



Glossary of Terms

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“Learning together; to be the best we can be”

AAC	Alternative, augmentative communication. This is around supporting learners who often do not speak. It includes Switches, PECS, Symbols, iPads and Communication Books and high tech communication aids.
Academy	Academies are publicly funded independent schools. Academies have different governance arrangements from other schools
Academy committee	A committee of the trust board in a Multi Academy Trust (MAT). The role and responsibility of any committee is defined in the MAT's scheme of delegation
Academy chain	An academy chain is a group of academies run by a single sponsor, with the DfE defining a chain as having three or more academies. In discussion of multi-academy trusts and groups of schools, the term 'academy chain' often refers to the larger MATs
Academy converter	A school which converted to academy status voluntarily (usually high performing at the time of conversion), having previously been a local authority maintained school
Academy sponsor led	A school which converted to academy status with the support of a sponsor (usually lower performing at the time of conversion)
ACT	Autism Communication Team (support for children with Autism in mainstream) other advice and support to school
Admissions authority	The official body responsible for rules offering school places; it also decides which children will be offered a place. For most schools, this is the governing body, but for community and voluntary controlled schools this is the Local Authority

Admissions Code	A document providing statutory guidance on schools admission with which all schools must comply
Appraisal	A yearly process where all staff are set challenging targets that should impact on the quality of teaching, learning and assessment
Articles of Association	Articles of Association is the formal governing document for an academy and sets out its rules for operating, including the composition of the governing board
ASC	Autistic Spectrum Condition – pupils with a diagnosis of Autism
ASCL	Association of School and College Leaders – a headteacher union
Assessment without levels	A common phrase to describe changes to the primary curriculum. Grade descriptions and levels have now been removed from the national curriculum and it is up to primary schools to decide how they track pupil progress and attainment. Children will still sit SATs exams in KS1 and KS2 as a national benchmark; however they will no longer be given a grade. Instead, they will be given a scaled score, with a score of 100 or above showing that a pupil has met national expectations
Associate Members	Individuals appointed by the governing body of a maintained school. They are not part of the governing body, but are allowed to attend meetings and sit on committees and can be given voting powers. They are appointed for 1-4 years, with the opportunity for reappointment. An associate member could be a pupil, member of staff or someone with expertise in a particular area. Academies' Articles of Association allow them to appoint non -governors to

	committees and give them voting rights
ATL	Association of Teachers and Lecturers – a union for education professionals
Attainment 8	A headline measure of school performance at GCSE introduced from 2016. Measures the achievement of a pupil across English, maths and six further qualifications (three of which must count in the EBacc measure)
Attainment targets	These establish what children of different abilities should be expected to know and be able to do by the end of each key stage of the national curriculum
AUP	Acceptable Use Policy
Autism	Autism is defined by the National Autistic Society as 'A lifelong developmental disability that affects the way a person communicates and relates to others in a meaningful way... people with autism can often have accompanying learning disabilities but everyone with the condition shares a difficulty in making sense of the world'. Asperger syndrome is a form of autism
AWPU	Age-Weighted Pupil Unit – the sum of money allocated to the school for each pupil according to age. This is the basic unit of funding for the school
B²	B squared is an assessment system bought in where we record progress in small steps. Within each element there is Encountered, Developing Skills, Understanding and Mastered
Baseline assessment	Assessment of pupils' attainment on entry to year 1 – it is not statutory, but many local authorities encourage schools to carry it out. Schools may now decide to conduct baseline assessments in reception, but again this is not a statutory requirement

