



School Library Service

Primary School Training

Programme

2018 - 2019

Address: School Library Service HQ, Fareham Library, Osborn Road, Fareham, Hampshire, PO16 7EN
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Paid Training Course

The programme of paid training courses for 2018/19 can be found in the table below, with further details of course content in the following pages.

All full day courses cost £130 for subscribing schools (£200 for non-subscribers). Half day courses cost £75 for subscribing schools (£100 for non-subscribers).

Hampshire County Council's new Learning Management System is the new method to book on to SLS's courses and training. There is guidance on the Training pages of the School Library Service Moodle:

<https://sls.hias.hants.gov.uk>

Hampshire Maintained Schools

All HCC maintained school staff will need to book onto courses via the '[Learning Zone Tile](#)'

[Maintained schools letter](#)

Academies & Non Hampshire Schools

Academies, Non Hampshire Schools and School volunteers can access the new '[External Learning Zone](#)'

For external Schools and non HCC customers please read the guidance document [click here](#).

[Academies & Non Hampshire Schools letter](#)

NB: Cancellations made less than 8 days before a course will incur full payment charges.

NAME OF COURSE	COURSE CODE	DATES
Managing your Primary School Library HCC_CCBS_SLS_PRSK_02313CRS	3012	Part 1- 04 Oct 2018 Part 2- 28 Jan 2019 Part 3- 07 May 2019
Help! I'm running the Library HCC_CCBS_SLS_PRSK_02315CRS	3014	21 Nov 2018
Creative Displays HCC_CCBS_SLS_PRSK_03314CRS	3013	24 Jun 2019
Rich texts to promote reading for enjoyment HCC_CCBS_SLS_PRSK_01840CRS	4289	29 Nov 2018
Junior Librarian.Net & Reading Cloud HCC_CCBS_SLS_PRSK_02316CRS	3015 3016 3017 3018 3019	20 Nov 2018 17 Jan 2019 21 Mar 2019 07 May 2019 20 Jun 2019
Advanced dot Net Reporting and Analysis HCC_CCBS_SLS_PRSK_02317CRS	3020	26 Mar 2019
Reading Cloud for Educators HCC_CCBS_SLS_PRSK_02318CRS	3022	15 May 2019
eBook Roll Out for Primary Schools HCC_CCBS_SLS_SLS_02300CRS	7266 7267 7268 7269 10043	09 Jan 2019 18 Jan 2019 31 Jan 2019 07 Feb 2019 27 Feb 2019

Managing Your Primary School Library

HCC_CCBS_SLS_PRSK_02313CRS

This new course takes place over 3 half-days (1 per term) and will enable library staff to develop their skills and become more confident in managing their school library. The 3 days will allow staff time to try out their skills in school between sessions. The main activities will include:

- Library Routines
- How to manage stock more effectively
- Library organisation and how it can play a part in raising standards
- Using Junior Librarian as an integral part of library routines

School library staff will be better equipped:

- To undertake routines so that the library runs efficiently
- To make sure the library supports the needs of the school and its pupils

Audience: TAs/HTAs, Volunteers, Teaching staff

Presenters: School Library Service staff

Dates:	Part 1	Thursday 4th October 2018	9.00am – 12.00pm
	Part 2	Monday 28th January 2019	9.30am – 12.30pm
	Part 3	Tuesday 7th May 2019	9.30am – 12.30pm

Venue: Falcon House, Monarch Way, WINCHESTER SO22 5PL

Cost: SLS subscribers £225; Non-subscribers £300

Delegates will be expected to attend all 3 half-days to complete the course.

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

If you have any problems with the new booking process, please contact SLS HQ on 01962 826660 and we will be happy to help you.

NB Cancellations made less than 8 days before the course will incur full payment charges.

Help! I'm running the Library

Half Day Course

HCC_CCBS_SLS_PRSK_02315CRS

This half-day course provides essential guidance for teachers who have responsibility for a Primary School Library.

