

GLOSSARY OF TERMS/JARGON BUSTER!

ACE: Advisory Centre for Education. An advisory service for parents.
(Tel: 0207 354 8321 1b Aberdeen Studios, 22-24 Highbury Grove, London N5 2DQ)

Agreed Syllabus: A non-denominational syllabus of religious education, locally determined and legally binding on county and controlled schools as required by the Education Reform Act 1988

ALS: Additional Learning Support

AMP: Asset Management Plan

Appraisal: Review of employees' performance, especially for purposes of staff development

APT&C: A grading structure for Administrative, Professional, Technical and Clerical Staff

Articled Teacher: A teacher who is being trained on the job

ASB: Aggregated Schools Budget; the total amount delegated to governing bodies through a formula

AST: Advanced Skills Teacher

ATL: Association of Teachers and Lecturers

Attainment Targets: ATs provide the objectives for what is to be learned in each subject set in the National Curriculum at ages 7, 11, 14 and 16

Autumn Package: Comparative data on pupil achievement, standards, etc.

BEd: Bachelor of Education. A professional degree in educational studies

BV: Best Value

CASE: Campaign for State Education (Tel: 0208 944 8206, 158 Durham Road, London SW20 0DG)

CARE: Christian Action Research and Education

CASS: Collaborative Arrangements for Small Schools

CATE: Council for Accreditation of Teacher Education

CATS: Cognitive Ability Tests

CCT: Compulsory Competitive Tendering

Circulars: Periodic documents issued by the Secretary of State to explain, interpret and give advice about legislation, including Regulations

Core Curriculum: English, Mathematics and Science

COSHH: Control of Substances Hazardous to Health

CRE: Commission for Racial Equality

CPD: Continuing Professional Development

DAG: Devon Association of Governors

DAPH: Devon Association of Primary Heads

DASH: Devon Association of Secondary Heads

Delegated Budget: Money provided under LMS which governing bodies can use at their discretion. *Devolved* funds are those which have to be used for specified purposes

DFC: Devolved Formula Capital

DfE: Department for Education

Differentiation: The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual children

Disapplication: Term used where the National Curriculum requirements may not apply to a pupil. The headteacher may make exceptions but must inform the LEA, governors and parents, and the parents can appeal against the decision

EBD: Emotional and Behavioural Difficulties

EBP: Education Business Partnership

EFA: Education Funding Agency

EDP: Education Development Plan

ELS: Early Learning Skills

EPPa: Effective Partnership with Parents

ESO: Education Supervision Order. An LEA may apply for such an Order under the Children Act 1989 to acquire powers to deal with cases of poor attendance at school

EWO: Education Welfare Officer, employed to help pupils and parents where there are problems, particularly regarding attendance. They are a valuable link between home and school

Exclusion: Heads may exclude pupils from school for serious misconduct but the chair of governors and the LEA must be informed and the parent has a right of appeal. Exclusions must now be either fixed or permanent

FE: Further Education

FOI: Freedom of Information

FSM: Free school meals

FTE: Full-time equivalent; used when calculating or comparing how much time is worked

GCSE: General Certificate of Secondary Education; the common public examination usually taken by students at age 16+

GNVQ: General National Vocational Qualification

HASAW: Health and Safety at Work

HE: Higher Education

HLTS: Higher Level Teaching Assistant

HMI: Her Majesty's Inspectorate (See OFSTED)

ICT: Information and Communications Technology

IEP: Individual Education Plan; drawn up for children with Special Needs at Stage 2 of the Code of Practice

IIP: Investors in People

INSET: In-service Education and Training

Instrument of Government: The legal document setting out the composition of the governing body

ISB: Individual Schools Budget

ISR: Individual School Range

IT: Information Technology (ICT: Information and Communications Technology)

ITT: Initial Teacher Training

Key Stages: The National Curriculum is divided into four stages; KS1 for pupils aged 5-7 years; KS2 aged 7-11; KS3 aged 11-14; KS4 aged 14-16. *See also NCTs, Attainment Targets*

LA: Local Authority

LGA: Local Government Association

LMS: Local Management of Schools, under which schools manage their own budgets and have certain other powers and duties

LMSS: LMS Special Schools

LPSH: Learning Programme for serving heads

LSA: Learning Support Assistant

LSC: Learning and Skills Council

Minor Authority: A city, town, parish or district council

MLD: Moderate Learning Difficulty

MPS: Main Pay Scale

MTA: Meal Time Assistant

NAHT: National Association of Headteachers

NASUWT: National Association of Schoolmasters Union of Women Teachers

National College: National College for Leadership of Schools & Children's Services

National Curriculum (NC): The curriculum required by law to be taught in all schools. The governing body shares with the LEA and the headteacher the responsibility for ensuring that it is implemented. (*See also Core Curriculum*)

NCPTA: National Confederation of Parent Teacher Associations

NCT: National Curriculum Test. An external test to assess attainment targets at end of each Key Stage

NCVQ: National Council for Vocational Qualifications

NFER: National Foundation for Educational Research

NGA: National Governor Association
0121 643 5787 governorhq@nga.org.uk

NGfL: National Grid for Learning

NNEB: National Nursery Examination Board

'Non-pupil Days': 'Staff Development' or 'Baker' days. Five days in the year set aside for staff training when pupils do not attend school