Behaviour support plan	A written plan detailing support arrangements for the education of children with behavioural difficulties
British Values	Schools in England are expected to actively promote British values as part of their duty to promote the spiritual, moral, social and cultural (SMSC) development of their pupils. The British values to be promoted are: democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
BSL	British Sign Language – Not usually used in special schools
CAMHS	Children and Adults Mental Health Services. We get support for our teams with mental wellbeing issues which may include therapy, support at home/school or medication
Capital funding	Spending on projects, improvements, and extensions to the school's land and buildings
CASPA	A national system that takes all pupils with learning needs and works out the predicted rate of progress for all pupils by their age, learning needs and starting point (based on P Levels). This gives expected levels
Chair's action	In maintained schools the chair is allowed to take decisions without asking the governing body if a delay will be detrimental to the school, a member of staff, a pupil or a parent. In academies, this power is not automatic and must be delegated to the chair
Chief Executive Officer (CEO)	The lead professional and head of the executive branch for a group of academies known as a multi-academy trust (MAT). Although not being a

	headteacher in any school, they will be ultimately accountable to the governing board for all aspects of the MAT as a whole
Clerk	The Clerk is the 'constitutional conscience' of the governing board. They provide advice on governance, constitutional and procedural matters. They also offer administrative support to the governing board and relay information on legal requirements
Coasting school	A school or academy whose performance falls within the government's coasting definition and is therefore eligible for intervention
Collaboration	An agreement between two or more schools to work together on one particular issue. They keep their individual governing boards, but may set up a joint committee to which they can delegate powers
Community schools	Maintained schools at which the Local Authority (LA) is the employer, owns the land and buildings and sets the admission criteria. The LA also take a proportion of income known as 'top slice' for the provision of central services such as HR, legal etc.
Community special schools	Maintained schools which make special educational provision for pupils with statements of special educational needs and disabilities (SEND) or education, health and care plans (EHCS), whose needs cannot be fully met from within mainstream provision. The LA is the employer, owns the land and buildings and sets the admission criteria
Competency framework for	A document developed by the DfE, setting out the skills, knowledge and behaviours needed for effective governance

governance	
Competitive tendering	Obtaining quotes or tenders from alternative suppliers before awarding contracts
Co-opted governor/trustee	Appointed by the governing board, generally on the basis of their skills
CPD	Continuing Professional Development for school staff or the governing board
CPOMS	Child Protection Online Monitoring System. System for recording incidents at school which supports all learners. It is a safeguarding monitoring system
DBS check	The Disclosure & Barring Service carries out DBS checks for certain organisations including schools. All members of staff should receive an enhanced DBS check prior to the confirmation of their appointment in school, or as soon as practically possible thereafter, and this check should confirm their suitability to work with children
DDA	Disability Discrimination Act
Delegated budget	Money provided to schools, which governors can manage at their discretion
Delegated powers	Authority given to a committee, an individual governor or the headteacher to take action on behalf of the governing board. In multi academy trusts this also refers to powers delegated to academy committees
Designated person	Liaises with other services on behalf of young people in care and has a responsibility for promoting their educational achievement
DfE	Department for Education – the government department responsible for schools and children

	(formerly DCSF)
Differentiation	Differentiation is a term used to describe the way in which teaching methods and the curriculum are adapted to meet the individual learning needs of learners
Directed time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the headteacher – a maximum of 1265 hours in a school year
Disapplication	A term used where national curriculum requirements may not apply to a pupil
DSL	Designated Safeguarding Lead – All schools have a DSL to ensure pupils remain safe
DSG	Dedicated School Grant – funding from central government to the LA, the majority of which is then delegated directly to individual schools through the LA's funding formula
Dyscalculia	Pupils with dyscalculia have difficulty in acquiring mathematical skills. They may have difficulty understanding simple number concepts, lack intuitive grasp of numbers and have problems learning number facts and procedures
Dyslexia	Pupils with dyslexia have a marked and persistent difficulty in learning to read, write and spell, despite progress in other areas. They may have poor reading comprehension, handwriting and punctuation. They may also have difficulties in concentration and organisation, and in remembering sequences of words. They mispronounce common words or reverse letters and sounds in words
Dyspraxia	Pupils with dyspraxia are affected by an impairment of immaturity of the

