School Library Service

Secondary School Training

Programme

2018 - 2019

www.hants.gov.uk/sls

Paid Training Courses

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
Running a Secondary School Library		Run on demand. Contact your Lead Adviser for details
Eclipse.Net **HCC_CCBS_SLS_PRSK_02319CRS**	3023	12 Mar 2019
Advanced Dot Net Reporting and Analysis **HCC_CCBS_SLS_PRSK_02319CRS**	3020	26 March 2019
Creative Displays **HCC_CCBS_SLS_PRSK_03314CRS**	3013	24 Jun 2019
Reading for Educators **HCC_CCBS_SLS_PRSK_02318CRS**	3022	15 May 2019
eBook Roll Out for Subscribing 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
Annual Free Seminar **HCC_CCBS_SLS_PRSK_01486CRS**	5723	30 Jan 2019

SLS Training: Running a Secondary School Library

This course aims to give core guidance to those who have recently taken on new responsibility for the day to day running of a Secondary School Library or Learning Resource Centre.

Over 3 x 3 hour sessions, it will give an overview of the Librarian's entire role with links to sources of further information. Delivered one-to-one under normal circumstances and in your own school if possible, completion of the whole course will offer a good grounding for a successful school career.

The areas covered will include

- Overview of the services offered by Hampshire SLS and how to access them
- Introduction to daily Library operations and arrangements
- Making the most of Eclipse for the Librarian, students and staff
- Managing your fiction and information book collections
- The National Curriculum and supporting teachers in its delivery
- The Librarian's broader profile and role within and beyond school

Audience: Recently appointed secondary school Library staff

Presenters: School Library Service Staff

Date: By arrangement with participants
                3 x 3 hour sessions

Venue: By arrangement with participants

Cost: SLS subscribers - £300; Non-subscribers - £350

Bookings: To book please contact your Lead Adviser at the Local Base or contact SLS HQ on 01962 826660 or email: sls.training@hants.gov.uk and we will be happy to help you.

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

Eclipse.net Training

Whole day workshop
HCC_CCBS_SLS_PRSK_02319CRS

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 Eclipse.net. The course will be taught using the Silverlight version of Eclipse.net.

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

Venue: **Chilbolton Room, Castle Hill, Winchester**

Date: **Tuesday 12th March 2019   9.30am – 3.30pm**

            Also run on demand if required; please contact local base or SLS HQ.

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

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.

Advanced Dot Net Reporting and Analysis
Whole day workshop
HCC_CCBS_SLS_PRSK_02319CRS

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**

Date: **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

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.

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: Angela Daniels & Sian Wiffen

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

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

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

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

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

Dates: **Wednesday 15ᵗʰ May 2019   1 – 4 pm**

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

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.

Annual Free Seminar for Secondary Schools

How the library can support wellbeing and mental health across the school.

Wednesday 30th January 2019

HCC_CCBS_SLS_PRSK_01486CRS

Charlie Waller Memorial Trust (CWMT) was established over 20 years ago following the death of a young man from suicide. The aim of the trust is to work with adults and young people so that the issues around mental well-being can be addressed and talked about. The Trust runs workshops and training sessions for young people, parents, school staff and other professionals so that everyone is aware of the issues of mental health and how to access help when needed. This seminar will be tailored to look at how librarians and teachers can work together to support their school both in promoting discussions around mental health as well as supporting young people who may need some help.

As well as the main session from the CWMT, the SLS will provide advice and recommendations on how books can be used to encourage debate around mental health as well as provide support to students who may need it.

Gemma Darby is an experienced teacher and trainer working not only with the CWMT but also the NSPCC. She delivers training in parental support, safeguarding and issues surrounding the use of social media.

Course Outcomes:

Delegates will have a better understanding of mental health and how to recognise signs of stress and mental health concerns.

Delegates will be able to go away with strategies helping schools with issues around social media and its effects on students.

A reading list of recommended titles to support work in schools on student Well being.

Audience: LRC Managers and Librarians, Line Managers with library responsibility

Date: Wednesday 30th January 2019

Time: 10.00 – 12.30

Venue: **Winchester Discovery Centre, Jewry Street, Winchester**

Cost: **FREE to SLS subscribing schools**

Bookings: Although the seminar is free, we would still like you to book places, so that we have an idea of numbers. The seminar is not limited to library staff. Line managers and other interested parties will all be welcome.

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

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
HCC_CCBS_SLS_PRSK_02310CRS

In addition to our paid courses programme, we also offer regular free professional development opportunities for secondary school librarians and LRC managers from our subscribing schools.

· Keep up to date with library and literacy related issues

· Find out about opportunities to use new technologies in the LRC

· Discover the best new resources available for KS3 & 4

· Share opinions and good practice with colleagues from other schools

· Discuss how to use the LRC more effectively to support teaching and learning in school

We are piloting a new format for support group meetings 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 multiple 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.

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.

Information about dates and venues available below:

Autumn Term 2018 (HCC_CCBS_SLS_PRSK_02310CRS)

Dates and venues

16 Oct 18	3pm – 5.30pm	4284	SLS Base, Fareham Library
18 Oct 18	9.30am – 12pm	3004	Testbourne School
18 Oct 18	9.30am – 12pm	3008	Alderwood School
06 Nov 18	1.30pm – 4.30pm	3003	Thornden School

Spring Term 2019 (HCC_CCBS_SLS_PRSK_02310CRS)

13 Feb 2019	3pm – 5.30pm	4285	SLS Base, Fareham Library
26 Feb 2019	9.30am – 12pm	4288	SLS Base, Farnborough Library
28 Feb 2019	1.30pm – 4.30pm	3005	Ringwood School
28 Feb 2019	9.30am – 12pm	3006	Costello School

Summer Term 2019 (HCC_CCBS_SLS_PRSK_02310CRS)

22 May 2019	9.30am – 12pm	3007	Calthorpe Park School
23 May 2019	3pm – 5.30pm	4286	SLS Base, Fareham Library
04 Jun 2019	1.30pm – 4.30pm	4287	SLS Base, Calmore Junior School

FICTION FOCUS (HCC_CCBS_SLS_PRSK_02312CRS)

28 Nov 2018	3pm – 4.30pm	3009	Horndean College
21 Mar 2019	3pm – 4.30pm	3010	Park Community School
09 Jul 2019	3pm – 4.30pm	3011	Petersfield School