

Jargon Buster

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A guide to some well-used acronyms and phrases!

A	
A Level	Advanced Level, General Certificate of Education (Also known as A2)
Academy	An Independent State School, directly funded by government
ACE	Advisory Centre for Education
ADHD	Attention Deficit Hyperactivity Disorder
AFL	Assessment for Learning
AGM	Annual General Meeting
AH	Assistant Headteacher
AMP	Asset Management Plan
APA	Annual Performance Assessment
Appraisal	Review of an employee's performance, especially for the purpose of staff development
APP	Assessing Pupil Progress
APS	Average Points Score
ASB	Aggregated School Budget
ASCL	Association of School & College Leaders
ASD	Autistic Spectrum Disorder
AS Level	Advanced Subsidiary Level, General Certificate of Education
Associate Member	Someone appointed to a governing body with specific skills and expertise but who is not a governor
AST	Advanced Skills Teacher
Attainment Targets	These establish what children of differing ability should be expected to know and be able to do by the end of each Key Stage of the National Curriculum. Each target consists of eight level descriptions of difficulty.
ATL	Association of Teachers and Lecturers
AWP	Area Wide Propectus
AWPU	Age-Weighted Pupil Unit

B

BA	Baseline Assessment / Bachelor of Arts
BECTA	British Educational Communication & Technology Agency
Best Value	Requires schools to look at the way they deliver and purchase services and ask “could we do better?”
BEd	Bachelor of Education
BSF	Building Schools for the Future
BSP	Behaviour Support Plan
BTEC	Business and Technical Education Council

C

CAA	Comprehensive Area Assessment
CAAS	Conciliation, Advice and Appeals Service
CAF	Common Assessment Framework
CAMHS	Children & Adolescent Mental Health Service
CAP	Common Application Process
CAT	Cognitive Abilities Test
CATS	Credit, Accumulation & Transfer Scheme
CC	Children’s Centre
CCG	Client Consultative Group
CEA	Cambridge Education Associates
CEP	Career Entry Profile
CES	Catholic Education Service
CFIS	Children & Families Information Service
CFR	Consistent Financial Reporting
CHATS	Children’s Health and Talk Service
Children’s Trust	Local Partnership bringing together all organisations responsible for services for Children and Young People
CLA	Council of Local Authorities
Cohort	Term used to refer to a particular group of students
Community Schools	Schools funded by the Local Authority. The LA is the formal employer of the staff and controls pupil admissions.
Commissioning	The cycle of assessing the needs of people in an area designing and then securing an appropriate service

Contact Point	Contact list for professionals who work with Children & Young People (on-line tool)
COSHH	Control Of Substances Hazardous to Health
CP	Child Protection
CPD	Continuing Professional Development
CQC	Care Quality Commission
CRB	Criminal Records Bureau
CRE	Commission for Racial Equality
CSN	Children's Services Network
CVA	Contextual Value Added
CYP(P)	Children & Young People (Plan)

D

DCAP	Department of Child and Adolescent Psychiatry
DCSF	Department for Children, Schools & Families
DDA	Disability Discrimination Act
Defined Area	The geographical area from which a school takes its pupils
Delegated Budget	Funds provided under Local Management of Schools which governors manage at their discretion
Delegated Powers	Authority given to a committee or the headteacher to take action on behalf of the governing body
DES	Disability Equality Scheme
DH	Deputy Headteacher
Diploma Lines	A way of describing the different types of diplomas on offer
Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parents meetings, under the direction of the headteacher. (Designated as 1265 hours in a school year)
Disapplication	A term used where National Curriculum requirements are lifted or modified in relation to a specific pupil.
DoB	Date of Birth
DRC	Disability Rights Commission
DSG	Dedicated School Grant
DWP	Department of Works and Pensions

E	
EAL	English as an Additional Language
EAZ	Education Action Zone
EBD	Emotional and Behavioural Difficulties
EBR	Employment - based Routes
ECM	Every Child Matters
EEC	Early Excellence Centre
EiC	Excellence in Cities
ELG	Early Learning Goal
EMA	Education Maintenance Allowance
EMASS	Ethnic Minority Achievement Support Service
EMTAG	Ethnic Minority & Travellers Achievement Grant
EP	Educational Psychologist
EPS	Educational Psychology Service
EWO	Education Welfare Officer
EWS	Education Welfare Service
Excellence Cluster	A group of schools, specifically government funded, working together on raising achievement
Exclusion	The temporary or permanent removal of a pupil from school on disciplinary grounds.
Extended Services	Core Service Provision giving greater access to services for all
EYDCP	Early Years Development and Childcare Partnership
Ex Officio	Able to attend meetings by virtue of holding a particular office
EYFS	Early Years Foundation Stage
EYSFF	Early Years Single Funding Formula

