

January 2021



Education and Learning Directorate

Terms of Reference

Understanding Jargon



A guide to acronyms and terms of reference used in Education Services.

This is not an exhaustive list so if you come across a term or reference in school that is not here – please let us know and we will add this in.

This resource is based on **Jargon Busters and Acronyms** by Connect Scotland (<https://www.connect.scot>) Thank you also to those individuals from Dumfries and Galloway Parent/Carer Council Forum (DGPCF - www.facebook.com/DGPCF), Parental Inclusion Network (PIN), Square Peg (Dumfries based club for family of those on the autistic spectrum) and National Health Service (NHS) Dumfries and Galloway for their input and review.

1+2	Mother tongue plus two additional languages	The plan to expand and improve language learning so that by 2021 every child will learn a first additional language from P1 and a second by P5 .	CBT	Cognitive Behavioural Therapy	CBT is a 'talking therapy' that focuses on the links between thoughts, feelings and behaviour. It aims to help you manage your feelings and change any thinking or behaviour patterns you have which might be unhelpful and making your problems worse.
ACEs	Adverse Childhood Experiences	ACEs help us to understand how a child's early experiences might impact upon them.	CI	Care Inspectorate	CI are a controller for care services in Scotland. They inspect services and evaluate the quality of care they deliver. We support improvement in individual services and across the care sector nationally.
ADD	Attention Deficit Disorder	ADD is a medical condition affecting children, young people, and adults with symptoms that might include short attention span and poor concentration. The symptoms may be mild or severe.	CITS	CAMHS Intensive Treatment Service (CITS)	CITS provides appropriate a high intensive treatment for young people who have been admitted to hospital or are at risk of harm or as an alternative to being admitted to a specialist psychiatric hospital. You may hear this service being referred to as CITS.
ADHD	Attention Deficit and Hyperactivity Disorder	ADHD is a medical condition. A person with ADHD has differences in brain development and brain activity that affect attention, the ability to sit still, and self-control.	CfE	Curriculum for Excellence	CfE is the mix of subjects children and young people are taught early years settings and schools from age 3 – 18. Visit npfs.org.uk .
ASD	Autism Spectrum Disorder	ASD is a medical condition that affects social interaction, communication, lack of flexibility in thoughts and behaviours.	CLD	Community Learning & Development	Teams who work with and support communities in areas such as adult and family learning and youth work.
ASL	Additional Support for Learning	Additional support for learning means giving children extra help or support so they can get the most out of their education.	CLG	Closing the Literacy Gap	A short-term, targeted intervention designed to accelerate progress in reading and writing and Close the Literacy Gap. Specially trained Learning Assistants deliver one-to-one coaching sessions, four times a week, for a period of 8 weeks. It uses a bookbased approach, with opportunities to read and write in every lesson.
ASN	Additional Support Needs	A child or young person is said to have additional support needs if they need more or different targeted support to what is normally provided in schools or pre-schools to children of the same age.	CNG	Closing the Numeracy Gap	Closing the Numeracy Gap is a bank of short-term targeted intervention programmes for numeracy. There is a clear focus on accelerating progress in learning and closing the attainment gap.
BGE	Broad General Education	This is the learning which is done from the age of 3 to 15 – up to the end of S3 (Secondary year 3). The aim is to make sure children have a wide range of learning before they start to specialize in different subjects.	COSLA	Convention of Scottish Local Authorities	COSLA is the voice of Local Government in Scotland. They provide political leadership on national issues.
CAMHS	Child and Adolescent Mental Health Service	CAMHS is a team of people who have expertise in mental health. They offer a community based service across the region to children, young people and their families/ carers, who are experiencing mental health problems including psychiatric disorders. These are conditions such as schizophrenia, psychosis, and eating disorders for example.			

