CYFLAWNI TEGWCH A RHAGORIAETH
MEWN ADDYSG A GWELL LLES I BAWB

EQUITY AND EXCELLENCE IN EDUCATION
AND ENHANCED WELLBEING FOR ALL

Rhaglen Hyfforddiant i Lywodraethwyr

Tymor y Haf

2025-2026

Rhondda Cynon Taf

Rhagair

Dyma fanylion ein hachlysuron Hyfforddiant i Lywodraethwyr rhithwir ar gyfer y tymor nesaf. Bydd sesiynau hyfforddiant tymor y haf yn cael eu cynnal yn rhithwir i sicrhau diogelwch a lles ein llywodraethwyr. Os byddwch chi'n dewis cadw lle ar sesiwn hyfforddiant, byddwch chi'n cael arweiniad ar sut i gymryd rhan yn yr hyfforddiant rhithwir a bydd cefnogaeth a chyngor ar gael gan y Gwasanaeth Cymorth i Lywodraethwyr. Byddwn ni'n parhau i adolygu sut i ddarparu hyfforddiant yn ystod tymor y haf i baratoi ar gyfer rhaglen tymor yr hydref.

Yn Rhondda Cynon Taf, ein nod yw cefnogi a datblygu ein llywodraethwyr i ymgymryd â'u swydd mewn modd effeithiol ac effeithlon. Nod y cyrsiau yma yw eich helpu a'ch paratoi chi ar gyfer y tasgau y bydd raid i chi eu cyflawni, a chithau'n llywodraethwr. Rydyn ni'n eich annog chi felly, i fanteisio ar gynifer o gyfleoedd hyfforddiant â phosibl.

Mae llywodraethwyr yn effro i'r gofyniad gorfodol i gyflawni hyfforddiant. Mae pob llywodraethwr sydd, yn ein barn ni, angen hyfforddiant gorfodol wedi cael gwybod hynny drwy e-bost/llythyr.

Pan fo llywodraethwyr yn aelodau o bwyllgorau penodol, er enghraifft Rheoli Cyflawniad, Cwynion neu Wahardd Disgyblion, rydyn ni'n argymell bod y llywodraethwyr yma'n mynd i'r hyfforddiant perthnasol ar gyfer y pwyllgorau yma.   Caiff Llywodraethwyr Cyswllt eu hannog i fynd i hyfforddiant perthnasol hefyd.

Mae Cymorth i Lywodraethwyr **yn annog cyrff llywodraethu, neu glystyrau ysgol, i newid eu ffocws ar gyfer hyfforddiant llywodraethwyr fel bod ysgolion neu grwpiau unigol yn cael hyfforddiant ar bynciau neu faterion arbennig sy'n berthnasol iddyn nhw**. Mae modd i ni addasu cyrsiau ar gyfer cyrff llywodraethu unigol, neu glystyrau, ar unrhyw bwnc o'ch dewis. Am ragor o wybodaeth, e-bostiwch *CymorthiLywodraethwyr@rctcbc.gov.uk.*

Mae angen lleiafswm o 5 cyfranogwr i gynnal cwrs. Yn ogystal â hynny, os byddwch chi wedi cadw lle ar gwrs arbennig ond ddim yn gallu mynd, gofynnwn yn garedig eich bod chi'n rhoi digon o rybudd (o leiaf 10 diwrnod ymlaen llaw), er mwyn inni benderfynu p'un ai i fwrw ymlaen â chynnal y cwrs neu beidio.

Diolch i chi am yr ymrwymiad rydych chi wedi dangos yn eich rôl yn llywodraethwr ysgol yn Rhondda Cynon Taf.