It will cover:

- The physical library space and staffing the library
- The place of the library within the curriculum
- How to evaluate library provision and use
- Targeting resources to get the most out of your budget & your collection
- Communication
- The use of the library

Delegates will:

- Gain greater skills in strategically directing the library
- Gain confidence in creating their own policy and plans
- Learn how to evaluate library performance in line with School development

Audience: Teachers in charge of the library

Date: **Weds 21st November 2018** **9.30am – 12.30pm**

Venue: **Wessex Room, Falcon House, Monarch Way, Winchester, SO22 5PL**

Cost: £75 for subscribing schools or £100 for non-subscribing schools

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

If you have any problems with the booking process, please contact SLS HQ on 01961 826660 and we will be happy to help you

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Creative Displays

Half day course
HCC_CCBS_SLS_PRSK_03314CRS

An introduction to creating eye catching and effective library displays

This half day course will provide you with practical display solutions for when you have limited space, less budget and even less time. From autumn through to the summer term, learn about quick, creative and crafty ideas to enhance and enliven your library and display space around the school to promote books and reading.

Areas covered will include:

- Creating 3-D effect displays
- Using colour to catch the eye
- Learning how to use economically priced materials that can be used to enhance your display
- Creating themed book displays
- Quick and effective seasonal displays
- Practical workshops – your opportunity to put theory into practice

Presenters: School Library Service Staff

Audience: Primary and Secondary Librarians, Teachers, Literacy Co-ordinators and LSAs

Date: **Monday 24th June 2019** 9.30am – 12.30pm

Venue: **Learning Zone 1, Farnborough Library, Pinehurst, Farnborough, GU14 7JZ**

Cost: £75 for subscribing schools or £100 for non-subscribing schools

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

If you have any problems with the booking process, please contact SLS HQ on 01962 826660 and we will be happy to help you.

NB Cancellations made less than 8 days before the course will incur full payment charges.

Rich Texts to Promote Reading for Enjoyment

HCC_CCBS_SLS_PRSK_01840CRS

This two hour course will provide delegates with an informative and enjoyable twilight session, exploring contemporary authors and titles to share in the classroom to encourage and promote reading for pleasure.

This two hour course is intended to provide suggested resources for both KS1 and KS2 teachers and librarians keen to inspire a fun element in reading widely and with enthusiasm to support a rich, varied whole school reading culture.

Delegates will:

- Gain greater working knowledge of new authors/titles
- Have an insight into the variety of titles available
- Discover new titles to ensure their school collections embrace an inclusive and diverse range of resources
- Be able to share their own successful resources

Presenters: School Library Service Staff

Audience: Primary and Secondary Librarians, Teachers, Literacy Co-ordinators

Date: Thursday 29th November 2018 2.30pm – 4.30pm

Venue: South Ham Library, Paddock Road, Basingstoke, RG22 6QB

Cost: £40 for subscribing schools

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

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Junior Librarian.net & Reading Cloud Training

Whole day workshop

HCC_CCBS_SLS_PRSK_02316CRS

This course is taught in workshop style. Delegates will determine their own objectives with guidance from two members of staff from the School Library Service. The course will enable delegates to understand the wide range of uses for this library package and how to effectively implement the functionality in a school setting. The course is suitable for new or existing users of Junior Librarian.net and will include extra modules for those using the Reading Cloud interface.

Outcomes:

- Delegates will achieve the objectives they have set in conjunction with the trainer
- Delegates will become more effective users of the system

Outline:

At the start of the workshop, delegates will determine their own objectives. It is expected that the course will cover some of the following areas:

- Databases: resources, tutor groups, borrowers, current loans, past loans
- Reporting
- Using reviews
- Search function – for librarians, school staff and pupils
- Circulate, including Multi Issue and Return
- Scheduled tasks including Hambase & Discovery online
- Social Media and supplementary settings in Reading Cloud

