

# Diocese of Guildford Education Services Portal School User Guide

## Finding the Education Services Portal

Go to <https://gdbeonline.org>

### Logging in for the first time

You need an email and password to log in to the site.

If you have been registered by The Diocese of Guildford or your school you will have received a verification email. You will need to click on the link within this email in order to verify your email address and request a password before you can log in.

Didn't get the email?

Check your spam folder to make sure it didn't end up there. You can also visit the following page to resend the verification email:

<https://gdbeonline.org/password/reset>

### Logging in

In the top right-hand corner of the page click on the Login link

Enter your email and password and click Login

Upon successfully logging in, new menu items will show in the top right-hand corner of the homepage

### Registering

To register as a new user to site:

In the top right-hand corner of the page click on the Register link

Enter your details.

## Account management and passwords

You can manage your account by clicking on [My Account](#) link in the top right-hand corner of the homepage.

### Change password

You can change your password at any time by clicking on [My Account](#) link in the top right-hand corner of the homepage.

On your Account page, click [Account Details](#) and then the [Change Password](#) link.

Enter your current password and then your new password.

## My Courses and Services

Any courses or services that you have booked or have been booked on your behalf will appear on your My Account page.

Booking	Course	Evaluation	Resources
Pending	TA 3 Managing Pupil Behaviour January 30, 2019		
Approved	TA 1 Introduction to the Role and Supporting Learning September 26, 2018		

Showing 1 to 2 of 2 entries

Previous 1 Next

Bookings can either be Pending (waiting for approval), Approved or Rejected. Course bookings can also be held on a waiting list if the course is full. You are able to delete bookings that have yet to be approved.

Additionally, a course booking may also have links to resource files, an evaluation and a completion certificate. These resources are usually only available after the course has finished.

## Booking a Course

If your school allows, you will be able to request a course booking.

Click on the [Courses](#) link in the menu bar.

### Education Training Courses and Events

Our staff and governor training runs each academic year with our centralised core training offer repeating each term. Schools can purchase training throughout the academic year.

Our development programmes are designed for staff of all levels and phases. We recommend registering for these in the Summer Term proceeding and well in advance of the Programme start date.

Our training offer is Quality Assured by the DBE and delivered by practitioner presenters, including of National Leaders of Education (NLE) and Specialist Leaders of Education (SLE), current within their field of knowledge and expertise.

- Leadership**  
A unique forum for newly formed leadership teams to maximise their effectiveness and develop good practice so that they work as a cohesive and dynamic team.
- Governor**  
Individual Continual Personal Development Courses available to school governors and those involved in education in the diocese.
- Teaching Assistant**  
Termly modules providing core training in pupil and classroom management, safeguarding and supporting learning.
- CPD**  
Individual Continual Personal Development Courses available to teachers and those involved in education in the diocese.

**Search**

search

- All
- Leadership
- Teaching Assistant
- NQT
- RE & Christian Distinctiveness
- Governor
- CPD
- Safeguarding
- Events and Conferences

Reset

**Course Lists (PDFs)**

- Leadership
- Teaching Assistant
- NQT
- RE & Christian Distinctiveness

Here you can browse or search for courses.

To view a course category click on a course box, eg Leadership to view all the courses in that category.

## Leadership

A unique forum for newly formed leadership teams to maximise their effectiveness and develop good practice so that they work as a cohesive and dynamic team.

You can also search for courses using the search box and filter courses by category by selecting from the list below the search box.

To download a PDF list of courses, click on a link in the Course Lists (PDF's) box.