F	
FE	Further Education
FF	Fair Funding
FfE	Framework for Excellence
FFT	Fischer Family Trust
FHE	Further and Higher Education
FLT	Foundation Learning Tier

FMSiS	Financial Management Standards in School
FoI	Freedom of Information
Foundation Curriculum	The learning framework for children aged three to five as preparation for entry to Year 1 of Key Stage 1
Foundation Schools	Schools funded by the Local Education Authority. The governing body employs the staff and controls pupil admissions.
Foundation Stage Profile	Assessment of pupils' attainment at the end of their reception year
FSA	Food Standards Agency
FSM	Free School Meals
FTE	Full time equivalent / Full Time Education
Functional Skills	Core skills of Maths, English and ICT

G

G&T	Gifted and Talented
GCSE	General Certificate of Secondary Education
GMB	A Union for Public Service employees
GNVQ	General National Vocational Qualification
GRTP	Graduate and Registered Teacher Programme
GTC	General Teaching Council
GTTR	Graduate Teacher Training Register

H

H&S	Health and Safety
Healthy Schools Initiative	Government funded scheme to help improve the health of pupils and staff.
HI	Hearing Impaired/Impairment
HLTA	Higher Level Teaching Assistant
HMCI	Her Majesty's Chief Inspector [of schools in England]
HMI	Her Majesty's Inspector/Inspectorate
HRA	Human Rights Act
HSWA	Health and Safety at Work Act
HT	Headteacher

I	
IAG	Information, Advice & Guidance
IB	International Baccalaureate
IBP	Individual Behaviour Plan
ICO	Information Commissioner's Office
ICT	Information and Communications Technology
IEB	Interim Executive Board
IEP	Individual Education Plan
IIP	Investors In People
INSET	In-Service Education and Training
Instrument of Government	A legal document setting out the composition of a governing body
ISA	Independent Safeguarding Authority
ISB	Individual School Budget
ISCG	Information for School and College Governors
ISP	Intensive Support Programme
ISR	Individual School Range
ITT	Initial Teacher Training
ItT	Invitation to Tender

J

K

KS	Key Stage
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L

LA	Local Authority
LGA	Local Government Association
LGMB	Local Government Management Board
(L)LDD	(Learners with) Learning Difficulties and/or Disabilities
LMS	Local Management of Schools
LMSS	Local Management of Special Schools
LM	Learning Mentor

LP	Lead Professional
LSA	Learning Support Assistant
LSB	Local Schools Budget
LSC	Learning and Skills Council

M

MA	Minor Authority (eg Town or Parish Council) / Master of Arts
MBA	Master of Business Administration
MDS	Midday Supervisor
MEd	Master of Education
MFL	Modern Foreign Language
MKC	Milton Keynes Council
MKPCT	Milton Keynes Primary Care Trust
MKSH	Milton Keynes Secondary Heads
MKSP	Milton Keynes Support Programme
MLD	Moderate Learning Difficulties
MSc	Master of Science
MTL	Masters in Teaching & Learning

N

NAHT	National Association of Head Teachers
NAPE	National Association for Primary Education
NASUWT	National Association of Schoolmasters/Union of Women Teachers
National Curriculum	Established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education which is relevant to their needs
NCLSCS	National College for Leadership of Schools and Children's Services
NCT	Non contact time
NCVQ	National Council for Vocational Qualifications
NCPTA	National Confederation of Parent Teacher Associations
NEET	Not in Employment, Education or Training

NEOST	National Employers' Organisation for School Teachers
NFER	National Foundation for Educational Research
NGA	National Governors' Association
NGfL	National Grid for Learning
NNEB	National Nursery Examination Board
NOR	Number on Roll
Non contact time	Time spent by teachers on tasks other than teaching
NPQH	National Professional Qualification for Headship
NQT	Newly Qualified Teacher
NRA	National Record of Achievement
NRT	National Remodelling Team
NUT	National Union of Teachers
NVQ	National Vocational Qualification

O

Ofsted	Office for Standards in Education
OH	Occupational Health
OTT	Overseas Trained Teacher
OU	Open University