Dr Marium Haque

Cyfarwyddwr Addysg a Gwasanaethau Cynhwysiant

Hyfforddiant i Lywodraethwyr 2025 - 2026, Tymor y Haf

Yr hyn sydd angen i mi ei wybod fel Llywodraethwr Newydd		**Dyddiad:**	**Amser**
Mae'r modiwl gorfodol yma wedi'i gynllunio ar gyfer pob llywodraethwr newydd ei benodi a rhaid ei gwblhau o fewn y flwyddyn gyntaf. Mae'n darparu'r wybodaeth a'r ddealltwriaeth hanfodol sydd eu hangen i ddechrau cyflawni'r rôl yn effeithiol, gan gefnogi'r ysgol i godi safonau, a datblygu dealltwriaeth glir o gynnydd yr ysgol a data cyflawniad. *Erbyn diwedd y modiwl yma, bydd llywodraethwyr newydd yn gallu:* • *Deall rolau a chyfrifoldebau allweddol llywodraethwyr ysgolion* • *Adnabod cyfansoddiad cyrff llywodraethu a sut maen nhw'n gweithredu* • *Nodi'r gwahanol fathau o ddata y mae ysgolion yn eu defnyddio a sut mae hyn yn llywio gwelliant ysgolion* • *Defnyddio data yn effeithiol i ddarparu her a chefnogaeth wrth godi safonau ysgolion* • *Cymhwyso strategaethau ar gyfer cwestiynu effeithiol a herio adeiladol* • *Datblygu hyder wrth ofyn y cwestiynau cywir am ddata eu hysgol eu hunain*			
Tymor y Haf 2026	Canolfan Menter y Cymoedd, Abercynon	Dydd Mawrth 2 Mehefin 2026	3:00pm – 5:00pm
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 9 Mehefin 2026	3:00pm – 5:00pm
Tymor y Haf 2026	Microsoft Teams	Dydd Llun 22 Mehefin 2026	3:00pm – 5:00pm

Yr hyn sydd angen i mi ei wybod fel Cadeirydd Newydd y Llywodraethwyr		**Dyddiad:**	**Amser**
Mae'r cwrs gorfodol yma wedi'i gynllunio ar gyfer pob Cadeirydd Llywodraethwyr newydd. Mae'n rhoi'r wybodaeth a'r ddealltwriaeth hanfodol sydd eu hangen ar gyfranogwyr i gyflawni eu rôl yn effeithiol, gan gefnogi eu hysgol i godi safonau, cyflawni cyfrifoldebau statudol, a datblygu dealltwriaeth gref o ddata cyflawniad a chynnydd ysgolion. *Mae'r rhaglen yn rhoi cyflwyniad i:* • *Rôl a sgiliau craidd Cadeirydd Llywodraethwyr effeithiol* • *Adeiladu a rheoli perthnasoedd allweddol* • *Arwain yn hyderus fel Cadeirydd* • *Deall y mathau o ddata y mae ysgolion yn eu defnyddio a sut mae hyn yn llywio gwelliant* • *Defnyddio data yn effeithiol i herio a chefnogi'r ysgol* • *Cyflwyno her a chefnogaeth adeiladol i ysgogi gwelliant*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 30 Mehefin 2026	2:00pm – 4:00pm

Presenoldeb/Mynychu'r Ysgol		**Dyddiad:**	**Amser**
Bydd y sesiwn yma'n trafod data presenoldeb, prosesau'r ysgol, rhyngwynebu â Gwasanaeth Mynychu'r Ysgol a Lles (dyletswyddau statudol a deddfwriaeth, arferion cofrestru a hysbysiadau cosb benodedig).			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 16 Mehefin 2026	1:00pm – 2:30pm

Ysgolion Bro		**Dyddiad:**	**Amser**
Bydd y sesiwn yma'n archwilio beth yw'r dull Ysgol sy'n Canolbwyntio ar y Gymuned a sut y gall ysgolion ymgysylltu â theuluoedd, cymunedau ac asiantaethau aml i gefnogi anghenion eu dysgwyr a'u teuluoedd a bod o fudd i'r gymuned ehangach.			
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 10 Mehefin 2026	5:00pm – 6:30pm