## Course Listings

The screenshot shows the 'Education Training Courses and Events' page. On the left, there is a search box and a list of categories: All, Leadership, Teaching Assistant (selected), NQT, RE & Christian Distinctiveness, Governor, CPD, Safeguarding, and Events and Conferences. Below this is a 'Course Lists (PDF's)' section with a list of categories. The main content area is titled 'Teaching Assistant' and shows details for the course 'TA 1 Introduction to the Role and Supporting Learning'. The overview describes the course as designed to equip Primary Teaching Assistants and Special Needs Assistants. The audience is Teaching Assistants, Learning Support Assistants, and Support Assistants. The course date is Wednesday, September 26th 2018, from 10:00 to 12:30, at Church House, GU2 7YF, presented by Vivienne Aitchison. Pricing options are shown for Standard (£110), Core (£99), Extend (£94), and Enhance (£88), with a 'Book Course' button. A second entry shows 'Per School +2 TA's' for £200, £160, £140, and £120, also with a 'Book Course' button.

On the Course Listings page, each course will have an Overview and Audience description. Under this is listed the course date (if the course consists of more than one date then these dates can be show by clicking on the 'Show Dates' button).

Hovering over the presenter's name will display the presenter's bio.

The price of the course may depend on whether your school has purchased and appropriate Service Level agreement. The price that applies to your booking is shown by a highlighted box.

Some courses are bookings are for more than one person or for a set of courses. This is indicated.

To book the course click on the 'Book Course' button.

Course Booking

TA 1 Introduction to the Role and Supporting Learning

**Joe Bloggs**

Parking Required

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Accept Booking Terms

[Request Booking](#)

If the course has parking available and you would like to reserve a space, click on the 'Parking Required' checkbox.

After reading and agreeing to the Terms and Conditions click on the 'Accept Booking Terms' checkbox.

Click on the 'Request Booking' button to submit the request.

If you are a member of staff or a governor, your booking will go to your school management to approve. Once it has been approved by your school, the booking will be reviewed by the Diocese of Guildford. You will receive an email once the booking has been approved.

## Requesting a Service

If your school allows, you will be able to request a service.

Click on the Services link in the menu bar. In the drop-down menu select the appropriate service.

[Home](#) / [Services](#) / Education Services

## Education Services

**Search**

- All
- Governance - Strategic Leadership
- Safeguarding
- PE and Sports Premium
- General Consultancy
- Head Teacher Appraisal Performance Management
- Teaching and Learning
- Christian Distinctiveness
- Head Teacher Mentor Support
- SIAMS (Church School Inspections)
- Admissions
- Ofsted/HMI Support

[Reset](#)

Education Services to Schools is the annual Service Level Agreement between our church and affiliated schools and the GDBE. Through membership of Education Services to Schools, we are able to develop the partnership with our schools to provide them with the highest quality education services, at the best possible value for each school.

We offer three levels of membership for 2018-19:

- Core, with the option to
- Extend
- Enhance.

Core is our entry service level for all schools. Extend and Enhance purchase forward time which your Leadership team may allocate for either consultancy, reviews or training depending on what support your school requires.

Subscription rates are based on three factors:

- There is a minimum cost to the Diocese of supporting your school however small it may be.
- To reflect this, a minimum rate has been calculated for the first 150 children in any given school. The Minimum Rate 2018-19 is £325 for any school who wishes to subscribe to our Core SLA.
- The Bands (NOR) reflect the cost of supporting larger schools. The SLA costs in any given year closely reflect the relative amount of support schools actually use.

Each Spring we send you an automatic reminder for a new subscription or renewal at the service level subscribed to the year proceeding with the option to continue your subscription, change or upgrade. Please note all charges are liable to VAT.

**Governance - Strategic Leadership**

School Effectiveness Consultancy

**Teaching and Learning**

School Effectiveness Consultancy

**Safeguarding**

School Effectiveness Consultancy

**Christian Distinctiveness**

School Effectiveness Consultancy

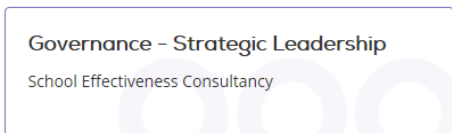
**Service Level Agreement**

Education Services  
2018-19

[More Details](#)

Here you can browse or search for services.

