

Letters and Sounds Updated
Training Manual

2021-22

Anima Phonics: Letters and Sounds Updated Training Programme

Bespoke training packages and ready-made sessions to help build a team of expert teachers in your school

Published by:

Anima Phonics

Chestnut Court
55 Union Road
Sheffield
S11 9EH
Phone: 0843 289 7899
info@animaphonics.com

Issued:
01.09.2021

Prices Valid to:
31.08.2022



www.animaphonics.com/LSU-training



"Effective professional development is likely to be sustained over time, involve expert support, coaching and opportunities for collaboration."

DFE (2019). 'ITT Core Content Framework', London: Department for Education.

High Quality Phonics Training

The *Anima Phonics: Letters and Sounds Updated* Training Programme provides schools with high-quality phonics training and sustained support. Through training days, short courses and on-going CPD, all members of staff are able to become experts in the teaching of phonics in the Early Years and Key Stage 1. Our training covers the core principles that underpin synthetic phonics and supports schools in the implementation and delivery of *Anima Phonics: Letters and Sounds Updated*.

All staff responsible for leading and teaching reading should take part in our professional development courses: the headteacher, senior leaders, teachers, NQTs, ITT trainees and others. We offer ready-made training sessions or bespoke training packages to ensure that your school is set up for continued success.

Whether it's in-person or online, you can be assured that our team of experienced *Anima Phonics: Letters and Sounds Updated* trainers will leave your staff feeling confident, clued-up and raring to go!

How to book and pay for training sessions



Use our online booking form to register your interest.



We'll soon be in touch to discuss your needs and to schedule your first session.



Once you're happy with the programme and we've organised dates, we'll generate an invoice.

What to expect from our training sessions

We believe that the best learning occurs when children are engaged, smiling and having fun. This is no different with adult learners, which is why we have designed our training courses with the same principles that guided us when designing our phonics programme. This means that every training session is based on solid evidence and is rigorous in delivery and content, but is also highly accessible, fun and engaging.

We provide schools with the option to choose in-person training or online delivery, or a combination of the two. For schools choosing online delivery, these sessions can be recorded, meaning they can be revisited at a later date or shared with new members of staff.



Meet our training leaders

The *Anima Phonics: Letters and Sounds Updated* Training Programme is led by a team of experienced trainers. Each member of our team is an experienced *Anima Phonics: Letters and Sounds Updated* teacher. They understand the processes that underpin learning to read and have an up-to-date knowledge of the curriculum and recent guidelines and publications. Our trainers draw on their knowledge and experience to ensure that your school has a team of expert phonics teachers.



Kerry Harwood

Training Director (North)

Kerry is an experienced Early Years teacher. Now based in Sheffield, he has spent much of his career teaching in London. Kerry's postgraduate research has focused on using synthetic phonics to improve outcomes for those with English as an additional language.



Rose Littlewood

Lead Trainer (South)

Rose has spent over 10 years working in education, and has taught in a number of different schools in London, Singapore and Malaysia. She is a specialist in Early Years education and is passionate about teaching phonics. Rose gained her PGCE from Roehampton University, with a specialism in Music.



Sara Manzoor

Lead Trainer (Midlands)

Sara graduated from the University of Cambridge, with a PGCE in Primary Education. Since then, she has taught in several outstanding UK primary schools. Sara specialises in Key Stage 1 and she has held senior leadership positions as Head of English and Head of Assessment.

Our Team is Growing!

As the *Anima Phonics: Letters and Sounds Updated* Training Programme reaches more schools across the country, we are continuing to expand our team. This ensures that we are always able to provide the perfect ratio of dedicated trainers to schools. Right now, we are training a new team of trainers to help teachers deliver outstanding phonics lessons every single time. If you'd like to learn more about joining our team, please get in touch:

info@animaphonics.com



Training Package 1 Ref: TP121

Synopsis

This introductory training package is the perfect way to start your *Anima Phonics: Letters and Sounds Updated* membership. Each school is assigned a dedicated trainer, to support staff every step of the way. We begin with a 1hr consultation, where the trainer will learn more about your school and devise a programme of training and support for the year ahead. Our sessions can either be run in-person, or delivered as a series of standalone online twilight sessions.

