



School Library Service

Secondary School Training

Programme

2019 - 2020

Address: School Library Service HQ, Fareham Library, Osborn Road, Fareham, Hampshire, PO16 7EN
Telephone: 01962 826 660 **Email:** hq.sls@hants.gov.uk

Paid Training Courses

The programme of paid training courses for 2019/20 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).

Please book your place using the Hampshire County Council's Learning Management System. 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](#)'

Academies & Non-Hampshire Schools

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

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

Name of course	Course code	Dates
Secondary School Librarian Training		Run on demand. Contact your Lead Adviser for details
Eclipse.Net		Run on demand. Contact the SLS Digital team
Advanced Dot Net Reporting and Analysis	02317	12 March 2020
HCC_CCBS_SLS_PRSK_02317CRS		
Creative Displays	02314	18 June 2020
HCC_CCBS_SLS_PRSK_02314CRS		
Reading Cloud for Educators	02318	21 November 2019
HCC_CCBS_SLS_PRSK_02318CRS		
Librosoft Training	01843	14 November 2019 11 February 2020 25 June 2020
HCC_CCBS_SLS_SLS_01843CRS		
Induction Training for New School Library Staff		Contact your local base to book a place
Whole staff meetings		Contact local base to arrange

SECONDARY SCHOOL LIBRARIAN TRAINING PROGRAMME

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

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

Date: Run on demand, please contact SLS Digital on 01962 826663 or email digi.sls@hants.gov.uk

Venue: By arrangement with participants

Cost: £130 (SLS Subscribers) £200 (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 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

Course Code: 02317

Whole day workshop

This one-day hands-on course is intended for experienced users of JILnet 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: **Itchen Room Falcon House, Monarch Way, Winchester, SO22 5PL**

Date: **Thursday 12th March 2020** **9.30am – 3.30pm**

Cost: £130 (SLS Subscribers) £200 (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.

CREATIVE DISPLAYS

Course Code: 03314

Half Day Course

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: Sian Wiffen

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

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

Dates: **Thursday 18th June 2020** **9.30am – 12.30pm**

Cost: £75 (SLS Subscribers) £100 (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.

READING CLOUD FOR EDUCATORS

Course Code: 02318

Half Day Course

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

Dates: Thursday 21st November 2019 9.30am – 12.30pm

Cost: £75 (SLS Subscribers) £100 (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.

LIBRESOFT LIBRARIAN TRAINING

Course Code: 01843

Half day course

This half day workshop provides supportive training on the Libresoft Librarian and Librarian+ library management software, to enable schools to get more effective use and value from this resource. The course will enable delegates to understand the wide range of uses for this library package and how to implement the functionality in a school setting.

The course is aimed at Library Managers, Library Assistants and teachers with library responsibilities at KS1, KS2 and KS3.

Learning Outcomes

By the end of this course, you will:

- Confidently administer your Library Management System to enable the smooth running and management of your library.

Additional Information

- Delegates should already have access to the Libresoft Library management System within their school.

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

Dates: Thursday 14th November 2019 9.30am – 12.30pm
Tuesday 11th February 2020 9:30am -12:30pm
Thursday 25th June 200 9:30am -12:30pm

Cost: £75 (SLS Subscribers) £100 (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.

INDUCTION TRAINING FOR NEW SCHOOL LIBRARY STAFF, TEACHER IN CHARGE OF THE LIBRARY OR LIBRARY VOLUNTEER

An introduction to running a school library and making the most of the School Library Service

The induction session will provide you with the opportunity to have an introduction to making the most of the time you have in the library. Finding out about the full range of services available to the school from the School Library Service and how you can use the service effectively.

Areas covered will include:

- Introduction to SLS staff and the Centre
- Borrowing and exchanging resources
- Advice on resources
- SLS training courses
- SLS Virtual Learning Environment (Moodle)
- Library Management Systems

Presenter: SLS Adviser and Lead Adviser

Audience: Primary and Secondary library staff, teachers, Literacy Co-ordinators and school library volunteers

Date:

SES Base, Fareham Library	
Tuesday 1 st October 2019	9.30 - 11.30am
Wednesday 22 nd January 2020	9.30 - 11.30am
Thursday 7 th May 2020	9.30 - 11.30am
NOS Base, South Ham Library	
Thursday 3 rd October 2019	9.30 - 11.30am
Thursday 16 th January 2020	9.30 - 11.30am
Thursday 30 th April 2020	9.30 - 11.30am
NES Base, Farnborough Library	
Thursday 3 rd October 2019	9.30 - 11.30am
Tuesday 14 th January 2020	9.30 - 11.30am
Wednesday 13 th May 2020	9.30 - 11.30am
SWS Base, Calmore Junior School	
Wednesday 9 th October 2019	9.30 - 11.30am
Thursday 23 rd January 2020	9.30 - 11.30am
Tuesday 5 th May 2020	9.30 - 11.30am

Cost: FREE (SLS Subscribers)

Bookings: Please contact your local base to book your place.

Calmore	02380 668481	sws.sls@hants.gov.uk
Fareham	01329 284238	ses.sls@hants.gov.uk
Farnborough	01252 375823	nes.sls@hants.gov.uk
South Ham	01256 811089	nos.sls@hants.gov.uk

SCHOOL STAFF MEETING - SECONDARY

This is available to all schools and can take place at the school or at the SLS base. These sessions can be run after school or during a staff INSET day. They can be for all staff or for staff from a particular department.

These sessions are designed to give school staff a greater insight into books and SLS services that can aid them in their teaching.

The session is for up to 50 minutes and can cover –

- Introducing new high-quality books to staff, both fiction and information books
- Introducing books that tie in with curriculum areas
- An introduction to the SLS Moodle and how school staff can access and use it
- An overview of The Day / eChalk / ProQuest
- An introduction to the SLS e-books platform and how it can be used in school
- Sessions can be tailored to focus on one or more of these elements – this will be planned with the school

Audience: School Staff

Dates: Dates can be arranged to suit the school

Cost: Free – part of your SLA

Bookings: Contact your local SLS base to arrange a date:

Calmore sws.sls@hants.gov.uk

Fareham ses.sls@hants.gov.uk

Farnborough nes.sls@hants.gov.uk

South Ham nos.sls@hants.gov.uk