

Newsletter Summer 2025



Welcome to our Summer newsletter, I hope that you will all be able to take some time off over the next two months to recharge your batteries in readiness for September and the many more children that will be accessing funded places.

A big thank you to the settings who have accessed the capital funding and have expanded places, an additional 334 Early Years places have been created. Those settings who have accessed wraparound funding have helped to create a further 280 new places; both of these funding streams are helping working parents and the Local Authority to meet childcare sufficiency duties.

Please see our latest training schedule where we have some excellent CPD opportunities including our Early Years Conference on the 7th November and for those of you working with more two year olds Helen Moylett will be returning to Telford to deliver her 'I am two are you ready for me' workshops on October 1st.

The Early Years Foundation Stage Statutory Framework will be updated in September, please make certain that you have the most up to date version to work from, as soon as the September version is released we will send a link to you. All of our training will reflect the new document and DSL and Child Protection training will reflect the requirements.

Lisa Seymour
Early Years and Childcare Team Leader

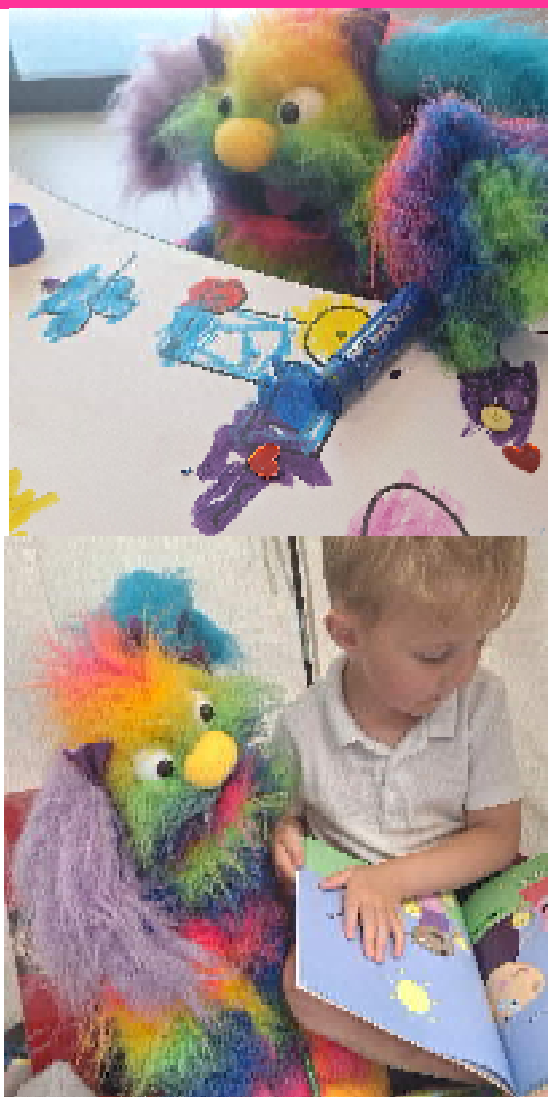


Kids Planet Apley - Good
Heather Grice - Met

Your Stories!

Allscott Meads Puppet!

The nursery children at Allscott Meads Primary School have been busy bringing their imaginations to life! Together, they designed their very own teaching assistant—Mrs Bloom—full of warmth, wonder, and EYFS magic. With a twinkle in his eye, the ever-inspiring Mr Twinklestar helped transform their ideas into a character they can call their own.



Twiggy's Sutton Hill

A massive well done to Twiggy's Sutton Hill who have been recognised as a top 20 rated nursery out of 1,414 Early Years Settings in the West Midlands! This was awarded by daynurseries.co.uk, with the award based on the nursery's reviews from the children's families and carers.

Ruth O'Connell, Area Manager at Twiggy's Day Nursery said: "Thank you to all of our parents for letting us be a part of their child's learning and development and the wonderful reviews you have given."

"The staff are really proud that their hard work and dedication to nurturing each child has been recognised by our parents and rewarded with this award." **Well done!**

Central Park Nursery



After opening its doors 30 years ago, thousands of children and parents have passed through Central Park's doors accessing high quality childcare in a nurturing and exciting environment. We are enormously proud of all we have achieved over these years and the partnerships and friendships made along the way.



In the changing landscape of childcare, we are extremely pleased to have been able to get to this milestone. We are extremely proud of our nursery and strive for excellence at every turn. Ensuring children are safe, resilient, independent and confident ready for their continued educational journey is at the heart of our ethos and values, and we are excited to see what the future holds for our nursery.