	organisation of movement, often appearing clumsy. Gross and fine motor skills are hard to learn and difficult to retain and generalise. Pupils may be hesitant in many actions (running, skipping, holding a pencil, doing jigsaws, etc.)
EAL	English as an Additional Language
Early support	The first step of support for our learners and their family usually through a family support worker
EBacc	A school performance measure based on achievement of GCSEs in 'core academic subjects' of English, maths, history or geography, the sciences and a language
EBD	Emotional and Behavioural Difficulties
Education Forum	Established by the government as a consultative group including the National Governors' Association (NGA), the Local Government Association (LGA) and all the teaching and headteacher unions
EEF	Education endowment foundation
EFA	Education Funding Agency – it is responsible for all revenue and capital funding for schools and is part of the DfE
EHC plans	Education, health and care plans – the document which replaces statements of SEN and Learning Difficulties Assessments for children and young people with special educational needs
EPEP	Electronic Personal Education Plan. This is created termly with targets for every LAC pupil which are set and reviewed around progress

EPS	Education Psychology Service. Psychologists who help to assess pupils learning needs and focus on issues to address along with agreed targets for that pupil. This is often linked to work on the EHC
ESO	Education Supervision Order, which LAs may apply for to deal with cases of poor attendance at school
Ethos	The morals, values and beliefs that do, or at least should, underpin the school culture
EWS	Education Welfare Services
EWO	Education Welfare Officer – a professional worker who visits pupils’ homes and deals with attendance problems and other welfare matters in co-operation with the school
Ex officio	Able to attend meetings by virtue of holding a particular office
Exclusion	The temporary or permanent removal of a pupil from school for serious breaches of the school’s behaviour and discipline policy
Executive Headteacher	Unlike a traditional headteacher who leads one school only, an executive headteacher is the lead professional of more than one school; or a lead professional who manages a school with multiple phases; or who has management responsibility significantly beyond that of a single school site
Extended schools/ services	Schools that provide a range of services and activities often beyond the school day, to help meet the needs of the pupils, their families and the wider community
EYFS	Early Years Foundation Stage. Education provided from 3 years old through

	to the end of reception year when a child will normally be 5 years old
Federation	Two or more local authority maintained (or community) schools governed by one governing body
FFT	Fischer Family Trust – a non-profit company that provides data and analyses to LAs and schools in England and Wales
Forest Schools	A national development to using the outdoor environment to develop and encourage learning in new ways
Form of entry	The number of classes of 30 children that a school admits each year
Foundation governor/trustee	Appointed by the foundation board
Foundation schools	Maintained schools in which the governing body is the employer, owns the land and buildings and sets the admission criteria
Foundation Special schools	Maintained special schools, which have the same freedoms as foundation schools (see above)
Foundation stage	Curriculum followed by children below statutory school age, in schools and

	nursery/pre-school provision
Free school	A type of academy, either a new school set up in response to parental demand or a fee-paying school joining the state education system
FSM	Free school meals – pupils are eligible for FSM due to their age or if their parents receive certain benefits
Funding agreement	The document which sets out the relationship between an academy/MAT and the Education Funding Agency (EFA)/Department for Education (DfE)
Gastro	Some pupils are 'tube fed' and have gastrostomy and use a mickey button for their nutritional needs
GCSE	General Certificate of Secondary Education
Governor Services	May be 'in-house' in larger MATs but often externally commissioned, governor services provide essential support to the governing board which may be in the form of training, advice or clerking services. This has historically been offered by the local authority through a service level agreement. Academies and maintained schools are free to buy into their local authority's governor services or seek alternative arrangements.
Governing board	Refers to the board of maintained schools (governing body) and

	academies/MATs (board of trustees)
Governing body	Refers to the governing body of a maintained school only
Headteacher Board	Each Regional Schools Commissioner (RSC) has a board of elected headteachers of academies in their area to advise on and scrutinise their decisions
HI	Hearing Impaired services for learners with hearing issues
HLTA	Higher Level Teaching Assistant – these are highly experienced TA’s with responsibility for a particular area of learning in school
HMCI	Her Majesty’s Chief Inspector of Schools
HMI	Her Majesty’s Inspector
Home School Agreement	A Home School Agreement is a contract given to pupils and parents, outlining the aims and values of a school and the responsibilities of all parties in the day-to-day life of the school
HSE	Health and Safety Executive