NOR: Number on Roll

NPQH: National Professional Qualification for Headteachers

NQT: Newly Qualified Teacher

NRA: National Record of Achievement. A document now required for all children leaving school containing a record over time of a pupil's achievements in and out of school

NTET: National Training and Education Targets

NUT: National Union of Teachers

NVQ: National Vocational Qualification

OFSTED: Office for Standards in Education; the body which arranges and sets standards for school inspections; also produces some publications. (Tel: 0207 421 6673 Alexandra House, 29-33 Kingsway, London WC2B 6SE)

PAN: Planned Admission Number. The number of children the LEA (or the governing body of an Aided School) determines can be admitted to the school. It can be above the Standard Number (*see below*) but may not be below it

PAT: Professional Association of Teachers

PDC: Professional Development Co-ordinator

PFI: Private Finance Initiative

PGCE: Postgraduate Certificate of Education

PI: Performance Indicators

PLASC: Pupil Level Annual School Census

Portage: A scheme for providing home-based pre-school education for children with special needs

PPA: Planning, Preparation and Assessment (time for teachers)

Prescribed Expenditure Allocation: The LEA's annual capital expenditure allocation and the limit of capital expenditure which may be incurred by governors of aided schools, as authorised by the DCSF

PRP: Performance Related Pay

PRU: Pupil Referral Unit

PSE: Personal, Social and Health Education

PTR: Pupil Teacher Ratio, obtained by dividing the number of pupils by the number of teachers

Pupil Profile: A broad evaluation of a pupil's personality, interests and capabilities. Part of his/her NRA (*see above*)

QCA: The Qualifications and Curriculum Authority (formerly SCAA)

QTS: Qualified Teacher Status

RE: Religious Education

Reading Age: A child's ability to read may be compared against an average national ability level at any given age. The age level a child attains is their reading age

RGI or RI: Registered Inspector; one recognised by OFSTED to carry out inspections on schools

Rising Fives: Compulsory schooling begins at the start of the term directly following a child's fifth birthday. Some LEAs, including Devon, admit children before this point as 'Rising Fives'

SACRE: Standing Advisory Council for Religious Education; the body in each LEA area set up under the Education Reform Act 1988 to advise the LEA about RE in community and voluntary controlled schools, and about worship in community schools

SATs: Standard Assessment Tasks

SBS: School Budget Share

School Leaving Age: Children must stay at school until the last Friday of June in the school year in which they reach 16 years. Previously some children could leave school before the end of the year.

SDP: School Development Plan

SEN: Special Educational Needs.

SENCO: Special Educational Needs Co-ordinator: teacher responsible for co-ordinating SEN provision in a school.

SHAD: Special Headteachers' Association of Devon

Sibling: A brother or sister

SIMS: Schools Information Management System: a computer software package to assist schools in managing information on pupils, staff and resources.

SIP: School Improvement Plan

SLA: Service Level Agreement

SLD: Severe Learning Difficulty

SLT: Senior Leadership Team

SMT: Senior Management Team

Special Measures: A school which, when inspected, has failed to provide an acceptable standard of education will need special measures

Special School: For children and young people whose needs cannot be met in a mainstream school

S/S, SoS: Secretary of State

SSA: Standard Spending Assessment
A Government assessment of what a local authority needs to spend in a given year. Part of this assessment relates to education but, at present, how an authority spends within this limit on its services is a matter for its own determination

Standard Number (SN): The legally determined figure for the number of pupils in the admission year-group, below which the PAN (*see above*) may not be set

Statementing: The procedure by which a child is formally assessed under the 1981 Education Act as having significant educational needs. The statement, which must be reviewed annually, identifies these needs and the provision necessary to meet them.

STPCD: School Teachers' Pay and Conditions Document

STRB: School Teachers' Review Body

TA: Teacher Assessment

TES: Times Educational Supplement

Truancy: *See Unauthorised absence*

Trust Deed: The deed by which a voluntary controlled or voluntary aided school has been established

TTA: Teacher Training Agency

UCAS: Universities and Colleges Admissions Services

Unauthorised Absence: Absence by a pupil from school which is not otherwise authorised. Statistical information about such absences must be given in the governors' Annual Report to Parents

UNISON: The union which represents the majority of clerical, administrative, professional and technical staff who work in local government

UPS: Upper Pay Scale

VA: Voluntary Aided. A school set up and owned by a voluntary body (usually a church) largely financed through an LEA. The governing body employ the staff, control pupil admissions and religious education

VC: Voluntary Controlled. A denominational school wholly maintained by the LEA but with certain residual rights regarding religious education

Virement: The transfer of certain sums of money from one expenditure heading to another.

Walking Distance: The statutory distance beyond which the LEA must provide free school transport is two miles for children up to eight years and three miles for those aged eight and over

WAMG: Workforce Agreement Monitoring Group, consisting of all the organisations that signed the National Workload Agreement

Work Experience: A planned programme as part of careers education which enables pupils in school time to experience a working environment of their choice.

YELLIS: Year Eleven Information System

YT: Youth Training