We would like to take this opportunity to thank all of our wonderful staff, both past & present along with parents and all the children who have made the last 30 years an absolute joy. We look forward to the next 30!



Bentley the Cocker Spaniel!

We would like to introduce the newest (and possibly cutest!) member of the team at Central Park Nursery, Bentley the Cocker Spaniel!

Bentley has visited previously in the office for short periods and we noticed how positively the children have reacted to him, many not having a pet at home. They enjoy greeting him in the morning, playing in the garden with him and coming for extra cuddles throughout the day, which Bentley loves too!

Parents are more engaged during drop off and come into the office to see the dog and we have seen an increase in messages and general information being passed on, strengthening our parent partnerships.

For anyone considering a nursery dog, we encourage you to get to know the breeds, do your research and find one that suits your setting, but we know you won't be disappointed. Bentley is a great asset to our team and we are very excited to have him here!





Don't miss out on EYPP funding!

We estimate that this term nearly £12,000 of potential EYPP funding for 2 year olds has not been claimed.

- > EYPP funding is now available for funded children aged 2 and under—not just 3 & 4 year olds.
- > EYPP eligibility is only checked if the EYPP consent box is ticked on the 'Parent/Carer details' tab at actuals—please don't forget to tick this box!
- > Children who are adopted or with foster parents should be identified for EYPP using the 'Notes' tab.

This is additional funding that your setting could be accessing.

For more information about how to use EYPP, please see: [Telford & Wrekin Council | Early Years Pupil Premium \(EYPP\)](#)

Telford & Wrekin's SEND Local Offer

The SEND Local Offer sets out in one place, information about the services and support available across Education, Health and Social Care for children and young people (CYP) in Telford and Wrekin who have Special Educational Needs and/or Disabilities (SEND).

The [SEND Early Years Page](#) is an invaluable resource for parent/carers of young children (0-5 years) with SEND. Recently updated in collaboration with the Early Years and Childcare team, the page provides comprehensive guidance on identifying early signs of SEND, accessing SEND support, transitioning to primary school, and understanding Early Years teams and services.

The page details Early Years Teams and Services, information about finding and choosing an [Early Years setting](#) or childminder in Telford and Wrekin and funding for childcare for children from 9 months to 4 years old; helping parents make informed decisions for their children.

Additionally, the Local Offer directs parent/carers to local activities, events and the [Parent Carer Zone](#) which offers an overview of local support services available to families with children or young people with SEND in Telford and Wrekin. The aim of the page is to empower and reassure parents with the knowledge and resources they need to navigate the early years with confidence. Share your thoughts [here](#).



Wraparound

We wanted to share with you some of the successes that we have had in year one of delivering the DFE wraparound childcare programme here in Telford. We have successfully created new provisions; extended hours of wraparound childcare offers and expanded places within existing provision within the borough.

The DFE funding so far has supported the creation of:

- > 279 places delivered by schools
- > 168 places delivered by early years providers
- > 33 places delivered by childminders providers

We have provided some examples of how the programme has not only benefited parents who are able to access more wraparound childcare but the children's views on the developments and provision. We are now heading into year two of the programme and will continue to support schools, childminders and early years providers to create even more wraparound childcare in the borough as well as offering continued support those established in year one.

This year we have provided funded training to all wraparound providers' even ones that are unable to expand or offer more places. This has been to support them to provide good quality care and staff development. Look out for more funded training opportunities in year two including Paediatric First Aid training, Play training, Safer recruitment and Child Protection training.

If you would like to know more or would like to explore support that is on offer to your wraparound childcare provision please send us an email at wraparoundchildcare@telford.gov.uk

Wraparound

Myla, aged 7
"It's wonderful, I love
that everyone can play
together, it's so big."

Lyndsey Handy



Scarlett, aged 11
"I like the new climbing frame
because it doesn't matter if
you're older and taller you can
still play because it's more spa-
cious and everyone can join in."



Allscott All Stars



Charlene Wakely—supporting Teagues Bridge

Garden before:



“Ellie likes to play with the unicorn hopper, the bikes and enjoys running around”

“Sean likes the new garden; he likes how much space they have to play in”

Garden after receiving wraparound childcare funding:



29 April 2025 08:19

Windmill Primary School Breakfast Club



'I get to talk and play before I learn'

'I get to make new friends'

'I like playing with my friends with all the toys'

'I like to try the new foods'

Ladygrove Primary School After School Provision



'When we do Just Dance, go outside and play games and play games after snack, I like playing with my friends too'



'I like everything, and I get to play with my friends'



'You arrive, have a drink, then there are lots of activities that we can do. We also get to go outside'.



