.

NASUWT/NUT/UCAC Action Short of Strike Action

From 26 September (NASUWT), 3 October (NUT) and 22 October (UCAC), these unions are instructing their members to engage in action short of strike action with the aim of protecting pensions, pay and working conditions for teachers.

They have issued 25 specific instructions to their members advising them not to engage in certain tasks. In the main, the instructions cover contractual rights contained in the STPCD which all schools should be complying with. However, some of the instructions relate to non statutory provisions and Head teachers have been given guidance and asked to contact Human Resources if they have particular issues at their schools.

Local Issues

Schools Management of attendance policy

At time of writing, the council are engaging in a conciliation process with NASUWT via ACAS as part of the process for dealing with the collective dispute registered by NASUWT. We are hoping to resolve the dispute as a result of this conciliation and will keep head teachers informed of developments.

Safeguarding/Safer recruitment

HR have been assisting on a Vale task and finish group for safeguarding and are currently developing a safer recruitment policy and supporting guidance to recommend to schools.

The new 'safer recruitment' policy (currently in draft format), will outline the standards in relation to safeguarding pre-employment checks. In schools this will continue to be an enhanced CRB with a check against the appropriate barring list and two satisfactory references, one of which must be from their current/most recent employer or college. The policy also outlines additional safeguarding checks which must form part of the selection process including checking gaps in employment and verifying, where appropriate, that the applicant is registered with the relevant professional body.

There will be a requirement to ensure all pre-

employment checks are in place before allowing the individual to start work. However the policy will also recognise that there may be exceptional circumstances where Head Teachers will require an applicant to start work before the necessary checks are completed. This will be where any delay in starting the applicant will cause risk of harm to pupils or adversely affect the delivery of education of pupils of the school. In this case it will be necessary for a risk assessment to be undertaken and recorded.

The policy will also cover arrangements for volunteers, contractors and agency workers.

Consultation on the policy is on-going and we have approached Head Teachers for feedback on the policy. We are hoping to recommend the policy to governing bodies at the end of 2012/early 2013.

In order to ensure best practice safeguarding arrangements for recruitment of staff, we strongly recommended that schools adopt the Vales Recruitment and Selection policy and procedure.

Sue Alderman Human Resources

Welsh Government Guide to the Law – IMPORTANT UPDATE

Chapter 9 of the Governors Guide to the Law on "Equal opportunities and school governors" has been updated and is accessible online at

http://wales.gov.uk/topics/educationandskills/schoolshome/schoolfundingandplanning/schoolgov/ schoolgovguide/govgchap1to10/?lang=en

This chapter outlines how equality legislation applies to schools, both in their role as employers and in the way they provide education to the pupils in their care.

New complaints procedures – Welsh Government Circular 11/2012

Please see the link below to this new WG Circular, it contains a model complaints policy that WG recommends that all governing bodies adopt. I also strongly advise you to adopt this model policy at your next full governing body meeting and I attach a model policy and a pdf of Appendices A and B to it for this purpose. It basically mirrors our previously circulated model policy and involves a three stage approach, although this is now lettered A-C as opposed to numbered 1-3 previously. You will note that schools need to nominate a designated person to deal with complaints and I would advise that this be the Headteacher but that is a decision for individual governing bodies. The references to the designated person are in bold to enable easy identification and amendment.

Can I remind you that it is a legal requirement that all governing bodies must have complaints procedures and they must publish them in accordance with Section 29 (1) and Section 27 respectively of the Education Act 2002. These procedures have been used for previous complaints and have been effective so they are proven to be fit for purpose.

http://wales.gov.uk/topics/educationandskills/publications/circulars/schoolcomplaints/?skip=1&lang=en

John Sparks Head of Governor Support

Important Note about Registering for Governor Training Courses

Please ensure that you register for all courses that you wish to attend. Registration enables us to make all the necessary catering, seating and copying arrangements for each training session. It also ensures that we are able to contact all attendees in advance in the rare event that a course is postponed due to unforeseen circumstances. Please register by emailing us at **governors@valeofglamorgan.gov.uk** or by ringing **01446 709107 (direct line)**. All emails will be acknowledged and you will also receive a reminder email seven to ten days before each course. Thank you for your support.

