Hampshire Achieves Update
Issue June 2024

June is a very busy month for exams, and guidance for invigilators has been updated, if you are invigilating an exam, please note the following -

**Learners with additional time:**
Seating of learners
When learners sitting exams have extra time they should be seated furthest from the door. To prevent singling out of learners best practice is to pre-allocate learners to desk space, rather than letting them choose where to sit. This can be done using the name cards from Pearsons.
Time announcements
When announcing length of exam time, avoid saying "someone or X has extra time", instead state that "the exams will finish at different times, when your exam is over, please leave quietly to avoid disruption."

Diary Dates

2023-24	
Service Day	Tues 9th July
20024-25	
INSET	Tuesday 3rd Sept
Teaching and learning conference	**Wednesday 23rd October**
Service Day	Thursday 5th Dec
INSET	Wednesday 19th March
Service Day	Monday 7th July
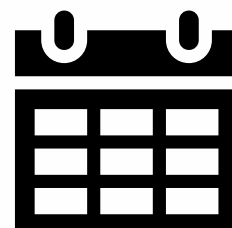
Dates for 2024-25 have now been confirmed, please ensure that you plan your classes and any leave around these dates to avoid missing these.

Please note that there is some variation on INSET dates with secure and specialist colleagues. You should already have a hold the date email from Bob, if you have a new member of staff joining, please do remember to forward them the dates.

Professional Values and Attributes:
Value and champion diversity, equality of opportunity, inclusion, and social equity

Promoting Equality Diversity and Inclusion

There is a wide range of events planned for June/July with lots of opportunity to promote British Values, as well as EDI
Key highlights of suitable events are listed on the next page:

June	July
1-30 Pride Month 2024	7th Thank You Day 2024
5th World Environment Day	*11th* World Population Day
17th -23rd World Refugee Week	*15th* St Swithun's Day
17 - 23 Learning Disability Week 2024	24th 24/7 Samaritans Awareness Day/ The Big Listen 2024
24 - 30 World Well-being Week 2024	

Further events can be found at Awareness Days Events Calendar 2024

Professional Knowledge and Understanding:
Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.

CPD opportunities in June/July

Assessment of learning	10th June 2-4 PM	A review of effective ways to assess learning, incorporating Rosenshine's principles.
Effective Questioning	19th June 6-8 PM	An overview of how questioning can be used in the classroom to enhance learning and assessment.
Assessment of learning	4th July 6-8 PM	A review of effective ways to assess learning.
Cognitive Load	12th July 2-4 PM	A review of cognitive load theory and the impact on course delivery

Booking links can be found in the attached calendar.

Best Practice examples from recent observations:

Scaffolding: have a list of word hints when setting a task for learners to explore topics such as self-esteem.

Plenary session: get each learner to rate their learning and say what went well and even better ifs. This keeps the focus on the learner being responsible for their own learning, as well as providing you with essential feedback on their learning journey.

Professional Knowledge and Understanding:
Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence-informed practice.

Make sure you are keeping your CPD log up-to-date.

Teaching Pedagogy: Socratic Method

This involves the tutor and learner having a shared dialogue with the tutor leading with thought provoking questions. This in-depth use of questioning allows learners to be guided into deeper thinking. It helps learners to come to their own conclusions about a topic and refines their critical thinking skills. This dialogue encourages active participation and supports the movement of learning into the long-term memory. By having a high level of involvement it supports learner engagement, creating an independent mindset.

Socratic Questions to ask

- What do you mean by that?
- Why do you think that is true?
- Is that the only way?
- What's the worst that could happen?
- Are there any counter arguments?
- How did you arrive at that conclusion?

These ideas link to Rosenshine's Principle number 3 Ask Questions.

Socratic Teaching Techniques for Effective Learning (structural-learning.com)

The Socratic Method: Fostering Critical Thinking | The Institute for Learning and Teaching | Colorado State University (colostate.edu)

How to Use the Socratic Method (for Dialogue, Debate and Critical Thinking) (youtube.com)

Teaching Glossary: Learner Independence

When we refer to learner independence, we are looking at how we can reduce tutor dependency and encourage learners to think for themselves, including having increase confidence in their own ability. Learners can take responsibility for their learning and are not passive recipients of information.

Professional skills:

Select and use digital technologies safely and effectively to promote learning.

Digital tools:

This issue's guide focuses on 'Tango', a tool that helps you to create training guides for learners, reducing time spent on screenshots, formatting. Give it a trail and let us know how you get on. You will find more information on the attached guide.