CPD	Continual Professional Development	Staff who work with children and young people in Scotland are required to undertake a certain amount of professional learning each year to maintain or upgrade skills and knowledge.	CYPCS	The Children and Young People's Commissioner Scotland	The Commissioner aims to promote and protect the rights of children and young people in Scotland.
CLPL	Career Long Professional Learning	Staff who work with children and young people in Scotland are required to undertake a certain amount of professional learning each year to maintain or upgrade skills and knowledge.	DGMA	Dumfries and Galloway Multi-Cultural Association	DGMA is a charitable organisation open to all members of ethnic, religious and cultural minority backgrounds in our region as well as organisations and individuals keen to promote the aims of the Association. http://www.dgma.org.uk/home/ .
CSP	Co-ordinated Support Plan	A child/young person is suitable for a CSP when they need support at school from services other than education services, on an ongoing basis. A CSP contains information on the educational objectives for the child or young person; the additional support needed and who will provide the support for example speech and language therapists or social work.	DGPCF	Dumfries and Galloway Parent Council Forum	DGPCF is an independent non-political group that provides an open, honest and effective representative voice for all Parent Councils across D&G to constructively and proactively influence policy and the strategic delivery of education; to amplify the parent voice.
CPMs	Child's Plan Meetings	CPMs have been introduced so that children, young people, families and those professionals working with families are clear about their responsibilities. This is a personalised child's plan to support a child who may need a range of extra support planned, delivered and co-ordinated. In these meetings professionals, the family and the young person discuss what should be improved for the child by creating actions to be taken and why the plan has been created. The child's plan is managed by a named person: someone with the right skills and experience to make sure the plan is managed properly. Depending on the situation and the child's needs, the lead professional may also be their named person. In primary schools this is normally the Headteacher. In secondary schools it is often the pupil support teacher. Parents are part of this process and need to agree the plan.	DHT	Depute Head Teacher	The role of the DHT will vary from school to school but generally he/she will stand in for the headteacher as necessary and will have responsibility for leadership and management of colleagues.
CRIS	Cyber Resilience & Internet Safety	Children and young people learn how to navigate the digital world, reducing risks and keeping themselves safe.	DNA	Did Not Attend	DNA is a term by the National Health Service that stands for a child or young person who did not turn up for their planned appointment.
CVI	Cortical Visual Impairment	Cerebral visual impairment (sometimes called cortical visual impairment or CVI) is a disorder caused by damage to the parts of the brain that process vision. It's most common in babies and young children, but can continue into adulthood.	DNK	Developing Number Knowledge	Developing Number Knowledge is an approach used in many of our schools to teach numeracy. The approach supports the development of children's number knowledge.
			DYW	Developing the Young Workforce	DYW is the Scottish Government's Youth Employment Strategy to better prepare young people for the world of work.
			EAL	English as an Additional Language	This includes children/young people and parents who have recently arrived in Scotland from another country and are new to learning English, or who have always lived in this country but use a language other than English at home.
			EAL	Education and Learning	In Dumfries and Galloway, the Education and Learning Directorate aims to deliver high quality, effective services and provide the best outcomes for our communities. Education Services (our schools) sit within the Education and Learning Directorate.
			EIS	Educational Institute of Scotland.	The largest teaching union in Scotland.

