

## Course Schedule - Sept 2024 to July 2025

This is the full schedule for classroom based and online webinar finance training sessions for the 2024 – 25 academic year.

Classroom sessions will be held at the **Henderson Business Centre, 51 Ivy Road Norwich NR5 8BF**. Details on how to access the webinar sessions will be sent via email to all delegates ahead of each session.

Course Title	Date	Time	Course Type
<b>Autumn Term 24</b>			
Star Accounts - Web Upgrade	11/09/2024	10am -11.30am	Webinar
Star Accounts Foundation Purchasing & Expenditure	18/09/2024	10am -11.30am	Webinar
Star Accounts Foundation Income & Banking	25/09/2024	10am -11.30am	Webinar
Star Accounts Foundation Month End	02/10/2024	10am -11.30am	Webinar
Star Accounts Foundation – Full Course	09/10/2024	9.30am – 1pm	Classroom
Effective Budget Monitoring	16/10/2024	9.15am -12.15pm	Classroom
Headteacher Refresher	06/11/2024	10am – 11am	Webinar
Finance & Star Refresher	13/11/2024	10am – 11am	Webinar
Fighting Financial Fraud	20/11/2024	9.15am -12.15pm	Classroom
Governor Finance Refresher	21/11/2024	10am – 11am	Webinar
Income Generation	27/11/2024	9.15am -12.15pm	Classroom
Effective Budget Monitoring	11/12/2024	10am -11.30am	Webinar
<b>Spring Term 25</b>			
Star Foundation – Purchasing & Expenditure	09/01/2025	10am -11.30am	Webinar
Star Foundation – Income & Banking	15/01/2025	10am -11.30am	Webinar

Star Foundation – Month End	22/01/2025	10am -11.30am	Webinar
Budget Setting	29/01/2025	9.15am -12.15pm	Classroom
Budgeting for Governors	05/02/2025	9.15am -12.15pm	Classroom
Effective Budget Monitoring	06/02/2025	10am -11.30am	Webinar
Headteacher Refresher	12/02/2025	10am -11am	Webinar
Year End in Star Accounts	24/02/2025	10am -11.30am	Webinar
Year End in Star Accounts	25/02/2025	10am -11.30am	Webinar
Year End in Star Accounts (new starters/first timers)	26/02/2025	9.30am -12.15pm	Classroom
Year End in Star Accounts	27/02/2025	10am -11.30am	Webinar
Finance & Star Refresher	12/03/2025	10am – 11am	Webinar
Fighting Financial Fraud	26/03/2025	10am -11.30am	Webinar
<b>Summer Term 25</b>			
Star Foundation – Purchasing & Expenditure	30/04/2025	10am -11.30am	Webinar
Star Foundation – Income & Banking	07/05/2025	10am -11.30am	Webinar
Star Foundation – Month End	14/05/2025	10am -11.30am	Webinar
Effective Budget Monitoring	21/05/2025	9.15am -12.15pm	Classroom
Governor Finance Refresher	22/05/2025	10am -11am	Webinar
Headteacher Refresher	04/06/2025	10am -11am	Webinar
Finance & Star Refresher	11/06/2025	10am -11am	Webinar
Income Generation	25/06/2025	9.15am -12.15pm	Classroom

Effective Budget Monitoring	02/07/2025	10am -11.30am	Webinar
Fighting Financial Fraud	09/07/2025	10am -11.30am	Webinar

Details correct at time of publication (July 2024)

## Important information about Summer 25 courses

Access to all of our courses is provided to all schools who have purchased any of the Finance Support packages for the respective financial year. For access to courses in the summer term 2025, the school will have need to have purchased a Finance Support package for the **financial year 2025 – 2026**. The process of purchasing the support package typically takes place around February/March time. **Therefore, schools will be unable to book on any courses in the summer term 2025 until the purchasing process has been completed.**

## Additional courses available

In addition to the above courses, there are a small number of 1:1 individual online webinar sessions available on two courses – **Introduction to LA Budget Planner** and **Staff Monitoring**. Places can be booked in the normal way (see below) – once the booking is confirmed, a member of the team will make contact to arrange a suitable date and time for your session. **Please note, this will be different to any date or time mentioned on the course booking page.** Priority will be given to those who have not already benefitted from one of the sessions over the last 12 months or so.

## Course Bookings

For Headteachers and Finance Officers/Business managers, places on webinar sessions (including individual ones mentioned above) and classroom based, tutor led sessions can be booked via our online booking portal, [SLA Online](#).

For Governors, places on webinar sessions and classroom based, tutor led sessions, can be booked via [GovernorHub](#).

All information regarding course bookings will be sent to the email address used on the initial booking (via SLA Online or GovernorHub) so please make sure that it is correct and that our email address [finance.training@norfolk.gov.uk](mailto:finance.training@norfolk.gov.uk) is added to your 'safe senders' list so that you can successfully receive our emails.

## Cancellation Policy

All cancellations must be made through SLA Online/GovernorHub or via email to [contractsteam@norfolk.gov.uk](mailto:contractsteam@norfolk.gov.uk) or [governor.services@norfolk.gov.uk](mailto:governor.services@norfolk.gov.uk) or [finance.training@norfolk.gov.uk](mailto:finance.training@norfolk.gov.uk)

Cancellations received within 3 working days of the course or failure to cancel/failure to attend, will be subject to an administration charge of £50.

For example, if the course is due to take place at 9am on Wednesday, cancellation will need to have been received at the latest by 9am on the preceding Friday to avoid the administration charge being levied.

The charge will be added to the next available download and will be described as **'Non-attendance fee – [course name]'**

We will do our very best to ensure that every course date set is delivered but please be aware that a course may not run below the minimum number of 5 delegates, or due to unforeseen circumstances.

In the event of a course being cancelled you will be contacted at the earliest opportunity and offered an alternative date where possible.

The Cancellation Policy applies to both classroom and webinar sessions.