

PREP TRAINING LOGS

Houseparent Training Log				
Date	Name	Training	Provider	Notes
September 2017 - LAB/RDWB				
September 2016 - July 2018	RDWB	BSA Advanced Certificate Course	BSA	Part 1 Pastoral Care and Part 2 Boarding Management
July 2017	LAB/RDWB	GSEB Inter-Agency Child Protection Training	GSEB	Level 3 Child Protection Training Course
September 2017	RDWB	Safer Recruitment Training	Cheltenham College	Essential Training for conductin Assistant Houseparent/Matron/Gap Interviews
October 2017	LAB	Female Genital Mutilation Course	Home Office	E-learning module
January 2018	RDWB	2018 BSA Annual Conference for Deputy Heads and Heads of Boarding	BSA	Annual BSA Conference (Manchester 2018)
February 2018	LAB/RDWB	College HsMs Away Day	Cheltenham College	Day of training/feedback, led session on 'Prep Uncovered'
March 2018	LAB	Prep School and Boarding Conference	Wellington College	Annual Wellington College Boarding Conference
April 2018	RDWB	Pastoral Marginal Gains Conference	Cheltenham College	Sessions attended: Positive Pupil Psychology, Fit for Boarding, Resilience and led session on 'Prep Opportunities'
September 2018 - LAB/RDWB				
October 2018	RDWB	Inspection Training	BSA	BSA Preparation for Inspection
January 2019	RDWB	2019 BSA Annual Conference for Deputy Heads and Heads of Boarding	BSA	Annual BSA Conference (Brighton 2019)
February 2019	LAB/RDWB	College HsMs Away Day	Cheltenham College	Day of training/feedback
May 2019	LAB/RDWB	Fire Extinguisher Training	Corinium Fire Safety Consultancy	Role of a Fire Warden and Fire Extinguisher Theory, Policy and Practical Use
September 2019 - LAB/RDWB				
October 2019	LAB/RDWB	Boarding Forum at Cheltenham Prep	Cheltenham College	Created by LAB/RDWB, First Session (Rachel Melville-Thomas: Beginnings and Endings) and Second Session (Rich Penny: Preparing Boarders for Senior Schools)
September 2020 - LAB/RDWB				
September 2020 - November 2021	RDWB	Med Educational Leadership and Management	Buckingham University	The programme aims to enable educators to develop expertise through critical evaluation of research in Educational Leadership and Management
September 2021 - JRA/ JLA				
June/July 2021	JRA/JLA	Houseparent Handover	Cheltenham College	Discussion of Job Description, Role in Boarding House, Duties and Routines. Inc. Pupil Pastoral Notes
September 2021		Autumn Term Boarding Inset		
		KCSIE & Child Protection		
		Staff Code of Conduct		
		Pupil Behaviour		
		Whistleblowing		
		GDPR (Data Protection)		
	JRA/JLA	Prevent	Cheltenham College	Autumn Term Update
Jan-22	All	Spring Term Whole School & Boarding Inset	Cheltenham College	
Apr-22	All	Summer Term Whole School & Boarding Inset	Cheltenham College	
3/7/2022	All	Fire marshal	Cheltenham College	

Assistant Houseparent Training Log

Date	Name	Training	Provider	Notes
September 2017 - SER				
September 2017	SER	Autumn Term Boarding Inset	Cheltenham College	Routines, Rewards and Sanctions etc.
January 2018	SER	Spring Term Boarding Inset	Cheltenham College	Boarders Responsibilities etc.
April 2018	SER	Summer Term Boarding Inset	Cheltenham College	Behaviour Log etc.
June 2018	AJT	Assistant Houseparent Handover	Cheltenham College	Discussion of Job Description, Role in Boarding House, Duties and Routines etc.
September 2018 - AJT				
September 2018	AJT	Autumn Term Boarding Inset	Cheltenham College	Boarding House Fire and Evacuation Procedure etc.
January 2019	AJT	Spring Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Preparation, National Minimum Standards and Boarding Handbook etc.
April 2019	AJT	Summer Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Findings and Boarders' Prep etc.
May 2019	AJT	Fire Extinguisher Training	Corinium Fire Safety	Role of a Fire Warden and Fire Extinguisher Theory, Policy and Practical Use
September 2019 - AJT/LMT				
September 2019	AJT/LMT	Autumn Term Boarding Inset	Cheltenham College	New Evening Routine etc.
January 2020	AJT/LMT	Spring Term Boarding Inset	Cheltenham College	Prefects Duties, Powers and Responsibilities etc.
September 2020 - AJT/LMT				
September 2020	AJT/LMT	Autumn Term Boarding Inset	Cheltenham College	Covid Regulations and Risk Assessment etc.
September 2021 - AJT/LMT				
September 2021	AJT/LMT	Autumn Term Boarding Inset	Cheltenham College	Autumn Term Update
September 2021	AJT/LMT	Autumn Term Boarding Inset KCSIE & Child Protection Staff Code of Conduct Pupil Behaviour Whistleblowing GDPR (Data Protection)		
September 2021	AJT/LMT	Prevent	Cheltenham College	Autumn Term Update
Jan-22	AJT/LMT	Spring Term Whole School & Boarding Inset	Cheltenham College	
Apr-22	AJT/LMT	Summer Term Whole School & Boarding Inset	Cheltenham College	
3/7/2022	AJT/LMT	Fire marshall	Cheltenham College	