Hydro	Hydro therapy in warm pool to support physical/development needs for PMLD learners or used as SI tool for learners with autism
ICE Drivers	Independence, communication, experience/explanation/engagement and should be part of a child's curriculum
IEB	An IEB is a governing body appointed on a temporary basis to 'accelerate improvement in standards and attainment and provide challenge to the leadership of the school to secure rapid improvement or where there has been a serious breakdown of working relationships with governing body of the school'
IEP	Individual Education Plan for pupils with special educational needs
IGCSE	International GCSE
Inclusion	Inclusion recognises the importance of catering for diverse needs. Inclusive principles highlight the importance of meeting children's individual needs
INSET	In-Service Education and Training – courses for practising teachers and other school staff
Instrument of	A legal document setting out the composition of maintained school

Government	governing bodies
KS 1–4	Key stages 1-4. The four stages of the national curriculum: KS1 for pupils aged 5-7; KS2 for 7-11; KS3 for 11-14; KS4 for 14-16.
6th Form	Post 16 - KS5 applies to 16-19 year-olds but is not part of the national curriculum
Local association	A group of governors and trustees from different schools in the local area. Local associations vary in size and capacity. The smallest local associations may offer an informal support network for local governors whereas larger local associations may organise useful local events and provide formal support and training opportunities
LA	Local authority – the LA has certain responsibilities regarding education, for example the educational achievement of looked-after children and for school places planning. It will also provide other services to schools, which may be provided via a service level agreement to maintained schools and in many cases academies
LA Governor	Nominated by the LA but appointed by the governing body
LAC	Looked After Children – Children who are in care of the local authority. May also refer to children who have been in care at any time in the last six years

LACSEG	Local Authority Central Spend Equivalent Grant – the funding academies receive to meet their additional responsibilities
LADO	Local Authority Designated Officer for safeguarding. Contact with the LADO is made when there are concerns around safeguarding
LGA	Local Government Association – national organisation supporting and representing local government
LGB	Local governing body – a term often used to describe a committee of a trust board for an individual school within a MAT. See LGC, academy committee
LGC	Local governing committee – a term often used to describe a committee of a trust board for an individual school within a MAT. See LGB, academy committee
LSS	Learning support services (mainstream support)
Maintained schools	Publicly funded schools overseen by the local authority. These schools must follow the national curriculum and national pay and conditions guidelines
MAKATON	A universal way of communicating using signing with your hands whilst saying

	the word. This is used for key words not in sentences so you might say 'want big ball' instead of saying 'I want the big red ball'
MARF	Multi agency referral form. School complete the form to get additional support or short breaks for pupils
MAT	Multi academy trust – where two or more academies are governed by one trust (the members) and a board of trustees (the trustees)
MAT board	Common term for the board of trustees overseeing a multi academy trust
Members	The members of an academy trust are akin to shareholders in a company and the role and rights of members is similar to that of shareholders. Members will be responsible only for fundamental decisions, such as changing the constitution of the academy trust and it is the governing body which remains the body responsible for making strategic decisions about the day to day running of the academy
Mickey button	Some pupils are 'tube fed' and have a gastrostomy and use a mickey button for their nutritional needs
Mixed ability	A teaching group in which children of all abilities are taught together