Use of AI:

Please note that ChatGPT has been disabled on HCC devices, instead corporate policy is to use Copilot.

Please see information regarding use of AI Technology for our future | Hampshire County Council Staff Pages (hants.gov.uk)

Use AI safely for work (sharepoint.com)

Policy for the Use of Artificial Intelligence Tools & Services.docx (sharepoint.com)

Moving towards Outstanding

Expectations are that all staff are familiar with the Education Inspection Framework (EIF) and Further Education and Skills Handbook (section 2).

If you would like to research more on how to meet outstanding expectations, then do look on the VLE.
Course: OFSTED Guidance & Reports (participationandlifelonglearning.co.uk)

Wellbeing

HantsHeadlines - Health & Resilience Guide HCC.pdf - All Documents (sharepoint.com)

Be Active
Move your body to feel good, both physically and mentally.
Any activity that gets you moving or enjoying the great outdoors is good for wellbeing including walking, gardening, having a kickabout in the park or simply taking the stairs.
There are mood-boosting benefits to being active as well as health gains. Read more about how to look after your mental health using exercise

To make an activity work for you, make sure it's one you enjoy and break it down into manageable steps, building up over a few weeks or months. Finding an exercise buddy can also be motivating so consider sharing an activity with a friend.

Got 1 hour?
- Change 4 Life is a family and kids-based activity programme to get the whole family moving
- Discover activities at your local leisure centre, gym or sports club
- Get in training at your local Park Run – it's free every Saturday and covers a 5k course
- Give back to the environment and join a local conservation group. You'll be active outside and meet new people too

Five ways to Wellbeing | Health and social care | Hampshire County Council (hants.gov.uk)

Need help and support with your wellbeing? There are links to organisations on our VLE page
Hampshire PALL: All courses (participationandlifelonglearning.co.uk)

Mental Health First Aiders

A number of staff are now Mental Health First Aiders, should you find that you or a colleague are in need of support then please contact one of the team below, who will be able to guide you to support.

- Alison Long alison.long@hants.gov.uk
- Claire Allen claire.allen@hants.gov.uk
- Debi Copeland deborah.copeland@hants.gov.uk
- Peter McNulty peter.mcnulty@hants.gov.uk
- Rachel McCarthy rachel.mccarthy@hants.gov.uk
- Stacey Allan stacey.allan@hants.gov.uk
- Wendy Scott wendy.scott2@hants.gov.uk

Safeguarding:

The next new staff safeguarding training is scheduled for Friday 28th June at Winchester

Information sharing advice for practitioners

The Department for Education has updated and today published its Information Sharing Advice for Practitioners.

Information sharing - advice for practitioners providing safeguarding services (publishing.service.gov.uk)

This advice outlines the importance of sharing information about children, young people and their families in order to safeguard children. It should be read alongside the statutory guidance Working together to safeguard children 2023.

Do sign up to this regional newsletter, we have attached the May update in word format for you.

Please remember that learners should have access to safeguarding information at every lesson, make sure you include our safeguarding slide in your presentations, including online safety reminders.

If you are aware of a safeguarding concern, please report this to our designated safeguarding officers.

Dee John	Deborah Copeland
deirdre.john@hants.gov.uk	Deborah.Copeland@hants.gov.uk
07784 264713	07926 077442

Remember that all learners should receive information on safeguarding, and we have a designated safeguarding email HAsafeguarding@hants.gov.uk for learners.

Information about safeguarding, prevent and British values can be found on our VLE page.
Hampshire PALL: All courses (participationandlifelonglearning.co.uk)

Hampshire Safeguarding Children Partnership provide a variety of training opportunities
February Training Opportunities - Hampshire SCP

The Hampshire Safeguarding Adult board also offers training topics which you might find interesting
E-Learning and Podcasts | Hampshire Safeguarding Adults Board (hampshiresab.org.uk)

Good to know:
Reminder for email signatures and MS Teams backgrounds
Email Signatures
The guidance linked below shows the format and content of the email signatures that is to be used. Mine below is an example. 📄 Participation and Lifelong Learning Email Signatures - March 2024.docx

As previously notified, individual telephone numbers must not be included in the email signature, unless specifically considered necessary and agreed by your Head of Service.

NO graphics or logos are to be added to a signature, except for the Hampshire County Council agreed ones (see guidance here: Email signatures and automatic replies (out of office)) This applies to ALL services.