Delivery

- In person: x1 full day or x2 half days.
- Online: As above, or with option to run a series of shorter twilight sessions.

What else is included?

- Initial 1hr call to discuss your school's needs and to create a training programme for the year ahead.
- Training sessions can be led by different trainers, each with their own specialisms.

Cost: £1250 (online delivery) / **£1650** (in-person)

Example Training Day

Session 1 - The principles that underpin synthetic phonics

- The terminology used in phonics teaching.
- Understanding the alphabetic code.
- Reading development, national expectations and milestones.
- The importance of using decodable texts.

Session 2 - Delivery and Implementation of the programme

- The pace and progression of *Anima Phonics: Letters and Sounds Updated*.
- The *Anima Phonics: Letters and Sounds Updated* mnemonic system.
- How to use the *Letters and Sounds Updated* planning and resources.
- Effective classroom organisation.
- The steps involved in successfully implementing *Letters and Sounds Updated*.

Session 3 - Assessment & Providing Additional Support

- How to conduct formative and summative assessments for all pupils.
- Using gap analysis to plan additional support activities and interventions.
- How to organise and teach additional support sessions.

Session 4 - Leadership, Management & School Organisation

for SLT and Reading Leaders

- The role and responsibilities of the Reading Leader.
- How to set a daily timetable for phonics teaching.
- Creating CPD and learning opportunities within the school.
- Training and coaching colleagues to success.



Training Package 2 Ref: TP221

Synopsis

This training package includes all of the benefits of training package 1, plus continual professional development and support for the year ahead. Your dedicated trainer will guide you through the stages of implementing *Anima Phonics: Letters and Sounds Updated*, then provide continued support and refresher sessions in the years ahead. In addition, we can run a personalised Parent Webinar, to help parents support their children at home. In your second and third year, our half-day bespoke training sessions will ensure that your staff remain informed and highly skilled in phonics teaching.

Delivery

- In person: x1 full day or x2 half days.
- Online: As above, or with option to run a series of shorter twilight sessions.

What else is included?

All the benefits of package 1, plus...

- x3 online trainer support and CPD meetings during the year.
- Parent Webinar to help parents support their children at home.
- On-boarding for new members of staff (x2 sessions during the year).
- Half-day bespoke refresher or deep dive training in your second and third year.

Cost: £3350 (online delivery) / **£3750** (in-person)

Short Training Sessions

Continuing Professional Development is an integral part of developing a high quality school workforce. Short training sessions provide your team with the opportunity to develop skills and expertise throughout the year. Upon consultation, we can evaluate your team's training needs and develop a flexible learning schedule that allows staff members to make the most of the CPD opportunities available to them as an *Anima Phonics: Letters and Sounds Updated* school.

All of our short training sessions are able to be integrated into any full day or half day bespoke training package.





The Foundations of Phonics Ref: TC211FP

Course Synopsis

From the history of the alphabetic code to the research that underpins synthetic phonics, this course provides trainees with the knowledge and confidence required to teach outstanding phonics lessons. We'll look at how best to support children at the very beginning of their reading journey, through to developing fluency in Key Stage 1 and beyond. We'll look at common misconceptions and examples of teaching practices that can hinder learning. Not only will trainees develop a deeper understanding of synthetic phonics, but they'll leave this course with a host of practical tips and tricks to try out in the classroom.

Find out:

- The history of the alphabetic code.
- Why we teach synthetic phonics and the research that has influenced this.
- The meaning of terms like grapheme, phoneme, decoding and encoding.
- How to teach word reading (decoding).
- How *Anima Phonics: Letters and Sounds Updated* teaches grapheme-phoneme correspondences.
- How to teach Rainbow Words (common exception words).
- The importance of using decodable books and texts.
- How children become fluent readers.
- Tips for supporting children 1:1 and how to manage larger groups.

Who should attend?