MLD	Moderate learning difficulties
M & MH	Moving and manual handling. The day to day movement of students with complex needs who may require hoisting, changing and positioning throughout the day. Regular training is needed
MOON	A simple version of Braille for pupils with VI
NAHT	National Association of Head Teachers – a headteacher union
NASBM	National Association of School Business Managers
NASUWT	National Association of Schoolmasters Union of Women Teachers – a teaching union
National curriculum	This is used as a basis for learning in all schools
National College	National College for Teaching and Leadership – the organisation responsible for national training programmes for school leaders, aspiring school leaders and the development of leaders of Children’s Services. In particular, it is responsible for the National Professional Qualification for Headship, the Chairs of Governors’ Leadership Development Programme and National Clerks’ Development Programme

National curriculum	This was established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education, which is relevant to their needs. Academies do not need to follow the national curriculum, but many still choose to
National Schools Commissioner (NSC)	A civil servant responsible for co-ordinating the work of the eight RSCs
NFER	National Foundation for Educational Research
NGA	National Governors' Association. The national membership organisation for school governors
Non-teaching (support) staff	Members of the school staff employed to provide services in a school, such as teaching assistants, cleaners and office staff
NOR	Number on roll
NPQH	National Professional Qualification for Headship – training for new or aspiring headteachers

NQT	Newly Qualified Teacher
NUT	National Union of Teachers – a teaching union
Ofqual	Office of the Qualifications and Examinations Register – the regulator of examinations and qualifications
Ofsted	Office for Standards in Education, Children’s Services and Skills – the body which inspects education and training for learners of all ages and inspects and regulates care for children and young people
One page profile	All classes are encouraged to create a profile sheet for every learner. This includes thinks I like, don’t like, how I communicate and you can help me by.....
OT	Occupational Therapists support with specific needs and equipment around wheelchairs, adaptation for mobility and safety
PAN	Published Admissions Number – the number of children the LA (or governing board of a foundation or voluntary aided school or academy trust) determines must be admitted to any one

	year group in the school
Parent governor/trustee	Member of the governing board elected by the parents of the school's pupils
Partnership governor	In schools with a religious character these governors must be appointed with the purpose of preserving and promoting the religious ethos
Pathways	A pathway is a form of assessment without levels and is for 4 key groups of learners. The Autism pathway, MLD pathway, SLD pathway and PLMD / complex learner's pathway. This will develop the 'offer' and key skills for learners and will create key sign posts (targets) to hit along the learning route
PCR	Person centred reviews
Pedagogy	The method and practice of teaching, especially s an academic subject or theoretical concept. Sometimes described as 'the art and science of teaching'
Person centred	This is a way of thinking and working that puts the students' needs first and builds the curriculum and experiences around their needs
Personalisation	This is linked to person centred thinking and adapts the curriculum and experience at school for the specific needs of a single learner. Our 'offer'

	should include an element of personalised programme
Peripatetic teacher	One who teaches in a number of schools, to give specialist instruction, e.g. in music
PE and sports premium	Funding for years 1 to 6 to provide additional PE and sport beyond that already provided in the curriculum
Personal progress	A nationally recognised accreditation for the more complex leavers
PFI	Private Finance Initiative – enables local authorities to enter into contracts with the private sector for the provision of new and/or improved capital assets (infrastructure for example) and related services
PGCE	Post-Graduate Certificate of Education
PGR	Parent Governor Representative – elected to serve on a local authority committee discharging the education functions of the LA
Physiotherapy (Physio's)	Physiotherapists support and lead on programmes to support and maintain good posture and mobility etc.
PI	Performance Indicators (sometimes called key performance indicators). Used

	to evaluate the success of a school or of a particular activity in which it engages
PLT	Personal Learning and Thinking skills
P Levels	This is a national scale for pupils not operating at national curriculum levels
PMLD	Personal and Multiple Learning Disability. Pupils with complex medical and physical needs
PPA	Planning, Preparation and Assessment – 10% guaranteed non-contact time for teachers
Progress 8	A headline measure of school performance at GCSE introduced from 2016. It aims to capture the progress a pupil makes from the end of KS2 to the end of KS4
PRP	Performance Related Pay – schools following the STCPD must now ensure teachers' pay is linked to their performance
PRU	Pupil Referral Unit – alternative education provision for pupils unable to attend a mainstream school or special school

