

Glossary and common abbreviations

You may come across words you're not familiar with or abbreviations you've not seen before. This is a list of some common words and abbreviations.

Word	Meaning
Attendance Improvement Officer	Works with schools, parents and children if a child is not attending school regularly. (previously Education Welfare Officer or EWO)
Child Protection Register (CPR)	A register of children where there are concerns about their wellbeing and social services wish to make sure they are safe and happy.
CRB	Criminal Records Bureau – people who are working with children, either paid or unpaid, need to be checked by the Criminal Records Bureau.
CSF	Children, Schools and Families – the department at Hertfordshire County Council that deals with school admissions.
Curriculum	What is actually taught in schools – the different subjects children learn.
EAL	English as an Additional Language – where the first language of the child or parent is not English.
Educational Psychologist (EP)	A person who has had special training to help to find out why some children are having more difficulties in school than others.
Education Support Centre (ESC)	A short term centre for children who have been excluded from school or who are likely to be excluded. (Also know as Pupil Referral Unit or PRU)
Exclusion	A term used when a child is told not to attend school due to behaving badly. This can be fixed period or permanent.
First school	A school for pupils aged from 4 or 5 to 9 years. This three tier system (first, middle and upper schools) exists in Berkhamsted, Buntingford and Royston.
Fixed period exclusion	When a child cannot attend school for a specified time but will then go back to the school when the time is up.
Foundation stage	This is the part of school where children are aged from 3 to 5 years old and covers nursery and reception.
HCC	Hertfordshire County Council.
Infant school	A school for pupils aged from 4 or 5 to 7 years.
JMI	A school for pupils aged from 4 or 5 to 11 years – it means the same as a primary school.
Junior school	A school for pupils aged from 7 to 11 years.
KS1	Key Stage 1 – this is the part of school where children are in Year 1 and Year 2 (about age 5 to 7).
KS2	Key Stage 2 – this is the part of school where children are in Year 3, 4, 5 and 6 (about age 7 to 11)
KS3	Key Stage 3 – this is the part of school where children are in Year 7, 8 and 9 (about age 11 to 14).
KS4	Key Stage 4 – this is the part of school where children are in Year 10 and 11 (about age 14 to 16).

Learning Difficulties	This refers to children who are having particular difficulties with some or many areas of their learning in school.
Literacy	The subject in school which involves learning reading, writing and spelling.
Local authority (LA)	The part of the council that deals with education and schools. (previously Local Education Authority or LEA)
Looked After Children	Children who are “in care” to social services.
Middle school	A school for pupils aged from 9 to 13 years. This three tier system (first, middle and upper schools) is in Berkhamsted, Buntingford and Royston.
Numeracy	The subject taught in school which involves learning about maths.
Ofsted	Office for Standards in Education – a government agency that inspects schools and childcare services and reports on their standards.
Out of County	Not in Hertfordshire – in another county.
PE	Physical Education – a lesson where children do sports and games.
Permanent exclusion	When a child cannot go back to that school and needs to go to a different school. This is used when the child has behaved badly.
Playgroup	A group for children under five – they are usually privately run. Also known as pre-school.
Pre-school	A group for children under five – they are usually privately run. Also known as playgroup.
Primary school	A school for pupils aged from 4 or 5 to 11 years.
PSHE	Personal, social and health education – subject taught in schools to teach children about being safe and healthy.
RE	Religious Education – a subject taught in schools where children learn about different religions.
Secondary school	A school for children aged from 11 to 18 years.
SEN	Special Educational Needs – where a child has particular needs affecting their education.
SENCO	Special Educational Needs Co-ordinator – the member of staff in school responsible for special educational needs.
Special school	A school particularly designed for children with special educational needs who need a specialist school.
Statement of Special Educational Needs	A document produced by the council for children with significant learning difficulties. Not all children with special educational needs will have a statement.
Upper school	A school for children aged from 13 to 18 years. This three tier system (first, middle and upper schools) exists in Berkhamsted, Buntingford and Royston.
Voluntary Aided (VA)	A school (usually a church school) where the governors recruit staff and organise admissions.
Voluntary Controlled (VC)	A school (usually a church school) where the council recruit staff and organise admissions.