Boarding Tutor Training Log				
Date	Name	Training	Provider	Notes
September 2017 - JPB/PJC/OAJ/SBN/TRP/SXR/OS/AJT/LMT/JFW/TMY				
September 2017	PJC/SBN/SXR/AJT/LMT	Boarding Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2017	All	Autumn Term Boarding Inset	Cheltenham College	Routines, Rewards and Sanctions etc.
January 2018	All	Spring Term Boarding Inset	Cheltenham College	Boarders Responsibilities etc.
April 2018	All	Summer Term Boarding Inset	Cheltenham College	Behaviour Log etc.
September 2018 - JPB/PJC/OAJ/RM/SBN/TRP/OS/TOS/TMY				
September 2018	All	Autumn Term Boarding Inset	Cheltenham College	Boarding House Fire and Evacuation Procedure etc.
September 2018	TOS	Boarding Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2019	All	Spring Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Preparation, National Minimum Standards and Boarding Handbook etc.
April 2019	All	Summer Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Findings and Boarders' Prep etc.
May 2019	OAJ/OS/TOS	Fire Extinguisher Training	Corinium Fire Safety Consultancy	Role of a Fire Warden and Fire Extinguisher Theory, Policy and Practical Use
September 2019 - JPB/OAJ/CJ/SBN/TRP/OS/VCS/TMY				
September 2019	All	Autumn Term Boarding Inset	Cheltenham College	New Evening Routine etc.
September 2019	VCS	Boarding Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2020	All	Spring Term Boarding Inset	Cheltenham College	Prefects Duties, Powers and Responsibilities etc.
September 2020 - GFB/HB/JPB/OAJ/CJ/SBN/JAS/OS/VCS/TMY				
September 2020	All	Autumn Term Boarding Inset	Cheltenham College	Covid Regulations and Risk Assessment etc.
September 2020	GFB/JAS/HB	Boarding Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2021 - DC & LG				
September 2021	ALL	Boarding Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
		Autumn Term Boarding Inset		
		KCSIE & Child Protection		
		Staff Code of Conduct		
		Pupil Behaviour		
		Whistleblowing		
		GDPR (Data Protection)		
September 2021	ALL	Prevent	Cheltenham College	Autumn Term Update
Jan-22	All	Spring Term Whole School & Boarding	Cheltenham College	
Apr-22	All	Summer Term Whole School & Boarding	Cheltenham College	