PSHE (+C) & PSD	Personal, Social & Health Education development including Citizenship. This is an important aspect of work with learners to develop independence and being an effective citizen
PSP	Pastoral Support Programme for pupils at serious risk of permanent exclusion
PTA	Parent Teacher Association – or PSA (Parent Staff Association)
PTA UK	National membership organisation for parent teacher associations – formerly NCPTA
PTR	Pupil/Teacher Ratio – this is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers
Public Sector Equality Duty	decisions affect people who are protected under the Equality Act 2010
Pupil Premium	Funding allocated to schools to support pupils eligible for FSM, in care, or who have parents in the armed forces
Pupil profile	Broad evaluation of a pupil's personality, interests and capabilities – this forms part of the pupil's Record of Achievement

QTS	Qualified Teacher Status
Quorate	A meeting is quorate if a sufficient number of members are present. Decisions can only be ratified if a meeting is quorate
Quorum	The minimum number of members present at a meeting before decisions can be made
RAISEonline	Reporting and Analysis for Improvement through School Self-Evaluation is the web-based system to disseminate school performance data to schools
Rebound	Trampoline is used to provide opportunity both to communicate and for physical therapy and interaction. This is also used as SI for learners with autism
RCAT	Rotherham College of Art and Technology. 6 th Form and Post 19 provider of education
Regional Schools Commissioners (RSCs)	Civil servants that act on behalf of the Secretary of State. Their responsibilities include intervening in underperforming academies and free schools, making decisions on conversion to academy status, and encouraging and deciding on applications for academy sponsors. There are eight RSCs serving different regions, reporting to the Schools

	Commissioner
Resolution	A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting
Revenue funding	Revenue funding can be spent to provide services and buy items that will be used within a year. Examples include salaries, heating, lighting, services and small items of Equipment
ROA	Record of Achievement
SACRE	Standing Advisory Council on Religious Education – local statutory board which advises on religious education and collective worship
SALT	Speech and Language Therapy team who help with communication
SATs	Standard Assessment Tasks – used for national curriculum assessment
Scheme of delegation	A document defining the lines of responsibility and accountability in a MAT, sometimes referred to as a Roles and Responsibilities document
School business manager	A professional employed by a school with responsibility for financial management and often other areas such as human resources and health and safety management.

	Usually part of the senior leadership team
School census	A statutory return which takes place during the autumn, spring, and summer terms. Maintained schools and academies should take part in the census
School development plan	The operational document describing how the school will work towards the strategic priorities set by the governing board
Schools Forum	A Schools Forum has been established in each LA area to advise on the allocation of the funding for schools – the majority of places on this board should be filled by governors and headteachers, preferably in equal numbers
Secondment	The release of staff on a temporary basis for work elsewhere
SEAH	Social Emotional and Mental Health needs
SEF	Self-evaluation framework
SEND	Special Educational Needs and Disabilities – learning difficulties for which special educational provision has to be made
SENCO	SEN Co-ordinator – the teacher responsible for co-ordinating SEND provision

	in the school
SENDIST	Special Educational Needs and Disability Tribunal
Service level agreement	A contract between a service provider (the local authority or another private sector provider) and a school that defines the level of service expected from the service provider
Service premium	Funding allocated to schools to support pupils whose parents are serving in HM armed forces, or have at any time since 2011, or who are in recipient of a child's pension from the ministry of defence
Secretary of State for Education	The senior government minister with responsibility for education. Leads the Department for Education
Setting	A system of organising pupils into ability groups for particular subjects
SFVS	Schools Financial Value Standard – a means for the governing board to assess its financial processes, capabilities and skills
Short inspection	A one day Ofsted inspection carried out at 'good' schools (or special schools, nurseries, and PRUs judged 'outstanding')

