

Glossary of Acronyms

AfL	Assessment for Learning	The process of constantly assessing what children have learned and what their next steps are so that teachers are always aware of what stage each child is at in their learning journey.
ARA	Assessment and Reporting Arrangements	Statutory guidance for assessing and reporting the Early Years Foundation Stage Profile and the National Curriculum.
ARE	Age-Related Expectations	Children are assessed by age-related expectations: objectives that are taught in each year group, following the National Curriculum.
CAF	Common Assessment Framework	The process by which schools, social services (Children's Services) and other agencies assess potential barriers to wellbeing and education. This is part of Early Help and is sometimes called an Early Help Assessment.
CAMHS	Child and Adolescent Mental Health Service	NHS services that support young people with their mental health.
CCE	Child Criminal Exploitation	A type of abuse where children are coerced into committing crimes, for example, supplying and moving drugs (often referred to as County Lines).
CIN plan	Child In Need Plan	This type of plan contains the extra support that is being provided to a child and/or family members by Children's Services. It is voluntary and can be drawn up if support is needed but there no risk of continuing harm.
CME	Children Missing Education	Children who are of compulsory school age who are not registered at a school or being educated otherwise, for example, in alternative provision).
CPP	Child Protection Plan	This type of plan details the intensive support that happens when a child is regarded to be suffering, or likely to suffer, significant harm. It is not voluntary and Children's Services will work closely with other professionals to regularly assess the child's progress and safety.
CSE	Child Sexual Exploitation	A type of abuse where children are coerced into sexual activities. It often involves "grooming."
COSHH	Control of Substances Hazardous to Health	A law that requires employers to control substances that are hazardous to health.
CPD	Continuing Professional Development	Any activity that helps school staff develop their skills and knowledge and enhances their professional practice.
CTF	Common Transfer File	A file used to transfer pupil data, for example, when a child moves from one school to another.
DA	Domestic Abuse	An incident (or pattern of incidents) of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence. As part of Operation Encompass, schools receive notification of domestic abuse incidents in a child's home from the police.
DBS	Disclosure and Barring Service	The service helps employers make safer recruitment decisions each year by processing and issuing DBS checks.

DDSL	Deputy Designated Safeguarding Lead	Someone who is trained to the same level as the Designated Safeguarding Lead and who can carry out the role as directed by the DSL.
DECCA	Drug Education, Counselling and Confidential Advice	This service is part of Sandwell's targeted youth support: the team provides education for children and young people about drugs, including alcohol and tobacco.
DfE	Department for Education	The government department that is responsible for children's services and education.
DHT	Deputy Head Teacher	The second-most senior leader within the school who can take over the running of the school in the Head Teacher's absence.
DPO	Data Protection Officer	The named person who ensures that the organisation processes personal data in compliance with related data protection regulations.
DSL	Designated Safeguarding Lead	The named person who takes the lead on safeguarding and child protection, ensuring that appropriate arrangements for keeping children safe are in place and that children's safety and welfare is paramount.
EAL	English as an Additional Language	Speakers for whom English is not their first language.
ECT	Early Career Teacher	A teacher who has completed Initial Teacher training and is in their first or second year of induction.
EHCP	Education Health and Care Plan	A legal document that describes a child or young person's special educational, health and social care need and how extra help will be given to meet those needs.
EYFS	Early Years Foundation Stage	At Park Hill Primary School, children in Nursery and Reception are in the EYFS. The EYFS framework sets out standards for the learning, development and care of children from birth to five-years-old.
EYFSP	Early Years Foundation Stage Profile	The EYFS framework requires the EYFS profile assessment to be carried out in the final term of the year in which a child turns five, using observations throughout the child's time in Early Years.
FBV	Fundamental British Values	In line with the government's "Prevent" strategy, all schools have a duty to promote and embed five fundamental British values.
FGM	Female Genital Mutilation	The illegal practice of deliberately cutting, injuring, changing or removing the female genitals.
FM	Forced Marriage	Forced marriage is when someone faces physical pressure and/or emotional and psychological pressure to get married. It is illegal in England and Wales.
FMS	Financial Management System	The software and processes an organisation uses to manage income and expenses.
FSM	Free School Meals	Children's meals that are provided at no cost for eligible pupils. Eligibility is related to family circumstances.
FSW	Family Support Worker	A professional who offers practical help and emotional support to families experiencing various problems.

