



supporting partnerships in education

2018-19

Free Information & Training Sessions

Every year, hundreds of parents and teachers take part in our free, highly-rated Information and Training Sessions and our live Online Training Sessions.

Our sessions help parents and parent groups to

- understand the role of Parent Councils
- gain confidence to get involved with their schools
- know how important parental involvement in children's learning is
- share their experiences so everyone can learn from each other.

As Members, you can choose from either interactive face-to-face sessions in your area with our friendly team of Regional Advisors, or one of our live online sessions. You can find a list of all these sessions below.

Connect's Information & Training Sessions for parent groups are:

- Parent Council Essentials
- Helping to Support Your School
- Involving All Parents
- School Improvement Planning (*new*)
- Effective Meetings
- Organising Social & Fundraising Events
- The Protection of Vulnerable Groups for Parent Councils/PTAs.

Details of these face-to-face sessions are overleaf.

Connect's Online Training Sessions are:

- The Role of the Chairperson
- The Role of the Treasurer
- The Role of the Secretary
- The Role of Committee Members
- Constitutions Made Easy
- Using Social Media (*for beginners*)
- Using Social Media (*for those with more experience*)
- Everyone Matters - Equality and Fairness (*new*)
- Anti-Bullying Workshops with *respectme* (*new*).

Details of these online sessions are on the back page.

Please contact training@connect.scot or phone 0131 474 8022 to find out more.

Connect's Information & Training Sessions

Parent Council Essentials

Fun, fast and interactive, this is a whistle-stop tour of Parent Councils and how they work. This session will help you to

- explore your Parent Council's potential
- understand your Parent Council's rights and responsibilities
- exchange knowledge and experiences with other Parent Councils in your area.

You will gain lots of ideas, good contacts and practical ideas to use with your own group.



School Improvement Planning

At this session, we will ask

- What is a School Improvement Plan (SIP)?
- Who is it for and why should parents be involved?

The importance of parental engagement in school improvement is widely recognised. Schools are now expected to show how they involve parents in the SIP process in a meaningful and effective way.

We describe practical ways for involving parents and others in school improvement.

Effective Meetings

In this session, you'll find out how to make the most of your meetings. It covers

- how to set agendas
- how to plan and run meetings (and Annual General Meetings)
- how to fine-tune communication skills
- how to deal with challenging situations.

You will gain confidence in running productive and engaging meetings.

Helping to Support Your School

Using six types of involvement (parenting, communicating, volunteering, learning at home, decision-making and collaborating with the community), we will ask

- what makes a great school?
- how can a Parent Council help a school to move forward and improve?

We suggest practical ways for engaging with parents, families and the wider community so they can support children's learning and the school.

Involving All Parents

This session looks at the challenges some families face when trying to engage with their child's learning, the school and Parent Council. We ask

- how can your PC help overcome these?
- how can you encourage more involvement in children's learning and in the school community?

We also share ideas for helping parents and carers to get more involved in school life.

Organising Social & Fundraising Events

Designed to answer the questions we are asked most frequently on this topic, this session includes

- guidance on planning your event
- information on licences, risk assessment, first aid, food hygiene, money-handling, publicity etc.

You will also gain a better understanding of your Connect membership-linked insurance – what it covers and how it works. You will feel more confident about running safe and successful events.



Information & Training Sessions

continued

Protection of Vulnerable Groups for Parent Councils/PTAs

This no-nonsense and non-technical session is tailored to the needs of parent groups that run events for families and/or children. The session explains

- what you should think about when organising an event
- what you need to know about PVG
- how to write and implement your own Child Protection Policy.

Child protection is an important topic. You will understand your parent group's role in keeping children and vulnerable adults as safe as possible during your events.

Organising an Information & Training Session in Your Area

- 1.** Your Parent Council or school contacts our Training Officer to arrange the venue, time and date. We advise on room set-up and on the equipment we need, eg a screen for Powerpoint. We will then ask you/your group to book the venue and to organise refreshments.
- 2.** We jointly publicise the Information & Training Session with you. We create a flyer with an Eventbrite booking link; you send out the flyer to your local contacts; we also send it out to other parent groups in your area.
- 3.** We work with you to encourage people to register through Eventbrite for the session - we require a **minimum of ten** to run the training. We may have to cancel if numbers are low.
- 4.** We finalise attendance numbers and let you/the host know. We run a successful, inspiring session and participants take away great ideas, useful contacts plus Connect's helpful leaflets!

Feedback from our Information & Training Sessions

Our Connect staff team and our Regional Advisors love to meet parents around the country. Here's what parents had to say about our sessions!

About Parent Council Essentials

'The very knowledgeable trainer made this session fun, information and useful'
'All very useful. It's amazing how many things you think you know but they have actually changed'

About Organising Fundraising & Social Events

'I really enjoyed everything, learning new ideas and meeting other parents'

About Effective Meetings

'Excellent - upbeat, informative and very helpful advice on structuring our Parent Council meetings'
'I found the information effective and the conversation very useful. It has given me confidence to go forward'

About Helping to Support Your School

'I found out different ways to help parents get involved'
'The chance to hear others' views helped us to question how we do things and to think about how we can improve'

About Involving All Parents

'There were lots of suggestions for overcoming barriers that I will take forward'
'I gained more confidence and new ideas. I will definitely try to recruit more members'
'We got lots of ideas to bring back to our school such as using class reps more to fully engage parents'

Connect's Online Training Sessions

We offer Online Training Sessions and workshops on a wide range of topics you can access at a time that suits you. Friendly and informal, the live online sessions provide you with information and the chance to hear about the experiences of other parents and parent groups in a convenient way. We also run surgeries on different themes, with Question and Answer opportunities for you. You will get advice on how to take part in an online session when you sign up.

How to Deal with Bullying Behaviour - for Parents

With *respectme*, we help you spot the signs of bullying behaviour. How do you support your child if they are experiencing bullying? What can you do if you think your child is bullying someone? What is the role of the school and the local authority?

NEW

Everyone Matters - Equality and Fairness

How can a Parent Council be more reflective of families in the school? Have you thought about the Equality Act and about how your Parent Council can contribute to creating an inclusive school community? This session will help you.

NEW

How to Deal with Bullying Behaviour - for Parent Councils

With *respectme*, we look at how Parent Councils can support positive behaviour in school. What is the role of the Parent Council if children are experiencing bullying behaviour? What strategies are effective?

NEW

The Role of the Treasurer

Keeping accurate financial records; income and expenditure; reporting to the PC and Parent Forum; safe money-handling.

The Role of the Chairperson

How to set an agenda and chair a meeting; setting the ground rules; getting through the agenda; involving everyone; reaching decisions and dealing with difficult situations.

The Role of Committee Members

Contributing to the meetings; representing parents and carers; roles and responsibilities.

The Role of the Secretary

Preparing for a meeting; minute-taking; handling communication and correspondence.

Protection of Vulnerable Groups legislation for Parent Councils/PTAs

All you need to know about PVG and how to keep children and adults as safe as possible. This is a no-nonsense and non-technical session tailored exactly to the needs of parent groups to let you know how PVG works.

Constitutions Made Easy

What is a constitution? What should it include? How do you change a constitution?

Using Social Media – for beginners

How to set up a Facebook Page or Group; how to use Twitter.

Using Social Media – for those with more experience

How to make the most of social media in a safe and effective way.

We send out details of our Information & Training Sessions by email. We promote our Online Training Sessions on Facebook  ConnectScot and Twitter  @connect_scot. See our website www.connect.scot too. Do you have an idea for a new training session? Let us know by contacting training@connect.scot.