

List of Acronyms

ARE	Age Related Expectations	Looking at the curriculum and agreeing the knowledge and skills pupils should achieve at the end of each year group.
CPD	Continued Professional Development	involves maintaining and enhancing the knowledge, skills and experience related to your professional activities following completion of your formal training.
DBS	The Disclosure and Barring Service	The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks.
DfE	The Department for Education	responsible for education and children's services in England.
DSP/DST	Designated Safeguarding Person/Teacher	A Designated Safeguarding Officer or Teacher is the person who has responsibility for ensuring a company's safeguarding policy is adhered to.
EAL	English as an Additional Language	Refers to children whose first language is not English, and may not speak English fluently or at all.
EHCP	Education Health and Care Plan	Students who are issued with an EHCP have serious special educational needs, and will receive extra assistance in their learning. Plans outline the child's needs and required support, and are reviewed annually.
FOAH	Friends of Almond Hill	Friends of Almond Hill are a dedicated group of parents who organise fund raising and fun events for our pupils and parents.
FSM	Free School Meals	Students on FSM will have access to extra funding to support their learning activities inside and outside of the classroom.
GD	Greater Depth	Working more deeply within the expectations for their year
GDPR	General Data Protection Regulation	a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the European Union (EU)
HfL	Herts for Learning	Are a leading provider of school improvement and business support products and services that enable schools, academies and educational settings inside and outside of Hertfordshire to deliver a great education.
HIP	Herts Improvement Partner	Works with the schools leadership team to evaluate performance, identify priorities for improvement and plan effective change.
HLTA	Higher Level Teaching Assistant	A HLTA does all the things a regular teaching assistant does but they have a greater level of responsibility, such as being able to teach classes on their own, cover planned absences and allow teachers time for planning and marking.

IEP	Individual Education Plan	Identifies the special educational needs of a child and outlines target and strategies to support their learning.
LEA	Local Education Authority	The local councils in England and Wales that are responsible for education within their jurisdiction.
LINS	Letchmore Infants and Nursery School	Letchmore is our main feeder school based in the Old Town.
LSA	Learning Support	This is a widely used job title for assistants who provide in-school support for students with special educational needs and/or disabilities.
MSA	Midday Supervisory Assistant	The team of staff who support and encourage children's independence whilst they eat their lunch and then to ensure the children have a happy lunch play.
NQT	Newly Qualified Teacher	A teacher in their first year of qualified teaching.
Ofsted	The Office for Standards in Education, Children's Services and Skills	The regulatory and inspection body for education and children's care service providers.
PP	Pupil Premium	The pupil premium is a grant given by the government to schools in England to decrease the attainment gap for the most disadvantaged children, whether by income or by family upheaval.
PTI	Parent/Teacher Interview	A short meeting or conference between the parents and teachers of students to discuss a child's progress at school and find solutions to academic or behavioural problems.
SATs	Standard Attainment Test	During Key Stages 1-3 progress is assessed against 8 levels in most National Curriculum subjects. In 2016 new KS1 tests were introduced based on English reading and grammar, punctuation and spelling (not writing), maths arithmetic and reasoning. KS2 tests cover English and Maths.
SBM	School Business Manager	The School Business Manager is the school's leading Support Staff professional and works as part of the Senior Leadership Team to assist the Headteacher to ensure that the school meets its educational aims.
SEN	Special Educational Needs - provision to support pupils with learning disabilities.	This may be provided through mainstream or more specialised education.
SENco	Special Education Needs Co-ordinator	teacher responsible for ensuring that students with learning difficulties, emotional problems and behavioural problems receive appropriate support, overseeing the completion of IEPs and liaising with external agencies.
SL	Subject Leader	Subject leaders evaluate the effectiveness of teaching and learning for their given subject and help to set targets for pupils and staff.
SLT	Senior Leadership Team	Consists of Headteacher, Deputy Head and Assistant Headteachers.

SSF	Stevenage Sporting Futures	Facilitate and deliver a number of sport and physical activity opportunities including school based delivery and competitions.
TA	Teaching Assistant	The role of a teaching assistant is varies but usually includes some or all of the following: working in 1-2-1 or small groups of students, supporting students with learning difficulties or disabilities, preparing the classroom for lessons, creating displays, helping on school outings or events.
TLA	Teaching and Learning Advisor	subject specialists who create resources for teachers, contribute articles to a range of educational publications and write widely-read blogs. They also provide nationally acclaimed training, guidance and support to school leaders, teachers and teaching assistants to improve outcomes for children.