ELC	Early Learning & Childcare	This term is meant to emphasise that care and education of very young children are not two separate things as babies and young children are learning all the time. Early Learning & Childcare settings include family centres, nursery schools, nursery classes attached to primary schools, and childminders. These places may be run by local authorities, private businesses, voluntary sector organisations, and self-employed individuals.	FE	Further Education	This is post-compulsory education which is different from that offered in universities. It is mainly taught in colleges and is sometimes done as work-based learning or in adult and community learning.
EP	Educational Psychologists	An EP role is to apply psychology to make a positive difference to the educational outcomes of children and young people. This is done through Consultation, Assessment, Intervention, Research and Training.	FOI	Freedom of Information	The FOI Act 2000 provides public access to information held by public authorities
ES	Education Scotland	ES is the national body in Scotland for supporting quality and improvement in learning and teaching.	FSME	Free School Meals Entitlement	Free school meals are provided for all pupils in Primary 1, 2 and 3 as well as those families on qualifying benefits. https://www.dumgal.gov.uk/schoolmeals
ESOL	English for Speakers of Other Languages	Support for English language classes and other information for those people whose first language is not English. As parents you can access support through discussion with your school or early learning setting.	FTE	Full-Time Equivalent	This is a way to measure how much time a member of school staff works in school. For example, FTE of 1.0 means the person is equivalent to a full-time worker, while FTE 0.5 means the person is half-time.
EV	Educational Visitor	A teacher who identifies and supports the learning of pre-school pupils with additional needs, both at home and within Early Learning & Childcare settings.	GBO	Goal Based Outcomes	When a young person is working with the CAMHS team they may ask young people to identify what matters to them and ask which goals they would like to work towards.
EYP	Early Years Practitioners	These people make up most of the staff who work in nurseries and pre-school settings.	GDPR	General Data Protection Regulation	GDPR is a standard intended to strengthen data protection for individuals. www.dumgal.gov.uk/privacy
FASD	Foetal Alcohol Spectrum Disorder	FASD is a condition that has damaging effects on the brain and body of an unborn child. FASD is a lifelong disability.	GIRFEC	Getting it Right for Every Child	A Scottish Government policy which aims to make sure all Scotland's children, young people and their families have support across public services, such as health, education and social work. www.gov.scot/policies/girfec/wellbeing-indicators-shanarri/
FA's	Foundation Apprenticeships	Foundation Apprenticeships are a Skills Development Scotland (SDS) initiative, providing new, work-based learning opportunities for learners in their senior phase of secondary education. It enables them to complete elements of a Modern Apprenticeship while still at school.	GTCS	General Teaching Council Scotland	This is the professional body which maintains the register of teachers and ensures teachers' professional standards. In Scotland, children must be taught by qualified and GTCS registered teachers.
FBT	Family Based Therapy	Family Based Therapy is a type of psychological therapy that works to change the relationships within families to help them better deal with a wide range of problems. Family therapy helps family members find constructive ways to help each other. Due to this flexibility, family therapy is useful in a wide range of situations.	HE	Higher Education	This is post-compulsory education which usually takes place in universities.
			HI	Hearing Impairment	Hearing Impairment is used to describe a child when there's a problem with or damage to one or more parts of the ear.
			HMIE	Her Majesty's Inspectorate of Education	The Inspectorate carries out inspections of all places of learning – nurseries, schools and colleges to make sure they are performing well, gathers good practice and gives guidance on how to make improvements. HMIE is part of Education Scotland.
			HNC	Higher National Certificate	HNCs are offered by colleges, some universities and many training centres. They usually take one year to complete and provide skills you need to do a job.

HND	Higher National Diploma	HNDs are offered by colleges, some universities and many training centres. They usually take two years to complete and provide the skills you need for a job.
HT	Headteacher	The Headteacher is the leader and manager of a school.
ICT	Information and Communications Technology	ICT in education can be found in the following ways: - as a subject, e.g. computer studies - as a tool to support teaching and learning, e.g. the use of whiteboards - as an administrative tool
IEP	Individual Education Plan	An IEP is a document which sets out the learning targets and records achievements for children and young people who have needs and require significant individual planning to meet their needs. Sometimes a Group education plan will be used if your child is part of a small group for additional learning opportunities. As a parent you should expect to see this twice a year.
IGBE	Improving Gender Balance & Equalities	A national programme from Education Scotland which encourages practitioners and learners to challenge gender stereotypes; address unconscious bias; improve gender balance in subject uptake and learner pathways; and promote whole-establishment approaches to equality.
IPT	Interpersonal therapy	A form of therapy focusing on relationships with other people to improve anxiety.
ISSU18	ISSU18	ISSU18 is a region wide service for children and young people up to the age of 18 who are affected by substance misuse, either their own or that of a parent/carer, which is having a significant impact on the young person's day to day life
ITE	Initial Teacher Education	Primary schools will regularly host ITE students who are working with universities to complete their degree with teaching qualification.
JRSO	Junior Road Safety Officers	JRSOs are a very important part of a primary school as they help raise road safety awareness and promote road safety issues to everyone in the school and the wider community.
LA	Learning Assistants	A person who supports learning and teaching within the curriculum and the personal development of children and young people.
LA	Local Authority	This is term used to describe Dumfries and Galloway Council.
LAC	Looked-After Children	When a young person has previously been Looked After by the local Authority they are described as "Care Experienced".