P

PAN	Planned Admission Number
Participation Age	The age at which a young person leaves school
PAT	Professional Association of Teachers
PAU	Pay as used
PC	Parish Council
PCT	Primary Care Trust
PD	Physical Difficulties
PDC	Pupil Discipline Committee
PE	Physical Education
PEC	Personal Education Centre
PFI	Private Finance Initiative
PGCE	Post-Graduate Certificate in Education
PI	Performance Indicator/Physically Impaired

PLTS	Personal, Learning and Thinking Skills
PMF	Performance Management Framework
PMLD	Profound and Multiple Learning Difficulties
PNS	Primary National Strategy
PoS	Programme of Study
POSI	Profile of School Information
PPA	Planning, Preparation & Assessment
PPM	Pupil Progress Meeting
PPP	Public Private Partnership
Procurement	The process used to acquire goods/services
PRC	Premature Retirement Compensation
PRP	Performance Related Pay
PRU	Pupil Referral Unit
PSHE	Personal, Social and Health Education
PSLN	Primary Schools Learning Network
PSP	Pastoral Support Programme
PT	Part-time
PTA	Parent Teacher Association
PTR	Pupil:Teacher Ratio
Pupil Profile	A broad evaluation of a pupil's personality, interests and capabilities. Part of his/her NRA (see above)

Q

QCA	Qualifications and Curriculum Authority
QCF	Qualifications Credit Framework
QTS	Qualified Teacher Status
QTS Skill Tests	Part of Standards for QTS and a requirement for all trainee teachers in England (currently Literacy, Numeracy and ICT)
Quorum	The minimum number of members required at a meeting to enable decisions to be made

R

RAISE online	Reporting & Analysis for Improvement through School Self Evaluation
RAP	Raising Attainment Plan
RB	Registered Body
R&M	Repairs and Maintenance
RE	Religious Education
RIG	Rewards & Incentive Group
ROA	Record of Achievement
RRA	Race Relations Act
RSA	Royal Society of Arts

S

SACRE	Standing Advisory Council on RE
SALT	Speech and Language Therapy
SATs	Standard Assessment Tests/Tasks
School Census	Termly Collection of Data
School Profile	On-line data on an individual school, provided annually
SCITT	School Centred Initial Teacher Training
SDA	Sex Discrimination Act
SDP	School Development Plan
SEAL	Social and Emotional Aspects of Learning
SEBD	Social, Emotional and Behavioural Difficulties
SEF	Self Evaluation Form
SEN	Special Educational Needs
SENCo	SEN Co-ordinator
SENDA	Special Educational Need and Disabilities Act
SENDIS	Special Education and Disability Inclusion Service
SI	Statutory Instrument
SIC	Statement of Internal Control
SIMS	Schools Information Management Systems
SIP	School Improvement Partner / School Improvement Plan
SLA	Service Level Agreement
SLD	Severe Learning Difficulties
SMART	Specific; Measurable; Achievable; Relevant; Timed

SOA	Super Output Areas
SOC	School Organisation Committee
SOP	School Organisation Plan
SoW	Scheme of Work
SpLD	Specific Learning Difficulties (e.g. 'dyslexia')
SRE	Sex and Relationship Education
SSE	School Self-Evaluation
SSFA	School Standards and Framework Act 1998
SSG	School Standards Grant
Standards Fund	Earmarked funds mostly devolved to schools for specific purposes
Statementing	The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs
STPCD	School Teachers' Pay and Conditions Document
STRB	School Teachers' Review Body
SureStart	Strategy to improve services for children under four and their families in disadvantaged areas

T	
TA	Teaching Assistant
TC	Town Council
TDA	Training & Development Agency
TES	Times Educational Supplement
Threshold	Teachers may apply to pass the performance threshold and be paid on a higher salary scale
TLR	Teaching & Learning Responsibility
TPS	Teachers' Pension Scheme
TUPE	Transfer of Undertakings (Protection of Employment) Reg 181
TVP	Thames Valley Police

U

UCAS	University and Colleges Admissions Service
UFA	University of the First Age
UNISON	Union of Public Employees
UPN	Unique Pupil Number

V

VA	Voluntary Aided
VAK	Visual, Auditory and Kinaesthetic
VC	Voluntary Controlled
Vertical Grouping	Primary school classes with children of different age groups
VI	Visually Impaired
Virement	The agreed transfer of money from one budget heading to another
VLE	Virtual Learning Environment

W

WAMG	Workforce Agreement Monitoring Group
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X

Y

YOT	Youth Offending Team
YPLA	Young People's Learning Agency
YT	Youth Training

Z

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braille and other languages

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