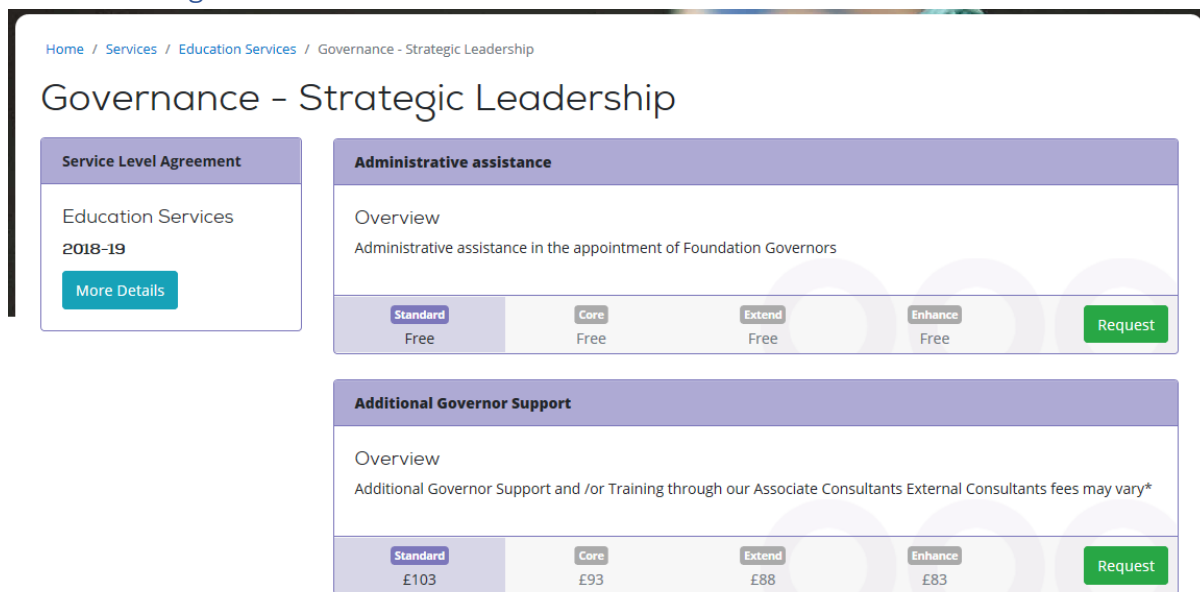
To view a service area click on a service box, eg Governance, to view all the services in that area.



You can also search for services using the search box and filter services by area by selecting from the list below the search box.

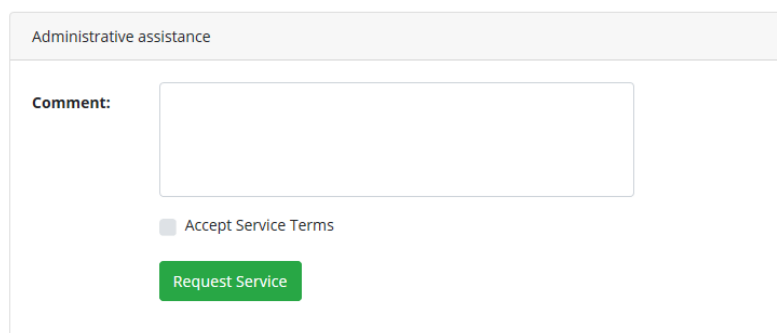
You can also view and request a Service Level Agreement.

### Service Listings



On the Service Listings page, each service will have an Overview. The price of the service may depend on whether your school has purchased and appropriate Service Level agreement. The price that applies to your booking is shown by a highlighted box.

To book the course click on the 'Request' button.



Add any addition information about your request.

After reading and agreeing to the Terms and Conditions click on the 'Accept Booking Terms' checkbox.

Click on the 'Request Service' button to submit the request.

If you are a member of staff or a governor, your booking will go to your school management to approve. Once it has been approved by your school, the booking will be reviewed by the Diocese of Guildford. You will receive an email once the booking has been approved.