SI	Sensory integration – This is led by the Occupational Therapist with a specialism in Sensory integration. This supports learners to be 'ready to learn in a calm alert state'. This uses a variety of approaches including sensory circuits and physical activities which help them to be alert or calm enough to learn
SIMS	Schools Information and Management System – a computer package to assist schools in managing information on pupils, staff and resources, provided by Capita
SIP	School Improvement plan
SLA	Service Level Agreement is a contract to agree a provider of a service to school
SLCN or SLCD	Speech Language and Communication Needs/Difficulties
SLT	Senior Leadership Team – the Head, Deputy Heads and Assistant Heads. Bodies who are in charge of the day to day running of the school
Special school	Pupils with a statement of special educational needs and disabilities (SEND) or

	an education, health and care plan, whose needs cannot be fully met from within mainstream Provision
Special Unit (or Resourced Provision)	A unit attached to a mainstream school to cater for children with specific special needs
Sponsor	An organisation or person who has received approval from the DfE to support an underperforming academy or group of academies. Examples of sponsors include academies, businesses and charities
SSAT	Specialist Schools and Academies Trust
Staff governor/trustee	Elected by those who are paid to work at the school
Statementing	Officially assessing a child as having special educational needs. In 2014 this procedure was replaced by education, health and care plans
STPCD	School Teachers' Pay and Conditions Document – an annually published document which forms a part of the contract of all teachers and headteachers in maintained schools in England and Wales. Many academies will also follow the STPCD
Strategic plan	The school's strategic document which sets out a small number of key priorities for the school over the next 3-5 years. The governing board should

	take the lead on developing the strategic plan
STRB	School Teachers' Review Body – makes recommendations to the Secretary of State on teachers' pay
Streaming	Placing pupils in classes according to their ability across a range of subjects
TA	Teaching Assistant
Teaching schools	Schools that work with others to provide CPD for school staff
Teaching school alliances	Led by teaching schools and include schools that are benefiting from support as well as strategic partners
Terms of reference	The scope and limitations of a committee's activity or area of knowledge
TRL	Teaching and Learning Responsibility – payments made to teachers for an additional responsibility
Trust Deed	The deed by which a voluntary aided or a voluntary controlled school has been established
Trustee board	The governing board of a single academy trust or MAT
UNISON	Union of Public Employees. Many school support staff will be members of this union
Virtual school headteacher	Looked after children are on a virtual school roll, and each local authority will employ an experienced teacher to oversee the educational progress of all children under the care of that particular LA. The virtual school headteacher will have the specialist knowledge to provide extra support to designated teachers. They will also work with professionals in the Children's Services department of the council and with all schools in the area to promote the

	education of children in care
VA	Voluntary Aided - A school set up and owned by a voluntary board, usually a church board, largely financed by the LA. The governing board employs the staff and controls pupil admissions and religious education. The school's buildings and land (apart from playing fields) will normally be owned by a charitable foundation. VA schools set their own admissions criteria in line with the admissions code
Value Added (VA)	The progress schools help pupils make relative to their individual starting points – rather than looking at raw results VA also takes into account the prior attainment, thus enabling a judgment to be made about the effect of the school on pupils' current attainment
VC	Voluntary Controlled: usually a denominational school wholly maintained but with certain residual rights regarding religious worship
Vertical grouping	Classes formed (in primary schools) with children of different age groups
Virement	The agreed transfer of money from the budget heading to which it has been allocated to another budget heading
Vision	The school's vision should, in a few sentences, describe what the school will look like in three to five years' time
VOICE	A teaching union
Vocational	A subject that would not be considered academic in the traditional sense. Students in key stage 4 and key stage 5 may undertake a vocational

	apprenticeship or qualification as a viable alternative to GCSEs or A levels
Work experience	A planned programme as part of careers education, which enables pupils to sample experience of a working environment of their choice in school time