All staff working in the Early Years and Key Stage 1.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 1.5hr



Why Reading Matters Ref: TC212WR

Course Synopsis

This introductory course asks why reading matters and considers the economic and social implications of learning to read. We'll discuss children's early language skills and how to get children engaged from the very first lesson. *The Simple View of Reading* (Gough & Tunmer, 1986) provides a conceptual model for us to better understand the relationship between decoding (word reading) and comprehension. We'll also see how children's early writing ability can be affected by their comprehension and decoding skills. This course is the perfect springboard into more detailed analysis of these topics.

Find out:

- How to develop children's spoken language skills.
- How to get children engaged from the beginning.
- The relationship between motivation and cognitive differences.
- The economic and social outcomes of learning to read.
- Understand and discuss the conceptual model: The Simple View of Reading.
- The importance of developing language comprehension skills.
- The importance of developing decoding (word reading) skills.
- How implications of The Simple View of Reading for beginner readers.
- How children's early writing ability is affected by their comprehension and word reading skills.

Who should attend?

All staff working in the Early Years and Key Stage 1.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 45 mins



Developing Language in the Early Years Ref: TC213DL

Course Synopsis

The statutory framework for the Early Years Foundation Stage explains that children's back and forth interactions with adults "form the foundations for language and cognitive development" (DfE, 2020). This course focuses on practical skills that teachers can implement to ensure children's language and comprehension skills can flourish. We'll look at the importance of partner talk and how to teach and support good listening skills. We'll also discuss Story Time and techniques for developing communication skills with poems, song and rhyme.

Find out:

- Why spoken language runs throughout the national curriculum and the revised EYFS statutory framework.
- How to develop back-and-forth talk between adults and children.
- How to plan for developing and extending children's spoken language skills.
- How to teach and support good listening skills.
- The importance of partner talk and how to manage effective pair work.
- How to support children with speech, language and communication needs (SLCN).
- Practices to avoid that limit interactions and communication.
- Story Time: choosing the right books and using them to develop communication skills.
- How to design the perfect book corner.
- The importance of poetry, song and rhyme.

Who should attend?

All staff working in the Early Years. Teaching staff from Key Stage 1 would also benefit from attending.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 1hr



Assessment and Interventions Ref: TC214AI

Course Synopsis

The Simple View of Reading (Gough & Tunmer, 1986) provides the basis for this course, as we discuss the difficulties experienced by some learners and how best to support them. We'll look at how to support children with poor comprehension and/or word reading skills. We'll also explore the *Anima Phonics: Letters and Sounds Updated* assessment materials and discuss how to use assessment to inform future planning. Not only for SENCOs, this course should be a high priority for all teaching staff that are supporting struggling readers.

Find out:

- How to use the *Anima Phonics: Letters and Sounds Updated* assessment materials.
- How to record and interpret gap analysis data.
- Why we need to give some children extra practice.
- What this extra practice should look like and how best to support these children.
- How to support older children who need to catch up.
- How to support children with good word reading but poor comprehension skills.
- How to support children with good comprehension but poor word reading skills.
- What to do if children have poor comprehension and poor word reading skills.
- How to assess older pupils whose reading is poor.
- How to organise and teach additional support sessions.

Who should attend?

This course is designed for SENCOs and teaching staff responsible for planning and teaching within the EYFS and Key Stage 1. Teaching staff in Key Stage 2 would benefit from attending, particularly if they are supporting struggling readers.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 1hr



Reading Leaders and Effective Management Ref: TC215RL

Course Synopsis

This course explores the impact of effective leadership in implementing *Anima Phonics: Letters and Sounds Updated* and how to create a positive reading culture in your school. We'll use *The reading framework: teaching the foundations of literacy* (DfE, 2021) as our basis, exploring key concepts from this document. We will look at examples of outstanding leadership, taken from *Reading by six: How the best schools do it* (Ofsted, 2010) and outline the role of the Reading Leader in successful schools. It is recommended that all newly appointed Reading Leaders participate in this training session before commencing in their role.