Gyrfaoedd a Phrofiadau Cysylltiedig â'r Byd Gwaith (3 – 16)		**Dyddiad:**	**Amser**
Gyrfa Cymru sy'n darparu'r hyfforddiant yma sydd wedi'i anelu at lywodraethwyr mewn ysgolion a lleoliadau cynradd ac uwchradd. Bydd yr hyfforddiant yn ymdrin â'r themâu allweddol canlynol: • *Trosolwg o Addysg Gyrfaoedd a Phrofiadau sy'n Gysylltiedig â Byd Gwaith yn thema drawsbynciol yn y Cwricwlwm i Gymru.* • *Dealltwriaeth o'r canllawiau statudol ar gyfer Addysg Gyrfaoedd a Phrofiadau sy'n Gysylltiedig â Byd Gwaith ar gyfer ysgolion a lleoliadau 3–16.* • *Pam mae Addysg Gyrfaoedd a Phrofiadau sy'n Gysylltiedig â Byd Gwaith yn bwysig i ysgolion a lleoliadau.* • *Sut y mae modd i lywodraethwyr gyfrannu at ddarpariaeth gyrfaoedd ysgolion neu leoliadau.* • *Trosolwg o'r cymorth a'r adnoddau sydd ar gael gan sefydliad Gyrfa Cymru.*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 9 Mehefin 2026	3:30pm – 4:30pm

Plant sy'n Derbyn Gofal		**Dyddiad:**	**Amser**
Trafod y goblygiadau i Blant sy'n Derbyn Gofal yng nghyd-destun addysg *Deall y cyd-destun ar gyfer Plant sy'n Derbyn Gofal yn Rhondda Cynon Taf* *Trafod dyletswyddau a chyfrifoldebau gweithwyr proffesiynol perthnasol* *Deall pwrpas Cynllun Addysg Personol (CAP)* *Rhannu canllawiau a pholisïau perthnasol*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 6 Mai 2026	10:00am – 11:30am

Cwynion		**Dyddiad:**	**Amser**
Bydd y sesiwn yma'n rhoi arweiniad i lywodraethwyr ar sut i ddelio â chwynion yn effeithiol.			
Tymor y Haf 2026	Microsoft Teams	Dydd Llun 6 Gorffennaf 2026	4:00pm – 5:00pm

Gwaharddiadau Disgyblion		**Dyddiad:**	**Amser**
Bydd y sesiwn yma'n trafod y canlynol: *Penderfynu gwahardd* *Y broses wahardd* *Cyfrifoldebau'r Pwyllgor Disgyblu a Gwahardd Disgyblion*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 24 Mehefin 2026	4:00pm – 6:00pm

Adnoddau Dynol - Disgyblu Staff		**Dyddiad:**	**Amser**
Bydd y rhaglen yma'n esbonio Polisïau Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisïau hyn.			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 23 Mehefin 2026	9:30am – 10:20am
Adnoddau Dynol - Rheoli Gostyngiad yn nifer y Staff		**Dyddiad:**	**Amser**
Bydd y rhaglen yma'n esbonio Polisïau Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisïau hyn.			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 23 Mehefin 2026	10:20am – 11:10am
Adnoddau Dynol – Salwch Staff		**Dyddiad:**	**Amser**
Bydd y rhaglen yma'n esbonio Polisïau Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisïau hyn.			
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 23 Mehefin 2026	11:10am – 12:00pm

Trosolwg o Gynlluniau Ysgolion Iach - Rhwydwaith Cymru		**Dyddiad:**	**Amser**
Yn ystod y sesiwn hyfforddi yma, bydd carfan Cynlluniau Ysgolion Iach Cwm Taf Morgannwg yn: • *dangos sut mae'r Cynllun yn cefnogi'r agenda iechyd a lles mewn ysgolion* • *dangos sut mae'r Cynllun yn cefnogi ysgolion i weithredu'r fframwaith statudol ar Ymgorffori Dull Ysgol Gyfan ar gyfer Llesiant Emosiynol a Meddyliol* • *rhoi cyngor ar sut mae hwyluso a chefnogi dull ysgol gyfan tuag at iechyd a lles* • *tynnu sylw at y ffyrdd mae'r Cynllun yn cefnogi ysgolion i nodi meysydd blaenoriaeth* • *trafod y bartneriaeth rhwng iechyd ac addysg* • *cyflwyno'r wybodaeth ddiweddaraf ynglŷn ag adnoddau, cyfleoedd hyfforddi a gwasanaethau lleol/cenedlaethol*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 24 Mehefin 2026	4:00pm – 5:30pm