GDPR	General Data Protection Regulation	A privacy and security law that imposes obligations on organisations that collect data related to people.
GLD	Good Level of Development	An assessment judgement that is made for each child at the end of the Reception year.
GPS	Grammar, Punctuation and Spelling	The teaching/learning of objectives in the National Curriculum that relate to grammar, punctuation and/or spelling.
HBA	Honour-Based Abuse	This is abuse that is carried out when a perpetrator believes that a relative has shamed the family and/or community.
HMI	Her Majesty's Inspector	Inspectors who inspect education and care providers: they challenge providers to improve and help them get the support they need.
HSE	Health and Safety Executive	The national regulator for workplace health and safety.
HT	Head Teacher	The most senior leader within a school, who has overall responsibility for the leadership and management of the school.
ITT	Initial Teacher Training	The training someone must undertake before being awarded Qualified Teacher Status.
KCSIE	Keeping Children Safe in Education	Statutory guidance that sets out the legal duties with which schools and colleges must comply.
KS	Key Stage	The blocks of years that the National Curriculum is organised into. Key Stage 1 includes Years 1 and 2. Key Stage 2 includes Years 3 to 6.
LA	Local Authority	The local government organisation. For Park Hill Primary School, it is Sandwell Metropolitan Borough Council.
LAC	Looked After Children	Children who are cared for by the Local Authority.
LADO	Local Authority Designated Officer	The LADO works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people.
LO	Learning Objective	The learning objective is a brief, clear statement that defines what teachers expect children to have learned or achieved by the end of a lesson.
MARF	Multi-Agency Referral Form	A MARF is the form used to make a referral to Children's Services when there is a safeguarding concern. The MARF is there to make sure the MASH (see below) fully understands the concern and takes appropriate action to support the child.
MASH	Multi-Agency Safeguarding Hub	The MASH is the single point of contact for all professionals to report safeguarding concerns to within the Local Authority. The MASH team then use a threshold matrix to assess the concern and decide on the next steps.
NC	National Curriculum	The set of subjects and standards used by schools, including the programmes of study and attainment targets. All local-authority maintained schools in England must teach it.
NPQH	National Professional Qualification for Headship	A DfE qualification that supports the professional development of aspiring and serving Head Teachers.

NPQML	National Professional Qualification for Middle Leadership	A DfE qualification that supports the professional development of aspiring and serving middle leaders.
NPQSL	National Professional Qualification for Senior Leadership	A DfE qualification that supports the professional development of aspiring and serving senior leaders.
Ofsted	Office for Standards in Education, Children's Services and Skills	The office that reports directly to Parliament and, by law, must inspect schools with the aim of promoting improvement and holding us accountable.
OPP	One Page Profile	A planning, teaching and reviewing tool for children with Special Educational Needs and Disabilities. It is often called an Individual Education Plan.
PBP	Personalised Behaviour Plan	An individual plan to support identified children to help them behave appropriately. A PBP takes account of children's social, emotional and mental health needs.
PCT	Primary Care Team	A team of health professionals who work closely together to meet the health needs of the community. It includes general practitioners, pharmacists and dentists.
PEP	Personal Education Plan	A legal requirement that is part of the statutory care plans for Looked After Children.
PP	Pupil Premium	A grant given to schools to decrease the attainment gap for the most disadvantaged children.
Pre-LAC	Previously Looked After Children	Children who are no longer cared for by the Local Authority.
PRU	Pupil Referral Unit	A type of school that caters for children who cannot attend mainstream school.
PSHE	Personal, Social and Health Education	A school subject through which children learn the knowledge, skills and attributes they need for life (now and in the future).
QTS	Qualified Teacher Status	A professional qualification that teachers in maintained schools must have.
RE	Religious Education	It is compulsory for maintained schools to provide Religious Education.
RI	Requires Improvement	An Ofsted judgement that indicates a school is not yet good but overall provides an acceptable standard of education.
RSHE	Relationships, Sex and Health Education	Compulsory education that all schools must provide to provide children with knowledge to help them make informed decisions about their wellbeing, health and relationships.
SACRE	Standing Advisory Council on Religious Education	An independent body that advises the Local Authority on the provision of Religious Education.
SAR	Subject Access Request	A written request made by an individual for the information which he/she is entitled to ask for under the Data Protection Act.
SATs	Standard Assessment Tests	National tests that children take at the end of Key Stage 1 (Year 2) and the end of Key Stage 2 (Year 6).
SBM	School Business Manager	The senior member of non-teaching staff who helps ensure the smooth and successful running of a school. Examples of responsibilities include finance and human resources.