Matron Training Log				
Date	Name	Training	Provider	Notes
September 2017 - IMJ/AK/GN/LW				
September 2017	AK/LW	Matron Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2017	All	Autumn Term Boarding Inset	Cheltenham College	Routines, Rewards and Sanctions etc.
January 2018	All	Spring Term Boarding Inset	Cheltenham College	Boarders Responsibilities etc.
April 2018	All	Summer Term Boarding Inset	Cheltenham College	Behaviour Log etc.
September 2018 - YC/CJ/IMJ/GN				
September 2018	All	Autumn Term Boarding Inset	Cheltenham College	Fire and Evacuation Procedure etc.
September 2018	YC/CJ	Matron Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2019	All	Spring Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Preparation, National Minimum Standards and Boarding Handbook etc.
April 2019	All	Summer Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Findings and Boarders' Prep etc.
May 2019	GN	Fire Extinguisher Training	Corinium Fire Safety	Role of a Fire Warden and Fire Extinguisher Theory, Policy and Practical Use
September 2019 - YC/KH/AK/GN				
September 2019	All	Autumn Term Boarding Inset	Cheltenham College	New Evening Routine etc.
September 2019	KH	Matron Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2020	All	Spring Term Boarding Inset	Cheltenham College	Prefects Duties, Powers and Responsibilities etc.
September 2020 - YC/KH/AK/GN				
September 2020	All	Autumn Term Boarding Inset	Cheltenham College	Covid Regulations and Risk Assessment etc.
September 2021 - YC/KH/AK/GN				
September 2021	All	Autumn Term Boarding Inset KCSIE & Child Protection Staff Code of Conduct Pupil Behaviour Whistleblowing GDPR (Data Protection) Prevent	Cheltenham College	Autumn Term Update
Jan-22	All	Spring Term Whole School & Boarding Inset	Cheltenham College	
Apr-22	All	Summer Term Whole School & Boarding Inset	Cheltenham College	
May-22	Amy K	Counselling skills level 2	Awarding Body NCFE / CACHE / TQUK	
Jun-22	Amy K	Adverse childhood experiences	Awarding Body NCFE / CACHE / TQUK	
9/2/2022	Yesim C	Child protection and Safeguarding	TBC	
2/28/2022	Yesim C	Pastoral support	TBC	
3/7/2022	All	Fire marshal	Cheltenham College	
Sep-22	Catherine H	Understanding the Environment & Sustainability course	Awarding Body NCFE / CACHE / TQUK	Start date Sept 2022

Graduate Tutor and Gap Student Training Log				
Date	Name	Training	Provider	Notes
September 2017 - MB/PB/PL/RM/JS/BW				
September 2017	BW	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2017	All	Autumn Term Boarding Inset	Cheltenham College	Routines, Rewards and Sanctions etc.
January 2018 - SC/RM/SR/KS/BW				
January 2018	All	Spring Term Boarding Inset	Cheltenham College	Boarders Responsibilities etc.
January 2018	SC/SR/KS	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2018	All	Pupil Support Service Induction	Cheltenham College	How to support Boarders etc.
April 2018	All	Summer Term Boarding Inset	Cheltenham College	Behaviour Log etc.
September 2018 - SC/JK/SR/KS/DW				
September 2018	All	Autumn Term Boarding Inset	Cheltenham College	Fire and Evacuation Procedure etc.
September 2018	JK/DW	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2019 - JK/LL/GP/OU/DW				
January 2019	All	Spring Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Preparation, National Minimum Standards and Boarding Handbook etc.
January 2019	LL/GP/OU	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2019	All	Pupil Support Service Induction	Cheltenham College	How to support Boarders etc.
April 2019	All	Summer Term Boarding Inset	Cheltenham College	Regulatory Compliance Inspection Findings and Boarders' Prep etc.
September 2019 - MA/HB/JK/LL/GP/OU				
September 2019	All	Autumn Term Boarding Inset	Cheltenham College	New Evening Routine etc.
September 2019	MA/HB	Graduate Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2020 - MA/HB/JK/CF/RF/SS				
January 2020	AJT/LMT	Spring Term Boarding Inset	Cheltenham College	Prefects Duties, Powers and Responsibilities etc.
January 2020	CF/RF/SS	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2020 - CC/FG/OW/HC/MC/HS				
September 2020	AJT/LMT	Autumn Term Boarding Inset	Cheltenham College	Covid Regulations and Risk Assessment etc.
September 2020	CC/FG/OW	Graduate Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
January 2020	HC/MC/HS	Gap Student Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2021 - SA, JB, NK, RB, GM, OK				
September 2021	ALL	Graduate Tutor Induction	Cheltenham College	See New Staff Induction (Policies, Boarding Arrangements, Document Location etc.)
September 2021	ALL	Autumn Term Boarding Inset	Cheltenham College	Autumn Term Update
		KCSIE & Child Protection Staff Code of Conduct Pupil Behaviour Whistleblowing GDPR (Data Protection) Prevent		
Jan-22	Grads & Sp	Pastoral Care for Boarders	Cheltenham College	Pastoral training delivered by student support to the graduates and sports pro's
Jan-22	All	Spring Term Whole School & Boarding Inset	Cheltenham College	
Apr-22	All	Summer Term Whole School & Boarding Inset	Cheltenham College	