Find out:

- The role of the Reading Leader.
- The benefits of appointing a Reading Leader to oversee the teaching of phonics.
- How to build a positive reading culture in your school.
- How to set a daily timetable for phonics teaching.
- How to effectively implement *Anima Phonics: Letters and Sounds Updated*.
- How to build a team of expert teachers.
- Using in-school deliberate practice sessions to train all staff.
- Using 1:1 coaching to support staff.
- How to reduce teachers' workload to improve teaching outcomes.

Who should attend?

This session is suitable for headteachers and other members of SLT. Recently appointed Reading Leaders should attend this course prior to commencing their new role.

Delivery Options:

Available as a stand-alone course online.
Available as in-person training when combined with other training courses (minimum 3hr).
Available as part of the Reading Leader coaching package.

Course Length: 1hr



Teaching Phonics in Reception Ref: TC216YR

Course Synopsis

This course covers the delivery and implementation of *Anima Phonics: Letters and Sounds Updated* in Reception. We provide a thorough tour of the resources used in Unit 1, Unit 2 and Unit 3. Participants will be shown how to navigate the website and find all the necessary resources required to teach with *Anima Phonics: Letters and Sounds Updated*. We'll also briefly look at Early Worms, our nursery programme, and the resources that are used in Year 1 and beyond. Participants will leave the session with a solid understanding of the pace and progression of *Anima Phonics: Letters and Sounds Updated* in Reception. Teachers will feel confident in using the planning and assessment documents and corresponding resources.

Find out:

- How the Reception programme is structured.
- How the programme progresses from Term 1 to Term 3.
- How to read and interpret the planning documents used in Reception.
- Understand the teaching sequence (Revise, Teach, Practise, Apply, Assess).
- Where to find the teaching resources.
- How to use the teaching resources.
- See example lessons covering GPC introduction, blending, segmenting and other skills.
- How to teach Rainbow Words (common exception words) in Reception.
- Where the programme goes from here (a brief look at Unit 4 and beyond).

Who should attend?

Teachers, Teaching Assistants, and other staff working in Reception. We recommend Reading Leaders attend all year-group specific training courses.

Delivery Options:

Available as a stand-alone course online.
Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 45m



Teaching Phonics in Year One Ref: TC217YO

Course Synopsis

This course covers the delivery and implementation of *Anima Phonics: Letters and Sounds Updated* in Year 1. We provide a thorough tour of the resources used in Unit 4, Unit 5 and Unit 6. Participants will be shown how to navigate the website and find all the necessary resources required to teach with *Anima Phonics: Letters and Sounds Updated*. We'll also briefly look at Units 1-3, and the resources that are used in Year 2. Participants will leave the session with a solid understanding of the pace and progression of *Anima Phonics: Letters and Sounds Updated* in Year 1. Teachers will feel confident in using the planning and assessment documents and corresponding resources.

Find out:

- How the Year 1 programme is structured.
- How the programme progresses from Term 1 to Term 3.
- How to read and interpret the planning documents used in Year 1.
- Understand the teaching sequence in Year 1 (Revise, Teach, Practise, Apply, Assess).
- Where to find the teaching resources.
- How to use the teaching resources.
- See example lessons covering split digraphs, alternative spellings, contractions and suffixes.
- How to teach Rainbow Words (common exception words) in Year 1.
- Information about the Year 1 Phonics Screening Check.
- Where the programme goes from here (a brief look at Unit 7 and beyond).

Who should attend?

Teachers, Teaching Assistants and other staff working in Year 1. We recommend Reading Leaders attend all year-group specific training courses.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 45m



Teaching Phonics in Year Two Ref: TC218YT

Course Synopsis

This course covers the delivery and implementation of *Anima Phonics: Letters and Sounds Updated* in Year 2. We provide a thorough tour of the resources used in Unit 7, Unit 8 and Unit 9. Participants will be shown how to navigate the website and find all the necessary resources required to teach with *Anima Phonics: Letters and Sounds Updated*. We'll also briefly look at the resources that are used in Year 1 and Reception. Participants will leave the session with a solid understanding of the pace and progression of *Anima Phonics: Letters and Sounds Updated* in Year 2. Teachers will feel confident in using the planning and assessment documents and corresponding resources.