Ymwybyddiaeth Iechyd a Diogelwch i Lywodraethwyr	**Lleoliad**	**Dyddiad**	**Amser**
Bydd y sesiwn yma'n cyflwyno cyd-destun cyfreithiol iechyd a diogelwch mewn ysgolion, ac mae'n edrych i mewn i rôl y Corff Llywodraethu. Bydd y cwrs hefyd yn trafod rhai o'r peryglon arwyddocaol mewn ysgolion, ac yn edrych ar fesurau rheoli amrywiol. Bydd hefyd yn rhoi trosolwg o'r fframwaith ar gyfer rheoli diogelwch mewn ysgolion ledled Rhondda Cynon Taf.			
Tymor y Haf 2026	Microsoft Teams	Dydd Llun 13 Gorffennaf 2026	4:00pm – 5:30pm

Sut i gael mynediad effeithiol at blatfform HWB ac e-byst HWB		Dyddiad:	Amser
A chithau'n llywodraethwr ysgol mae'n ofynnol i chi ddefnyddio HWB. *Bydd y sesiynau yma'n trafod y canlynol:* • *Pam mae'n ofynnol i lywodraethwyr yn RhCT ddefnyddio HWB* • *Sut i sefydlu a Mewngofnodi i HWB* • *Sut i gael mynediad at eich negeseuon e-bost HWB* • *Sut i gael mynediad at Adnoddau'r Llywodraethwyr* • *Sut i gael mynediad at ddysgu proffesiynol* • *Sut i gael mynediad at Rwydwaith Cymorth Llywodraethwyr RhCT i gael mynediad at Bolisïau RhCT, adroddiadau Cyfarwyddwyr, amserlenni Hyfforddiant Llywodraethwyr a mwy* • *Sut i gael mynediad at Office 365 am ddim* • *Sut i gael mynediad at apiau Google am ddim*			
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 13 Mai 2026	10:00am – 11:00am
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 13 Mai 2026	2:00pm – 3:00pm
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 19 Mai 2026	9:00am – 10:00am
Tymor y Haf 2026	Microsoft Teams	Dydd Mawrth 19 Mai 2026	12:00pm – 1:00pm
Tymor y Haf 2026	Microsoft Teams	Dydd Iau 11 Mehefin 2026	10:00am – 11:00am
Tymor y Haf 2026	Microsoft Teams	Dydd Iau 11 Mehefin 2026	3:00pm – 4:00pm
Tymor y Haf 2026	Microsoft Teams	Dydd Mercher 17 Mehefin 2026	5:00pm - 6:00pm

I gadw lle ar unrhyw gwrs uchod, e-bostiwch Adrien.Woodland-Norris@rctcbc.gov.uk neu ffoniwch 01443 281162

CYFLAWNI TEGWCH A RHAGORIAETH MEWN ADDYSG A GWELL LLES I BAWB

EQUITY AND EXCELLENCE IN EDUCATION AND ENHANCED WELLBEING FOR ALL

Governor Training Programme

Summer Term

2025-2026

Rhondda Cynon Taf

Foreword

Please see details of our virtual Governor Training events planned for the forthcoming term. Training will be undertaken virtually during the Summer term to ensure the safety and wellbeing of our governors. If you chose to book a place you will be provided with guidance on how to access the virtual training and support and advice will be available from Governor Support. We will continue to review how training can and will be delivered during the Summer term in preparation for the Autumn term brochure.

In Rhondda Cynon Taf we aim to support and develop our governors to undertake their role effectively and efficiently. The courses included are aimed to assist and prepare you for the tasks you will have to undertake as a governor. I would therefore strongly encourage you to engage in as many of the training opportunities available to you as possible.

Governors are aware of the mandatory training requirements. All governors who are deemed to require any of the mandatory training have been notified of this by email/letter.

Where governors are members of certain committees, for example Performance Management, Complaints or Pupil Exclusions, it is recommended that these governors attend the relevant training. Link Governors are also encouraged to attend relevant training.