Dates:	Tues 20th Nov 2018	9.30am – 3.30pm
	Thurs 17th Jan 2019	9.30am – 3.30pm
	Thurs 21st Mar 2019	9.30am – 3.30pm
	Tues 7th May 2019	9.30am – 3.30pm
	Thurs 20th Jun 2019	9.30am – 3.30pm

Venues: **Falcon House, Monarch Way, Winchester, SO22 5PL**

Cost: £130 (SLS Subscribers) £200 (Non-subscribers)*

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

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Advanced Dot Net Reporting and Analysis

Whole day workshop

HCC_CCBS_SLS_PRSK_02317CRS

This one day hands-on course is intended for experienced users of JL.net Silverlight or Eclipse.net Silverlight, whether Hosted or Non-Hosted. Delegates will work either on their own school's hosted site or, in the case of a non-hosted school, on Hants SLS's demo site.

You will learn to exploit the powerful and sophisticated flexibility of Views. Views can be used to examine all aspects of your catalogue, to monitor borrowers' loan patterns, and to highlight curriculum and fiction resources to your borrowers.

The course will be taught by two members of staff from the School Library Service.

Delegates will need to know the url of their own site and have administrator rights.

Outcomes:

- Delegates will learn to create and amend personalized Views
- Delegates will learn to interrogate databases to extract desired information

Outline:

- Copy, create, amend and make default Views
- Understand Master/Item tables
- Refine Boolean searching
- Use Custom Fields
- Make Resource Views available for borrowers

Venue: **Wessex Room, Falcon House, Monarch Way, Winchester, SO22 5PL**

Dates: **Tuesday 26th March 2019 9.30am - 3.30pm**

Cost: £130 (SLS Subscribers) £200 (Non-subscribers)*

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

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Reading Cloud for Educators

Half day course

HCC_CCBS_SLS_PRSK_02318CRS

This course is aimed at practitioners who want to embed the library into the classroom by utilising existing IT devices with the schools Library Management System (Reading Cloud) to create engaging literacy lessons which are underpinned by the library. The half day session will include refreshments and will include the following:

- Creating book reviews in the classroom on Laptops, PC's or tablets as part of literacy lesson
- Creating video book reviews using tablet devices such as an iPad or iPod Touch
- Teach research skills by creating specific topic views and cataloguing other school resources, documents or websites as well as your libraries books
- Utilising the blogging facility in the Reading Cloud as part of a home work task or an interclass project to discuss a featured book
- Using the Social media functions in the Reading Cloud to teach e-safety by allowing your pupils to use the messaging functions
- A practical run through of the Reading Cloud's social media settings and tips on implementation across your school.

Venue: Itchen Room, Falcon House, Monarch Way, Winchester, SO22 5PL

Dates: Wednesday 15th May 2019 1 – 4pm

Cost: £75 (SLS Subscribers) £100 (Non-subscribers)*

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

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NB Cancellations made less than 8 days before the course will incur full payment charges.

eBook Rollout for Subscribing Schools

Free Half day course

HCC_CCBS_SLS_SLS_02300CRS

The rolling out and embedding of eBooks and eAudio within the School Library and how the platform should be operated within the school.

The launch events are free and are aimed to provide an overview of the eBook and eAudio platform and will include the following:

- Student enrolment methods
- An overview of the management tools
- Suggestions on student launch
- Suggestions on possible use for Teaching and Learning
- Points for SLT's to consider regarding in school use
- An overview of the shop and how to build your own collection

This event will be run by Hants SLS Digital Team and James Richmond Wheelers UK Development Executive. Hampshire SLS's eBook and eAudio platform will be set up in a hub and spoke arrangement, with our central collection sitting at the hub; then schools set up as spokes. Our central hub collection will be the largest and broadest education consortium platform in the UK. Each school will be a spoke and will have access to our collection as well as being able to purchase eBooks to build their own bespoke collection.

The platform has dual use, both for 'reading for pleasure' and 'teaching and learning'.