All staff must review and update their email signatures to comply with the Corporate Guidance; anyone who has not updated theirs to the required format will be reminded. Sorry.
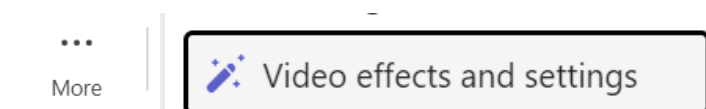
MS Teams Backgrounds
Approved Corporate Teams backgrounds are available to download here and must be displayed in ALL meetings both internal, and external. Approved Staff Network backgrounds are for Network meetings only.
https://hants.sharepoint.com/sites/CESC/SitePages/Teams-background.aspx#corporate-teams-backgrounds

To add a background to your Teams meeting:
1.   Go to the page above to select your background
2.   Click on the background you would like so it opens full screen
3.   Save it into any folder on your device by right-clicking to "save as".
4.   When you open a Microsoft Teams call, click the three dots on the meeting settings bar and select "video effects".

5.   Select the "add new" icon

6. Choose your background
7. Either preview or select "apply" to enable your background
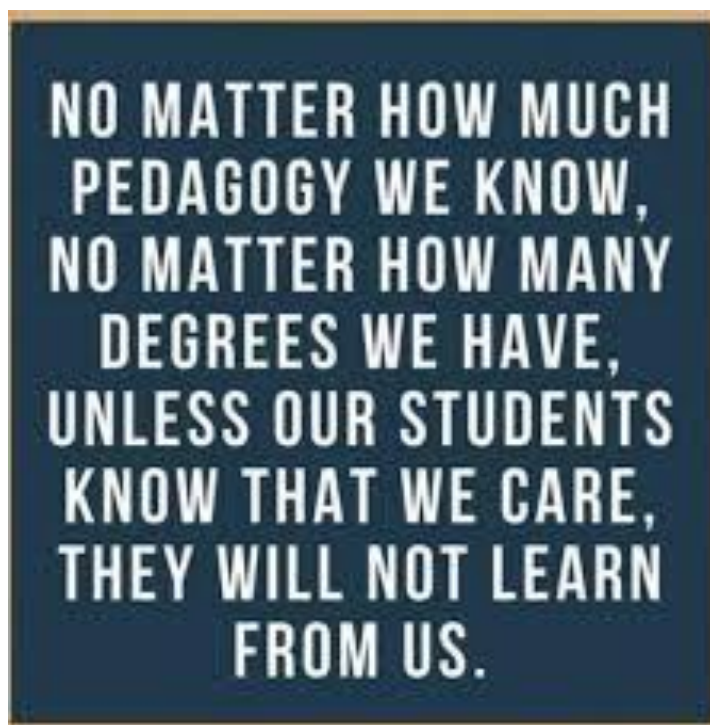
Preview
Apply and turn on video

Notes:
1. This is for the Teams App – this will not work for the Web version of Teams.
2. The logo may appear in reverse on your screen. It will appear correctly to those people in your meeting. You can turn off "mirror my video", under device settings.

Service Blocks

Service name block guidance

- The service name block is the name given to the variation of the standard corporate logo used by Hampshire County Council sold services and public-facing services that use a sub-brand as per the agreed exceptions set out in the corporate branding principles.

- It should be used on all external communications and materials, with no differentiation between when the service is being marketed to customers (residents) or businesses (maintained schools, other local authorities etc.).

- Service name blocks should only be created by Corporate Marketing. For further information contact corporate.marketing@hants.gov.uk

Thought for the Month

NO MATTER HOW MUCH PEDAGOGY WE KNOW, NO MATTER HOW MANY DEGREES WE HAVE, UNLESS OUR STUDENTS KNOW THAT WE CARE, THEY WILL NOT LEARN FROM US.

Updated exam windows

June			
June	7th	Friday	Multiply only
June	17th –19th	Monday, Tuesday, Wednesday	YPL only
June	24th – 28th	Monday, Tuesday, Wednesday, Thursday, Friday	**All** including YPL Exams and Controlled Assessments
July			
July	24th – 26th	Wednesday, Thursday, Friday	
August			
August	9th	Friday	Multiply only
August	27th	Tuesday	YPL extended exam dates
August	28th – 29th	Wednesday & Thursday	**All** Exams and Controlled Assessments

Policy Updates
You will find the most recent policies on our VLE page.
Course: Hampshire Achieves Policies and Procedures (participationandlifelonglearning.co.uk)

Attachments:
Hampshire Achieves tutor CPD events Summer 2024
Prevent update May 24
Safeguarding Prevent and British values guidance
Digital Factsheet: Tango