Donnington Stronger Childminder Hub

Since the start of the Stronger Childminder Hub in Donnington, we have cultivated a warm and inviting environment that fosters connection, collaboration, and creativity. This supportive group has become a cherished space for us all to come together, exchange ideas, and form meaningful friendships.

Not only have we enriched our professional lives, but our children have also benefited immensely from this group too. Together they have built wonderful friendships, learning important social skills, and are developing a sense of belonging that enhances their personal growth and overall well-being.

Each week is filled with inspiration and laughter, as we share experiences and strategies that enhance our childminding practices and create a meaningful impact. From engaging workshops to informal catch-ups, there's always something valuable to take away that can significantly impact our work.

We encourage all members to participate actively, as each contribution makes our hub truly distinctive.

Together, we are not just childminders but a community committed to nurturing the next generation and making a positive impact!

Written by Sue from Muxton Explorers Childminding.

Baby Summer Safety

Warmer weather and summer holidays can make it trickier to follow safer sleep advice, which reduces the risk of sudden infant death syndrome (SIDS). You'll need to keep your baby cool while also managing travel plans and a change to your routines. Use this quick guide to baby summer safety so you can enjoy the summer with your little one.



Follow a safer sleep routine, even on holiday

Sleep your baby on their back on a firm, flat, mattress for every sleep, day and night.

It's just as important to follow this routine on holiday as it is at home to help reduce the risk of SIDS. If your baby is sleeping in a travel cot, the mattresses are often thinner and feel harder. There's no need to place folded blankets or a quilt under the baby to make them more comfortable. Babies needs are different to adults and while it might seem cosy, it means the mattress is less firm and can put the baby at risk of overheating or having their mouth covered.

Make sure that the travel cot is away from any radiators, out of direct sunlight, and out of reach of blind cords and other hazards.



Keep your baby's room temperature cool

One of the most important parts of baby summer safety is keeping your baby cool in the hot weather. Babies that get too hot have a greater risk of SIDS, so it's essential to keep them

cool enough.

We recommend keeping the room your baby sleeps in at a fairly cool temperature of 16—20°C. Buying a room thermometer can help you check the temperature of your baby's room.

Keeping your baby's room between 16—20°C can be harder in summer or if you go away somewhere warm, but these tips should help.

- > Use lighter bedding and clothing, with fewer layers.
- > Open the bedroom door and a window, if it's safe to do so, to allow the air to flow.
- > Check baby sleep bag guidance for which tag to use for each season.
- > Use a fan to cool the room, but don't aim it directly towards the baby.
- > Keep curtains closed in the daytime so the room doesn't heat up as much.
- > Use a thermometer to check the room is the right temperature—as it's hard to guess.

You might find that even after doing all of the above, you still struggle to keep your baby's room between 16—20°C when it's particularly hot outside. This can be frustrating. In really hot weather, it's fine to have your baby in a short sleeve vest or even just a nappy. Continue following all of our [safer sleep guidance](#) for peace of mind.

Travelling by car with your baby

If your trip involves long drives, stop for regular breaks so you can check on your baby, take them out of the car seat and let them stretch and move around. Ideally, have an adult in the back seat with your baby or, if you're travelling alone, use a mirror to keep an eye on them. **If you see that your baby has slumped forward, stop as soon as it's safe to** as this can affect their breathing. Take them out of the car seat and sit them up right before continuing on your journey.

Car seats are designed to keep babies safe while travelling, not as a main sleeping place. Only use them for transport, not as an alternative for cots or high chairs. It's OK if your baby falls asleep in a car seat while travelling but take them out as soon as you get to your destination and place them on a firm, flat surface to sleep.



Make sure baby has enough fluids

When the weather is hot, it's important to make sure that your baby has plenty of fluids.

- > If you're solely breastfeeding your baby, they don't need any extra water until they start eating solid food. But during hot weather, they may want to breastfeed more than usual.
- > Once they start eating solid foods, they will need extra water.
- > If you formula feed your baby, as well as their usual milk feeds, you can give your baby a little cooled boiled water. If they wake at night, they'll probably want milk. If they have had their usual milk feeds, try cooled boiled water as well.

Baby summer safety when out and about

Use these tips to keep your baby safe and comfortable while you're out and about.