LFS	Learning for Sustainability	An approach to learning which builds a socially-just, sustainable and equitable society.
LGBTQIA	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual	For more local information visit: lgbtplus.org.uk/
MANLP	Multi-agency Neuro development Liaison Panel	MANLP is a Multi-agency group involving Psychology, CAMHS and Autism outreach. This group meet on a regular basis to discuss and accept referrals from Child Planning Meetings regarding children and young people with complex needs.
MASH	Multi Agency Safeguarding Hub	A multi agency team of people who screen child and adult protection referrals to safeguard vulnerable people
MHW	Mental Health Worker	MHWare a professional group within the CAMHS team to supporting children and young people with mental health problems.
NAS	Neonatal Abstinence Syndrome	NAS is a condition that occurs in a newborn who was exposed to addictive opiate drugs while in the mother's womb.
NAS	National Association of Schoolmasters	A teaching union.
NIF	National Improvement Framework	Launched in January 2016, this Scottish Government framework is about measuring and evaluating performance in schools. It should include parents and carers as part of the process.
NLP	Numeracy Launch Pads	Numeracy Launch Pads is a resource which is designed to support the Developing Number Knowledge approach and provide targeted support to children's learning.
NPFS	National Parent Forum for Scotland	Supported by the Scottish Government, NPFS is an independent organisation that provides a parental perspective for local and national policies and issues and helps support parental involvement. www.npfs.org.uk
NQ	National Qualifications	NQs are taken by young people in secondary schools and colleges (and some training centres).
NQT	Newly Qualified Teacher	A teacher who is newly qualifies and is currently working in their probationer year to meet the General Teaching Council for Scotland's Standards for Full Registration.
NVQ	National Vocational Qualification	These are work-based qualifications
OCD	Obsessive Compulsive Disorder	OCD is a common mental health condition in which a person has obsessive thoughts and compulsive behaviours.

OT	Occupational Therapist	OT helps children and young people improve or maintain skills for day-to-day activities and well-being.
PC	Parent Council	A representative group of parents in any school.
PDR	Professional Development Review	Each member of council staff the right to an annual review to focus on their strengths and areas for development.
PEF	Pupil Equity Funding	This money is given to schools to help support children who may be falling behind and don't have the same chances in education because their family is experiencing poverty or other financial difficulties. The aim is to support children in P1 to S3 and the amount a school receives depends on how many children are registered for free school meals. The Headteacher decides on how the money should be spent in discussion with staff and parents.
PIE	Parental Involvement and Engagement	PIE is the term used when engaging with parents at school, region or national level.
PLP	Personal Learning Plan (Personal Development Plan for Nursery)	A document/folder where a pupil can keep a record of his/her goals and achievements alongside examples of their work.
PMHW	Primary Mental Health Worker	PMHW are the first to see a child and young person to identify which worker is the best placed to support them. They may also work directly with young people for a short time.
PPP	Public Private Partnership	A collaboration between a local authority and private companies, often used in the building and management of schools/ Nursery Also known as PFI.
PRD	Professional review and development	Each teacher has the right to an annual PRD interview to focus on their strengths and areas for development and to agree on their training needs. This links with GTCs's Professional Update process for ensuring teachers keep their skills and knowledge up-to-date.
PSD/PSE	Personal and Social Development/ Education	Under Curriculum for Excellence this is now called Personal Development. Pupils may choose to build up a range of personal, social and vocational skills.
PT	Principal Teacher	In primary schools, this is usually a classroom teacher who also takes on some managerial roles within the school. In a secondary school, this is a promoted post as head of a department or a guidance position.
PVG	Protection of Vulnerable Groups	The PVG Membership Scheme is the Scottish disclosure system. It aims to ensure those who have regular contact with vulnerable groups do not have a history of harmful behaviour.