Find out:

- How the Year 2 programme is structured.
- How the programme progresses from Term 1 to Term 3.
- How to read and interpret the planning documents used in Year 2.
- Understand the teaching sequence in Year 2 (Revise, Teach, Practise, Apply, Assess).
- Where to find the teaching resources.
- How to use the teaching resources.
- See example lessons covering alternative spellings, suffixes, the possessive apostrophe and homophones.
- How to teach Rainbow Words (common exception words) in Year 2.

Who should attend?

Teachers, Teaching Assistants and other staff working in Year 2. We recommend Reading Leaders attend all year-group specific training courses.

Delivery Options:

Available as a stand-alone course online.

Available as in-person training when combined with other training courses (minimum 3hr).

Course Length: 45m



Parent Information Webinar Ref: TC219PI

Synopsis

Having informed and supportive parents can make a huge difference to how quickly children's reading skills develop. Either invite your parents into school for an in-person event or share a link for them to access the webinar from home. We cover the basics of synthetic phonics, the research that informs best practice and practical tips for supporting at home. We'll also explain some technical words that parents might hear (phoneme, grapheme, digraph, etc) and demonstrate how to blend and segment CVC words. This short webinar is ideal for parents at the start of the Reception year.

Find out:

- What is synthetic phonics.
- About the research that proves synthetic phonics is the best method.
- What some of the technical language means.
- How we use actions and animal mascots as mnemonics.
- How to blend a CVC word.
- How to segment words for spelling.
- Top tips for supporting your child at home.
- Option for a Q&A session.

Who should attend?

Parent/guardians new to phonics.

Delivery Options:

Available as a stand-alone online webinar.

Course Length: 30 mins



Reading Leader Training & Coaching Ref: BC211RL

Synopsis

This package comprises the *Reading Leaders and Effective Management* training course with additional support throughout the year. Your dedicated trainer will act as your mentor, providing bespoke coaching and training based on your school's needs. Upon consultation, this might include: 1:1 training sessions, telephone consultations, reviewing and interpreting assessment data, in-person visits to support with teacher observations and giving feedback.

Who should attend?

This course is for Reading Leaders and members of the Senior Leadership Team.



Bespoke CPD Session Ref: BC212CPD

Synopsis

Effective professional development is likely to be sustained over time, involve expert support, coaching and opportunities for collaboration. Our bespoke 1hr sessions can provide refresher training, designed to cover the basics of teaching synthetic phonics, or a deep dive into more specific areas of interest. Your dedicated trainer will speak with you first to find out about your school's needs and what sort of training is required. They will then design a training session to meet your requirements.

Who should attend?

Any member of staff.

Price List

Training Packages	Online Cost	In-person Cost
Training Package 1	£1250	£1650
Training Package 2	£3350	£3750

Short Training Sessions	Duration	Cost*
The Foundations of Phonics	1.5h	£300
Why Reading Matters	45m	£150
Developing Language in the Early Years	1h	£200
Assessment and Interventions	1h	£200
Reading Leaders and Effective Management	1h	£200
Teaching Phonics in Reception	45m	£150
Teaching Phonics in Year One	45m	£150
Teaching Phonics in Year Two	45m	£150

Further Support	Cost*
Parent Information Webinar (30min)	£150
Reading Leader Training and Coaching	£200/h
Bespoke CPD Session	£200/h

*Available as in-person training when combined with other training courses (minimum 3hr).
Additional fee for in-person training: £300 per day.

How to book training

Our online booking page is easy to use. Simply fill out the form, noting which training packages or short courses you are interested in. A member of our team will then get in touch to discuss your training needs and to arrange your first session.



Use our online booking form to register your interest.



We'll soon be in touch to discuss your needs and to schedule your first session.



Once you're happy with the programme and we've organised dates, we'll generate an invoice.

To book online or ask us a question, please visit:

animaphonics.com/LSU-training



**Helping bring
phonics to life.**

 www.animaphonics.com/LSU-training

Published by: Anima Phonics
E-mail: info@animaphonics.com