> **Don't cover prams, buggies and travel systems with blankets, cloths or any cover** that stops the air flowing.

They risk the baby getting too hot, and mean you can't see if they're having difficulties or monitor their temperature as easily.

> **Our top tip—use a clip-on sunshade or parasol.** This will keep your baby shaded while allowing air to circulate, and give you a clear view of your baby.

> **Check your baby regularly to see if they're getting too hot** by feeling their chest or the back of their neck.

> **Keep babies out of direct sunlight as much as possible.**



Remember

Even though it can be more challenging to keep your baby safe and comfortable in summer or while you're on holiday, these tips will help you. By using lighter clothing and a clip on sun shade while you're out and about, and going for light bedding, open windows, and a room thermometer at home, you'll help keep the air circulating and the temperature down. These simple steps will help you enjoy a safer and happy summer with your baby.

Happy Healthy Active Holidays

This summer will be the biggest HHAH delivery yet with 66 provisions running! It's going to be a busy summer with events running every single day of the summer holidays.

Happy Healthy Active Holidays runs holiday clubs during the Easter, Summer and Christmas holidays. There are funded spaces available to children in reception through to year 11 who receive benefit-related free school meals.

With a range of activities available over the Summer holidays, make sure your parents are aware if they're entitled and encourage them to have a look.

If you have any enquiries please email our HHAH team at holidayactivityhub@telford.gov.uk and they will get back to you as soon as possible.