Governor Support **would strongly encourage governing bodies, or school clusters to switch their focus on governor training to specific topics or issues that are particularly relevant to them as an individual school, or group**. We are able to offer 'tailored' training courses to individual governing bodies, or to clusters, on any topic of your choice. For further information, please e-mail *Governor.Support@rctcbc.gov.uk*

There is a minimum attendance requirement for each course of 5 participants. We would also ask that you give us adequate notice if you are unable to attend any course you have booked on (at least 10 days), in order that we can determine whether it can proceed or not.

Thank you for the commitment you have shown in your role as a governor of a school in Rhondda Cynon Taf.

Dr Marium Haque

Director of Education and Inclusion Services

Governor Training 2025 – 2026 – Summer Term

<table>
<tr><th>What I Need to Know as a New Governor</th><th></th><th>Date</th><th>Time</th></tr>
<tr><td colspan="4">This mandatory module is designed for all newly appointed governors and must be completed within the first year of appointment. It provides the essential knowledge and understanding needed to begin fulfilling the role effectively, supporting the school in raising standards, and developing a clear understanding of school progress and performance data.

By the end of this module, new governors will be able to:
Understand the key roles and responsibilities of school governors
Recognise the composition of governing bodies and how they operate
Identify the different types of data schools use and how this informs school improvement
Use data effectively to provide both challenge and support in raising school standards
Apply strategies for effective questioning and constructive challenge
Develop confidence in asking the right questions about their own school’s data</td></tr>
<tr><td>Summer Term 2026</td><td>Valleys Innovation Centre, Abercynon</td><td>Tuesday 2nd June 2026</td><td>3:00pm – 5:00pm</td></tr>
<tr><td>Summer Term 2026</td><td>Microsoft Teams</td><td>Tuesday 9th June 2026</td><td>3:00pm – 5:00pm</td></tr>
<tr><td>Summer Term 2026</td><td>Microsoft Teams</td><td>Monday 22nd June 2026</td><td>3:00pm – 5:00pm</td></tr>
</table>

<table>
<tr><th>What I Need to Know as a New Chair of Governors</th><th></th><th>Date</th><th>Time</th></tr>
<tr><td colspan="4">This mandatory course is designed for all new Chairs of Governors. It equips participants with the essential knowledge and understanding needed to carry out their role effectively, supporting their school in raising standards, meeting statutory responsibilities, and developing a strong grasp of school performance and progress data.

The programme provides an introduction to:
The role and core skills of an effective Chair of Governors
Building and managing key relationships
Leading with confidence as Chair
Understanding the types of data schools use and how this informs improvement
Using data effectively to both challenge and support the school
Delivering constructive challenge and support to drive improvement</td></tr>
<tr><td>Summer Term 2026</td><td>Microsoft Teams</td><td>Tuesday 30th June 2026</td><td>2:00pm – 4:00pm</td></tr>
</table>

<table>
<tr><th>Attendance</th><th></th><th>Date</th><th>Time</th></tr>
<tr><td colspan="4">This session will cover attendance data, school process, interface with AWS (statutory duties and legislation, registration practices and FPN’s)</td></tr>
<tr><td>Summer Term 2026</td><td>Microsoft Teams</td><td>Tuesday 16th June 2026</td><td>1:00pm – 2:30pm</td></tr>
</table>

Community Focused Schools		**Date**	**Time**
This session will explore what is the Community Focused School approach and how schools can engage with families, communities and multi-agencies to support the needs of their learners and families and benefit the wider community.			
Summer Term 2026	Microsoft Teams	Wednesday 10th June 2026	5:00pm – 6:30pm

Careers and Work-Related Experiences (3 – 16)		**Date**	**Time**
This training is delivered by Careers Wales and is aimed at governors in both primary and secondary schools & settings and will cover the following key themes: • *An overview of Careers & Work-Related Experiences (CWRE) as a cross-cutting theme in the Curriculum for Wales.* • *An understanding of the statutory guidance for CWRE for 3-16 schools & settings.* • *Why CWRE is important to schools & settings.* • *How governors can contribute to schools or settings careers provision.* • *An overview of the support and resources available from Careers Wales.*			
Summer Term 2026	Microsoft Teams	Tuesday 9th June 2026	3:30pm – 4:30pm