SCR	Single Central Record	A DfE requirement is to have a Single Central Record of the safeguarding checks that have been carried out on all staff and other relevant people.
SCSP	Sandwell Children's Safeguarding Partnership	The statutory partnership that agrees and leads on safeguarding arrangements and procedures to keep children safe. It involves safeguarding partners (the Local Authority, health services and the police) who work closely with other agencies, such as schools.
SEF	Self-Evaluation Form	Ofsted use the school SEF to help them evaluate the degree to which school leaders evaluate the quality of provision and outcomes.
SEMH needs	Social Emotional Mental Health Needs	A type of special educational need in which children have difficulties in managing their emotions or their behaviour.
SENCO	Special Educational Needs Coordinator	The qualified teacher who is responsible for leading and coordinating provision for children with special educational needs and disabilities within school.
SEND	Special Educational Needs and Disabilities	A child or young person has SEND if they have a learning difficulty and/or disability that means they need additional health and education support.
SFVS	Schools Financial Value Standard	The standard helps schools and Local Authorities meet basic standards for good financial health and management of resources. All maintained schools must submit it annually to the Local Authority.
SIA	School Improvement Advisor	An experienced individual, often with headship experience, who provides support and guidance to Local Authority maintained schools.
SIMS	School Information Management System	SIMS is a management information system (MIS) where we hold all of our pupil and staff data.
SIP	School Improvement Plan	The SIP provides information about the key priorities for the next academic year. It is used to drive school improvement.
SLT	Senior Leadership Team	Members of SLT make a major contribution to the school's plan and target setting. They work with the Head Teacher to drive pupil and staff performance.
SPaG	Spelling, Punctuation and Grammar	The teaching/learning of objectives in the National Curriculum that relate to grammar, punctuation and/or spelling.
STA	Standards and Testing Agency	Sponsored by the DfE, the STA is responsible for developing and delivering assessments for primary schools.
STPCD	School Teachers' Pay and Conditions Document	The document that details the statutory conditions of employment of school teachers in England.
SW	Social Worker	Social workers support individuals and their families through difficult times and ensure that vulnerable people, including children are safeguarded from harm.
TAF	Team Around the Family	A small group of multi-agency professionals who work with a family to provide help and support for specific needs. This is part of Early Help.
TLR	Teaching and Learning Responsibility	TLR payments reward additional leadership and management responsibilities undertaken by classroom teachers.

UFSM	Universal Infant Free School Meals	Free meals that are funded by the government for any child in Reception, Year 1 or Year 2, regardless of family circumstances.
UPN	Unique Pupil Number	This is a unique code that identifies each pupil in the maintained school system.
URN	Unique Reference Number	This is the unique number allocated to all schools.
YCL	Young Carers Lead	This member of staff within school acts as the main contact for young carers and their families. The named person supports provision for them on a day-to-day basis.