

9 April 2013

Dear Gifted & Talented Coordinator

WEST SUSSEX ABLE PUPIL ENRICHMENT PROVISION - after 1 April 2013

As you are probably aware, arrangements are fully underway for E-PD Trust to provide the booking portal for Able Pupil Enrichment provision after 1 April 2013 when West Sussex Learning Service is no longer able to support the programme. Initially these G&T courses will only be available online to e-PD subscribing schools while we carefully consider the scope and practicalities of extending the provision to non-subscribing schools; however, non-e-PD subscribing schools can apply to join e-PD now for the extended period covering 1 April 2013 right through to 31 August 2014, on specific terms.

To help you get started, we enclose a welcome pack with details of the new systems and processes that will support the provision. You can also get support via the e-PD helpdesk.

Your welcome Pack includes:

- Welcome and introduction
- Process map
- Guidance notes
- Frequently asked questions
- Model policy
- Parental Consent/Emergency Contact Form (to be signed and taken on the day)
- Model letter to parents <<Name, course, date, e-PD website address to check for cancellations>>
- Terms and Conditions
- Letter from WSCC

What is different?

The service offered by e-PD will be different from that formerly offered by the County Learning Service. E-PD will enable you to view, book and pay for courses directly:

- Once you have registered, details of new courses added will be sent to you (and all staff who are registered on the e-PD site) through an automated weekly email. You are advised to check on regular basis by logging in and searching for courses under 'G'; all Gifted and Talented courses are prefixed by the words 'GT Student'.

- A list of current courses (Date, time, title, phase, CA) will also be available under the 'Enrichment' button on the home page of the website at www.e-pd.org.uk for public view (parents can check course status, but note: this list is not updated at weekends).
- All bookings are made directly by schools, on a 'first come first served' basis. There is no restriction on the number of places a school can book on behalf of their pupils. If a course proves popular, the providers are able to provide additional courses to accommodate demand, so keep an eye on new courses added by reading the weekly automated email.
- The course prices listed on the website are in credits. Payment will be transferred in credits (1 credit = £1.25) when you as a school confirm the booking, by changing its status from 'pending' to 'approved'. Schools will need to ensure they have sufficient credits in place to enable them to make reservations in the first place.
- Course information (course details, date, venue and venue map) are all on the website. Some courses offer additional resources which can be downloaded from foot of the course information page. It is up to schools to decide what information they provide to pupils and parents; if you wish, the model letter to parents can be used to help with this process.

How to get started

Registering (Steps 1-3 only need to be carried out once)

- Step 1:** Decide who is going to be the school's G&T administrator/coordinator for the purposes of the website, bearing in mind that this person will have authority to confirm reservations and enable the transfer of credits from the school's account – in the same way as the current CPD Coordinators for e-PD.
- Step 2:** Register on the e-PD website (if you have not previously registered)
- Step 3:** Email info@e-pd.org.uk to advise them that you are the G&T coordinator, so we can assign special levels of access to you.

Browsing and making bookings

- Step 4:** Ask the school's teaching staff to register on the e-PD website as practitioners, as this will enable them to view all the G&T courses on offer and assess the suitability of courses for particular students.
- Step 5:** Search using **GT student** as keyword; further refine the search by key stage, curriculum area / subject.

- Step 6:** Make a provisional booking by pressing the 'Reserve your place' button (no credits transferred at this stage).
- Step 7:** Change name on booking to that of the student (the student will need to have been added to e-PD by registering them initially under your school – please see below).
- Step 8:** Confirm or cancel the provisional booking (credits transferred).

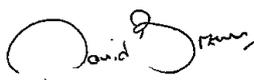
Cancellations

- **Cancellation of confirmed places by school:** refunds on course fees are available on cancellations made up to 28 days before the course; contact e-PD to arrange a refund.
- **Cancellation of course by provider:** provider will contact the G&T coordinator who will be responsible for notifying the relevant students and parents.
- **Checking for course cancellation (especially on the day):** advise parents to contact the course provider on the day to check course still running.

The enclosed set of guidance notes take you through these main steps. **There is also a comprehensive set of on-line help notes via the help link, once you are logged in to the website. If you have any other queries please contact the e-PD helpdesk.**

Please be assured that we will do everything we can to ensure that your experience with e-PD proves beneficial and provides the basis for an ongoing relationship. To help us, we would welcome your feedback from time to time and may ask you to participate in occasional surveys aimed at improving our service.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Brewer', with a stylized flourish at the end.

David Brewer
General Manager E-PD Trust

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