



Schools HR Team: Breakfast Briefings (Online via MS Teams) | Autumn Term 2025/2026

These 'bitesize' HR sessions are offered **FREE OF CHARGE** to subscribing schools.

Aimed at school-based staff with a responsibility for the administration of HR across the setting, they have been created to provide updates on day-to-day HR policy, procedure and process, and answer FAQs.

During the second half of the autumn term 2025/26, these sessions will run between 11am and 11.45am, **across the week**.

How to attend

No pre-registration is necessary. To attend the session, please use the dedicated MS Teams **JOIN** link in the table below. The meeting host will be online 15 minutes before the start of each session.

Session Focus	Date	Time	Cost	MS Teams Link
HR Toolkit <i>HR Audit of Process & Procedure (2025/26)</i>	Wednesday Nov 5 2025	11 – 11.45am	FREE	JOIN
Managing Attendance <i>The Return-to-Work Interview</i>	Monday Nov 10 2025	11 – 11.45am	FREE	JOIN
Menopause in the Workplace <i>Reasonable adjustments</i>	Monday Nov 17 2025	11 – 11.45am	FREE	JOIN
HR Toolkit <i>Personnel Files and Record Keeping</i>	Tuesday Nov 18 2025	11 – 11.45am	FREE	JOIN
AI for School Leaders <i>Using MS Copilot effectively</i>	Wednesday Nov 19 2025	11 – 11.45am	FREE	JOIN
HR Toolkit <i>Managing the Single Central Record</i>	Wednesday Nov 26 2025	11 – 11.45am	FREE	JOIN
The Grievance Procedure <i>Updated Procedure May 2025</i>	Monday Dec 1 2025	11 – 11.45am	FREE	JOIN
Menopause in the Workplace <i>Reasonable adjustments</i>	Tuesday Dec 2 2025	11 – 11.45am	FREE	JOIN
Managing Attendance <i>The Return-to-Work Interview</i>	Wednesday Dec 3 2025	11 – 11.45am	FREE	JOIN
Face-to-Face Courses (Telford Central Fire Station, Stafford Park 1, Telford TF3 3BW)				
ACCREDITED Safer Recruitment Training (KCSIE)	Tuesday Jan 20 2026	9-4.30pm	£155pp	Course Information / Booking Link