

List of Acronyms

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| 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/DS: | Designated Safeguarding Person/Lead | A Designated Safeguarding Person or Lead 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. |
| ECT | Early Career Teacher | A teacher in their first year of qualified teaching. |
| 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. |
| GDS | 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. |
| IEP | Individual Education Plan | Identifies the special educational needs of a child and outlines target and strategies to support their learning. |
| LA | Local Authority | The local councils in England and Wales that are responsible for education within their jurisdiction. |

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| 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. |
| 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. |
| SEA | Schools Improvement Advisor | Works with the schools leadership team to evaluate performance, identify priorities for improvement and plan effective change. |
| 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 |

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| | | 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. |