

Schools Guidance Notes from April 2013

- **What is e-PD?**

E-PD is a non-profit organisation for sharing expertise, skills and resources being driven forward by Headteachers to inspire excellence through school partnerships. An online hub has been developed at www.e-pd.org.uk to:

- ❖ offer support and training to each other
- ❖ earn 'credits' for training provided
- ❖ access central training provision and larger events management
- ❖ support collaboration by pooling resources
- ❖ publish and promote the outcomes of joint practice development
- ❖ join focus groups promoting and encouraging creativity.

The venture is based on the principle of schools working for and with each other and has the backing of the Primary/Special and Secondary Heads Executives and the Local Authority.

- **What is e-PD's role in G&T provision?**

E-PD was asked by the Local Authority (LA) to facilitate the provision of Gifted and Talented learning opportunities for able pupils following the decision of the LA to withdraw from their central provision on 31 March 2013.

- **What does it cost to belong to e-PD?**

If your school already subscribe, there are NO ADDITIONAL CHARGES to access G&T courses. For a school to join there is an initial charge of £250 for secondary schools and £150 for primary schools to subscribe to e-PD, plus £1 per pupil on roll.

- **Do I need to be a member of e-PD to benefit from G&T courses?**

Subscribing schools are able to take immediate advantage of G&T courses on offer. Non e-PD subscribers will be required to pay an additional 25% premium to purchase similar places for their students; special conditions will apply if e-PD agrees to make arrangements on their behalf.

- **What about Insurance? And CRB/DSBs?**

All providers are required to have adequate Public Liability insurance cover and have made declarations to e-PD about their insurances, health and safety provision and CRB/DBS checks.

- **What do courses cost?**

Each of the providers (individual tutor or organisation) will now set their own prices according to their budgets; the costs can be found with the course information.

- **How do schools pay?**

Courses are charged in credits (1 credit = £1.25). Schools need to purchase sufficient credits before booking courses. To purchase credits, schools should either purchase these online via My Account on the e-PD website ('Buy Credits' button) through the e-PD Paypal interface, or download the 'credits and subscriptions form' from the e-PD website and send payment to e-PD.

- As soon as a booking is made and approved by the G&T coordinator, payment is transferred from the school account to the provider's account.

- **How do we know what enrichment courses are available?**

An automated email is sent out every Monday morning, to everyone registered on the e-PD site. This includes information on every new course uploaded to the website. There is also a list of G&T courses on the home page of the website under the 'Enrichment' button.

- **How do schools book a place on a course?**

Subscribing schools have been issued separate guidance notes with these FAQs explaining how to register and use the e-PD website.

Each school has a G & T co-ordinator to authorise the bookings. Once approved, a full record will appear under 'our bookings'. Once a booking is finalised, schools can download course details and any additional documents eg maps, equipment lists etc.

- **Who decides which pupils attend an Enrichment Course?**

Schools will use their current systems to identify suitable applicants. A model policy has been provided in the welcome pack to provide guidance if needed. It will be the responsibility of each individual school G & T co-ordinator to coordinate and approve all bookings.

Bookings for each course will be on a first come first served basis.

- **What happens if a course is full almost immediately?**

Providers will have access to their course bookings at all times. If a course reaches capacity very quickly and the provider is able to offer an additional date (venue etc permitting) then the additional date will become available on-line and will be advertised in the next e-PD newsletter.

- **How will schools pay?**

E-PD has agreed to manage the financial interface between schools and providers using the existing e-PD 'credits' system.

As soon as a booking is approved, the credits will be transferred but e-PD will not release this money to the provider until the courses has been delivered.

- **Will the programme be run on a termly basis?**

Providers can offer their courses termly and at half-terms and during the holidays. They can also advertise courses and take bookings for the next terms if they wish.

- **What form of evaluation will be required, by schools / by e-PD?**

It is essential that the Enrichment opportunities are seen as only one part of a school's provision for their G & T pupils. Parents, pupils and schools need to work together to maximise the intended benefits on learning and development.

Once the course has run, we would welcome your feedback. If students write a feedback report and you send it to us, we will be pleased to share it on our website. Please ignore the automated evaluation requests which are designed for staff CPD courses.

- **If insufficient numbers of pupils sign up for a course, what happens? Is there a timescale for this?**

The decision on whether there are enough pupils registered for a course to run is the responsibility of the provider.

Two weeks ahead of the planned delivery each provider must check bookings and make the decision as to whether the course is viable. If not, then the system will offer tutors a cancellation facility. Providers will notify schools that the course has been cancelled and e-PD will arrange for money to be refunded.

- **What happens if a course is cancelled at very short notice?**

In the unlikely event of having to cancel a course at short notice **ie less than 2 weeks** eg weather conditions, it will be the responsibility of the provider to contact all the schools from which pupils have been registered. A full list of school telephone numbers and email address will be available through the e-PD website.

Parents should be advised to contact the venue before leaving home.

What happens if a student does not turn up for a course?

No action is taken as the school/parent will have paid for the course and no refund will be given.

Can we recommend or suggest a new G&T Provider to e-PD?

e-PD is keen to expand the number of G&T providers and would welcome your suggestions.

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