Children Looked After		**Date**	**Time**
To discuss the implications for Children Looked After (CLA) within education *To understand the context for CLA within RCT* *To discuss the roles and responsibilities of relevant professionals* *To understand the purpose of a Personal Education Plan (PEP)* *To share relevant guidance and polices*			
Summer Term 2026	Microsoft Teams	Wednesday 6th May 2026	10:00am – 11:30am

Complaints		**Date**	**Time**
This session will provide guidance for governors in dealing with complaints effectively.			
Summer Term 2026	Microsoft Teams	Monday 6th July 2026	4:00pm – 5:00pm

Pupil Exclusions		Date	Time
This session will cover: The decision to exclude The exclusion process The role of the Pupil Discipline & Exclusions Committee			
Summer Term 2026	Microsoft Teams	Wednesday 24th June 2026	4:00pm – 6:00pm

Human Resources - Staff Discipline		Date	Time
The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.			
Summer Term 2026	Microsoft Teams	Tuesday 23rd June 2026	9:30am – 10:20am
Human Resources - Managing Staff Reduction		**Date**	**Time**
The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.			
Summer Term 2026	Microsoft Teams	Tuesday 23rd June 2026	10:20am – 11:10am
Human Resources - Staff Sickness		**Date**	**Time**
The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.			
Summer Term 2026	Microsoft Teams	Tuesday 23rd June 2026	11:10am – 12:00pm

Overview of the Welsh Network of Health and Well-being Promoting Schools (WNHWPS)		Date	Time
During this training session, the Cwm Taf Morgannwg Health and Well-being Promoting Schools Team will: • *demonstrate how the Scheme supports the health and well-being agenda in schools* • *demonstrate how the Scheme supports schools in implementing the statutory framework on Embedding a Whole School Approach to Emotional and Mental Well-being* • *provide advice on how to facilitate and support a whole school approach to health and well-being* • *highlight how the Scheme supports schools to identify priority areas* • *discuss the partnership between health and education* • *provide an update on current resources, training opportunities and local/ national services*			
Summer Term 2026	Microsoft Teams	Wednesday 24th June 2026	4:00pm – 5:30pm

Health and Safety Awareness for Governors	**Venue**	**Date**	**Time**
This session will introduce the legal context of health and safety in schools, and examines the role of the Governing Body. The session will also highlight some of the significant hazards to be found in schools and explore the various control measures. The session will also provide an overview of the framework for managing safety in schools across Rhondda Cynon Taf			
Summer Term 2026	Microsoft Teams	Monday 13th July 2026	4:00pm – 5:30pm

How To Effectively Access the HWB Platform and HWB Emails		Date	Time
As a school governor you are required to use HWB. *This session will cover* • *Why governors in RCT are required to use HWB* • *How to get setup and Login to HWB* • *How to access your HWB emails* • *How to access Governor Resources* • *How to access professional learning* • *How to access the RCT Governor Support Network to access RCT Policies, Directors reports, Governor Training schedules and more.* • *How to access free Office 365* • *How to access free Google apps*			
Summer Term 2026	Microsoft Teams	Wednesday 13th May 2026	10:00am – 11:00am
Summer Term 2026	Microsoft Teams	Wednesday 13th May 2026	2:00pm – 3:00pm
Summer Term 2026	Microsoft Teams	Tuesday 19th May 2026	9:00am – 10:00am
Summer Term 2026	Microsoft Teams	Tuesday 19th May 2026	12:00pm – 1:00pm
Summer Term 2026	Microsoft Teams	Thursday 11th June 2026	10:00am – 11:00am
Summer Term 2026	Microsoft Teams	Thursday 11th June 2026	3:00pm – 4:00pm
Summer Term 2026	Microsoft Teams	Wednesday 17th June 2026	5:00pm - 6:00pm

To book a place on any of the above courses, please email Adrien.Woodland-Norris@rctcbc.gov.uk or call 01443 281162.