Department
for Education

Talking Training Schedule - Autumn Term 2025

Course Title	Date	Delivery Method & Venue	Start Time	Finish Time	Cost	Notes
PVI Early Years and Childcare Network Meeting for Childminders and Settings	23/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:00	Package Holders: 2 places free per setting. Additional places £20.00 per person Non package holders: 1 free person per setting. Additional places £20.00 per person	
Designated Safeguarding Lead Network Meeting	20/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	Package Holders: 2 places free per setting. Additional places £20.00 per person Non package holders: £20.00 per person	Suitable for HHAH and Wrap Around provision
Out of School Club/HHAH and Play Network Meeting (Day time)	15/10/2025	Face to Face Central Telford Hotel (TBC)	09:30	12noon	Wrap Around Providers Schools and Setting and HHAH providers. 2 funded places per setting: Additional places £20.00 per person	Suitable for HHAH and Wrap Around provision
Out of School Club/HHAH and Play Network Meeting (Evening)	15/10/2025	Face to Face Central Telford Hotel (TBC)	18:45	20:45	Wrap Around Providers Schools and Setting and HHAH providers. 2 funded places per setting: Additional places £20.00 per person	Suitable for HHAH and Wrap Around provision including childminders
SENDCO Network Meeting	14/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	1 place free per setting. Additional places £20.00 per person	Suitable for HHAH and Wrap Around provision including childminders
Business Network	06/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:00	Funded	
VMC network	20/11/2025	Online - Microsoft Teams	19:00	20:30	Funded	
SENDCO Training - Part 1&2 (Both parts need to be attended)	11/11/2025	Online - Microsoft Teams	18:30	20:30	£50.00 per delegate	
	18/11/2025		18:30	20:30		
Using Work/Reward 'Task Baskets' in EYFS as part of Structured Teaching Approach	27/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:00	£33.00 per delegate	
Using Visuals to Support all Children in the EYFS	07/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:00	£33.00 per delegate	
AET level 2 - Good Autism Practice (Both parts need to be attended)	17/09/2025	Face to Face	18:00	20:30	£72.00 per delegate	
	24/09/2025	Central Telford Hotel (TBC)				
Managing Behaviour/supporting emotional regulation (updated content)	09/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	£39.00 per delegate	
New- Effective Target setting and evidence collection	30/09/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	£39.00 per delegate	
New Supporting a communication friendly environment for preverbal children within EYFS	02/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:00	£33.00 per delegate	
Designated Safeguarding Lead - 2 Yearly Update	20/10/2025	Online - Microsoft Teams	18:30	20:00	£28.00 per delegate	Suitable for HHAH and Wrap Around provision
Designated Safeguarding Lead Training in EY, Childcare and Unregulated Settings - Daytime session	17/10/2025	Face to Face Central Telford Hotel (TBC)	09:30	15:30	£72.00 per delegate	Suitable for HHAH and Wrap Around provision
Designated Safeguarding Lead Training in EY, Childcare and Unregulated Settings - Part 1&2 (Both parts need to be attended)	26/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:00	£72.00 per delegate	Suitable for HHAH and Wrap Around provision
	03/12/2025		18:30	21:00		
Child Protection Awareness Raising	10/09/2025	Face to Face Central Telford Hotel (TBC)	18:00	21:00	£44.00 per delegate	Suitable for HHAH and Wrap Around provision
Child Protection Awareness Raising - Part 1&2 (Both parts need to be attended)	29/09/2025	Online - Microsoft Teams	18:30	20:00	£33.00 per delegate	Suitable for HHAH and Wrap Around provision
	06/10/2025		18:30	20:00		
Child Protection Awareness Raising	24/11/2025	Face to Face Central Telford Hotel (TBC)	18:00	21:00	£44.00 per delegate	Suitable for HHAH and Wrap Around provision
Child Protection Awareness Raising	15/01/2026	Face to Face Central Telford Hotel (TBC)	18:00	21:00	£44.00 per delegate	Suitable for HHAH and Wrap Around provision
TWSP - Brook Traffic Light training - Part 1&2 (Both parts need to be attended)	TBC	Online - Microsoft Teams	18:30	21:00	Funded	Suitable for HHAH and Wrap Around provision
	TBC					
Prevent Training	16/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:00	£39.00 per delegate	Suitable for HHAH and Wrap Around provision
Session 3: Supporting children who have experienced Domestic Abuse (Delegates must have previously attended Session 1: Raising Awareness of Domestic Abuse and Session 2: How Domestic Abuse and Trauma impacts children)	24/09/2025	Online - Microsoft Teams	18:30	20:00	Funded	Suitable for HHAH and Wrap Around Provision
Session 1: Raising Awareness of Domestic Abuse	15/10/2025	Online - Microsoft Teams	18:30	20:00	Funded	Suitable for HHAH and Wrap Around Provision
Session 2: How Domestic Abuse and Trauma impacts children (Delegates must have previously attended Session 1: Raising Awareness of Domestic Abuse training)	19/11/2025	Online - Microsoft Teams	18:30	20:00	Funded	Suitable for HHAH and Wrap Around Provision
Session 3: Supporting children who have experienced Domestic Abuse (Delegates must have previously attended Session 1: Raising Awareness of Domestic Abuse and Session 2: How Domestic Abuse and Trauma impacts children)	21/01/2026	Online - Microsoft Teams	18:30	20:00	Funded	Suitable for HHAH and Wrap Around Provision
*Managing Allegations Training (The role of the LADO)	08/09/2025	Face to Face Meeting Point House	10:00	12:30	Funded	Suitable for HHAH and Wrap Around provision
*Managing Allegations Training (The role of the LADO)	08/12/2025	Face to Face Meeting Point House	10:00	12:30	Funded	Suitable for HHAH and Wrap Around provision
Safer Recruitment (Safer Recruitment Consortium) (Both sessions need to be attended)	25/09/2025	Face to Face Central Telford Hotel (TBC)	18:00	21:00	£72.00 per delegate	Suitable for HHAH and Wrap Around provision
	02/10/2025					
Safer Recruitment (Safer Recruitment Consortium) - Day Time Session	14/11/2025	Face to Face Central Telford Hotel (TBC)	09:30	16:00	£72.00 per delegate	Suitable for HHAH and Wrap Around provision
Making it Real Both dates need to be attended. Participants will receive backfill for attendance at both session only.	05/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:00	Funded via Family Hub HLE 2 practitioners per setting	
	12/11/2025					
I am 2 are you ready for me - Helen Moylet	01/10/2025	Face to Face Central Telford Hotel (TBC)	13:00	15:30	£39.00 per delegate	
I am 2 are you ready for me - Helen Moylet	01/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:00	£39.00 per delegate	
Ben Kingston Hughes - The importance of 'Play' in out of school. HHAH and Wrap Around Provision	04/11/2025	Face to Face Central Telford Hotel (TBC)	09:30	12noon	1 funded place per setting	Suitable for HHAH and Wrap Around provision
Ben Kingston Hughes - The importance of 'Play' in the EYFS	04/11/2025	Face to Face Central Telford Hotel (TBC)	13:30	16:30	£25.00 per setting	
Ben Kingston Hughes - The importance of 'Play' in out of school. HHAH and Wrap Around Provision	04/11/2025	Face to Face Central Telford Hotel (TBC)	18:45	21:00	1 funded place per setting	Suitable for HHAH and Wrap Around provision
Paediatric First Aid Blended (6 hours online training to be completed prior to face to face session) Both sessions must be attended	23/09/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:30	£60.00 per delegate	HHAH and Wraparound places may be funded
	30/09/2025					
Paediatric First Aid Blended (6 hours online training to be completed prior to face to face session)	03/10/2025	Face to Face Central Telford Hotel (TBC)	09:30	16:30	£60.00 per delegate	HHAH and Wraparound places may be funded
Paediatric First Aid Blended (6 hours online training to be completed prior to face to face session) Both sessions must be attended	06/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	21:30	£60.00 per delegate	HHAH and Wraparound places may be funded
	13/11/2025					
Paediatric First Aid Blended (6 hours online training to be completed prior to face to face session)	11/12/2025	Face to Face Central Telford Hotel (TBC)	09:30	16:30	£60.00 per delegate	HHAH and Wraparound places may be funded
EYFS: Safeguarding and Welfare Requirements	07/10/2025	Online - Microsoft teams	18:30	20:30	£28.00 per delegate	
EYFS: Learning and Development Observing and Scaffolding Play	21/10/2025	Online - Microsoft teams	18:30	20:30	£28.00 per delegate	
EYFS Conference: Aaron Bradley/Ruth Swales 'Pedagogical Approaches' am and Ben Kingston Hughes pm	07/11/2025	Face to Face The Telford Hotel and Golf Resort	09:30	16:00	£45.00 per delegate Subsidised costing	
Embedding Early Talk Boost into Continuous Provision	22/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	£39.00 per delegate	
Capturing a Unique understanding of the child.	17/11/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	£39.00 per delegate	
Bright Ideas and Inspiration for Breakfast, Out of School and Holiday Clubs	02/10/2025	Face to Face Central Telford Hotel (TBC)	18:30	20:30	£39.00 per delegate	
Early Years Funding Portal Training	17/09/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Early Years Funding Portal Training	21/10/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Early Years Funding Portal Training	18/11/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Early Years Funding Portal Training	20/01/2026	Online - Microsoft Teams	18:30	20:30	Funded	
Childminder Briefing Session	10/09/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Childminder Briefing Session	15/10/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Childminder Briefing Session	12/11/2025	Online - Microsoft Teams	18:30	20:30	Funded	
Childminder Briefing session	14/01/2026	Online - Microsoft Teams	18:30	20:30	Funded	