Venues: Farnborough Library/ Hythe Library/ Fareham Library/ South Ham Library

Dates:	Weds 9th Jan 2019	9.30am – 12.30pm	Farnborough Library
	Fri 18th Jan 2019	9.30am – 12.30pm	Hythe Library
	Thurs 31st Jan 2019	3.30pm – 6.00pm	Fareham Library
	Thurs 7th Feb 2019	9.30am – 12.30pm	South Ham Library
	Weds 27th Feb 2019	1.00pm – 4.00pm	Winchester Discovery Centre

Cost: Free course. Although there is no charge for this event, we would still like you to book a place, to help with our planning.

Bookings: All bookings for SLS training courses are administered through HCC's new Learning Administration Course. See guidance on our Moodle training page for instructions on booking: <https://sls.hias.hants.gov.uk>

If you have any problems with the booking process, please contact SLS HQ on 01962 826660 and we will be happy to help you.

Free Support Group Meetings

In addition to our paid courses programme, we also offer regular Primary Support Groups. These meetings are free to subscribing schools but non-subscribers may attend for a small charge. You can attend any meeting at any venue and do not necessarily have to attend meetings closest to your school if others are more convenient to you.

Although there is no charge for support group meetings, we would still like you to book a place, to help with our planning. These should also be booked through HCC's new Learning Management System.

We are retaining our new format for this academic year: one termly meeting to include library and literacy related developments, IT issues and recommended new resources. We hope that, by combining the three groups we have run in the past, greater numbers will be able to attend, as staff will only need time out of school once a term.

Autumn Term 2018 HCC_CCBS_SLS_PRSK_02309CRS

31 Oct 18	9.30am – 12pm	2984	Manor Field Junior School
31 Oct 18	9.30am – 12pm	2986	Liphook Junior School
01 Nov 18	9.30am – 12pm	2979	Merdon Junior School
01 Nov 18	9.30am – 12pm	4279	SLS Base, Farnborough Library
06 Nov 18	9.30am – 12pm	2980	Waterlooville Library
07 Nov 18	9.30am – 12pm	4278	SLS Base, Fareham Library
07 Nov 18	9.30am – 12pm	2983	New Milton Junior School
08 Nov 18	9.30am – 12pm	2981	Fair Oak Junior School
08 Nov 18	9.30am – 12pm	2982	Orchard Junior School

Spring Term 2019
HCC_CCBS_SLS_PRSK_02309CRS

13 Feb 19	9.30am – 12pm	2987	Shakespeare Junior School, Eastleigh
13 Feb 19	9.30am – 12pm	2990	South View Junior School
13 Feb 19	9.30am – 12pm	2993	South Farnborough Junior School
14 Feb 19	9.30am – 12pm	4281	SLS Base, Calmore Junior School
14 Feb 19	9.30am – 12pm	2991	Knights Enham Junior School
14 Feb 19	9.30am – 12pm	2992	St Lawrence Primary School
27 Feb 19	9.30am – 12pm	2988	Waterlooville Library
27 Feb 19	9.30am – 12pm	3002	Poulner Junior School
28 Feb 19	9.30am – 12pm	4280	SLS Base, Fareham Library
05 Mar 19	9.30am – 12pm	2989	Wellstead Primary School, Hedge End

Summer Term 2019
HCC_CCBS_SLS_PRSK_02309CRS

22 May 19	9.30am – 12pm	2997	Ringwood Library
23 May 19	9.30am – 12pm	2994	Twyford School
04 Jun 19	9.30am – 12pm	4283	SLS Base, Farnborough Library
05 Jun 19	9.30am – 12pm	2998	Hythe Library
05 Jun 19	9.30am – 12pm	2999	Basingstoke Discovery Centre
05 Jun 19	9.30am – 12pm	3001	Weyford Primary School
06 Jun 19	9.30am – 12pm	3000	St John the Baptist School, Andover
11 Jun 19	9.30am – 12pm	4282	SLS Base, Fareham Library
12 Jun 19	9.30am – 12pm	2995	Bishop's Waltham Junior School

13 Jun 19	9.30am – 12pm	2996	Waterlooville Library
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