Speech Language and Communication Training

The Early Talk Boost Training is funded by the Telford and Wrekin Family Hub programme, all settings can access this training for each nursery class and reception class and for new practitioners who require the training. **More Time To Talk** is funded through EYPD funding, this course is suitable for those who have already attended the 'It's Time to Talk training', which is a targeted intervention aimed at 2 - 3 year-old children with delayed preverbal skills and vocabulary. This course is essential for staff/childminders who will be delivering the intervention. One free course pack will be supplied per setting who provide 2 year old places. These sessions will be delivered by the Stoke Spoken Out Speech and Language Service.

Early Talk training - this training is for those new to working in EYFS, students or practitioners wishing to update their speech, language and communication knowledge, each practitioner will receive a tool kit.

Early Years Talk Boost for settings, childminders and Schools (Evening option)	13/10/2025	Face to Face	18:30	21:00	Funded
Both sessions need to be attended.	20/10/2025	Central Telford Hotel (TBC)			
Early Years Talk Boost for Settings, Childminders and Schools	10/10/2025	Face to Face	09:30	14:30	Funded
		Central Telford Hotel (TBC)			
ICAN Early Talk for apprentices/students and those new to working with EY children	07/11/2025	Face to Face	09:30	15:30	Funded
		Central Telford Hotel (TBC)			
ICAN Early Talk for apprentices/students and those new to working with EY children (both parts to be attended)	03/11/2025	Face to Face	18:30	21:00	Funded
	10/11/2025	Central Telford Hotel (TBC)			
More Time to Talk	20/11/2025	Online - Microsoft Teams	18:30	21:00	Funded
It's Time to Talk	09/10/2025	Online - Microsoft Teams	18:30	21:00	Funded

Cancellation / non-attendance policy: All cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation is received.

For courses with a delegate fee, a charge of 35% will normally be incurred if a delegate place is cancelled within 7 days of the course date. The full course fee will be charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled in advance of the course date. In exceptional circumstances, where a course is running again within the same academic year, we will do our best to move delegates across to the next course date.

For courses which are free of charge i.e. either funded or included in your package, any delegate failing to attend, and not cancelling their place in advance of the course date, will incur a £15 delegate fee to cover administration and any refreshment and venue costs.