QAMSO	Quality Assurance and Moderation Support Officer	Colleagues who work with schools to help teachers arrive at a shared understanding of standards and expectations when looking at pupils' evidence of achievement of a Curriculum for Excellence level.
RFA	Request For Assistance	RFA is a form used by all Children and Young People Services to request help, support and advice from another children's service regarding the young person that they are currently working with.
RIC	Regional Improvement Collaborative	These six new panels bring together a range of professionals including local authority and Education Scotland officers with a focus on supporting teachers and other school staff to improve outcomes for children and young people. The RICs will be expected to help share good practice across local authorities. Dumfries and Galloway works with the Ayrshires.
RME	Religious and Moral Education	Religious and Moral Education is part of the curriculum taught in schools
SAC	Scottish Attainment Challenge	A Scottish Government initiative that aims to achieve equity in education by ensuring that every child has the same opportunity to succeed, with a particular focus on closing the poverty-related attainment gap.
SALT	Speech and Language Therapy	SALT provides treatment, support and care for children and young people who have difficulties with communication, or with eating, drinking and swallowing. Speech and language therapists (SLTs) are health professionals.
SCN	Severe and Complex Needs	SCN describe children and adults with multiple barriers to learning such as communication, cognition, sensory (vision & hearing) and physical.
SCQF	Scottish Credit and Qualifications Framework	This organization promotes lifelong learning in Scotland. The Framework can help parents and youngsters to plan learning and develop routes through different types of learning to reach learning goals.
SDGs	Sustainable Development Goals	The United Nations committed to these 17 life changing goals in 2015. Schools work to incorporate these goals into their learning for sustainability work.
SEBN	Social Emotional and Behavioural Needs	Some children may find it difficult to cope emotionally in school and may display distressing or disruptive behaviour in class. Additional support, such as timeout strategies or nurture support, can help them develop positive behaviour in school.

SEMHN	Social Emotional and Mental Health Needs	Social, emotional and mental health (SEMHN) needs are a type of special educational needs in which children/ young people have severe difficulties in managing their emotions and behaviour.
SFBT	Solution Focused Brief Techniques	SFBT concentrates on finding solutions in the present time and exploring one's hope for the future to find quicker solution. This method takes the approach that you know what you need to do to improve your own life and, with the appropriate coaching and questioning, are capable of finding the best solutions.
SHANARRI	Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included	These themes are part of GIRFEC and are necessary for a child or young person to reach their potential. They are used to record observations, events and concerns to create an individual plan for a child.
SIF	Summary of Inspection Findings	This document is available on the Education Scotland website following an inspection of a school for parents.
SIMD	Scottish Index of Multiple Deprivation	This is the Scottish Government's approach to identifying areas of deprivation for targeted support. Every pupil in Scotland will be in one of ten groups, depending on the area where they live, from Group 1 (most deprived) to Group 10 (least deprived).
SIP	School Improvement Plan	The Parent Council should be encouraged to work with the school on school improvement planning and this should be shared with all parents in the school.
SMHW	Support Mental Health Worker	SMHW are a professional group within the CAMHS team to support PMHW & MHW with mental health problems among children and young people.
SMT	School Management Team	Usually includes the headteacher and deputies; may also include the business manager and principal teachers.
SNAP	Specialist Neuro-developmental Advisory Panel	Is a multi-agency group made up of staff from Education, Third Sector and Mental Health. They have knowledge, skills and experience in helping services to support children (and their families) with autism and other neurodevelopmental conditions such as ADHD in challenging and complex situations.

SNSA	Scottish National Standardised Assessments	These assessments take place in schools in Primary Year 1, 4 and 7 and in Secondary Year 3.
SPION	Scottish Parent Involvement Officers Network	A network group for local authority officers who have a specific role in supporting family engagement.
SQA	Scottish Qualifications Authority	SQA is responsible for the design, setting, assessment and certification of qualifications.
SQR	Standards and Quality Report	An annual reflective report which is an important part of a school's self-evaluation process. The outcomes of this report will help a school decide on their future improvement targets.
SSSC	Scottish Social Services Council	The SSSC regulates the workforce and aims to make sure that the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce.
STEM or STEAM	Science, Technology, Engineering, Arts, Maths	The name used for this group of subjects.
SVQ	Scottish Vocational Qualification	These qualifications are based on standards drawn up by industry, commerce and education.
SWEIC	South West Education Improvement Collaborative	The Regional Improvement Collaborative that Dumfries and Galloway is a member of
TOD	Teacher of the Deaf	A shorthand term to describe a member of staff who works with hearing impaired children.
UCAS	Universities and Colleges Admissions Service	UCAS process most applications for entry to higher and further education throughout the UK.
UNCRC	United Nations Convention on the Rights of a Child	This is an international human rights treaty that grants all children and young people (aged 17 and under) a set of rights. www.unicef.org/what-we-do/un-convention-child-rights/
UWT	Union of Women Teachers	A teaching union
VI	Visual Impairment	Vision impairment or vision loss, is a decreased ability to see to a degree that causes problems not fixable by usual means, such as glasses.
VSDS	Volunteer Scotland – Disclosure Services	VSDS provides free support for voluntary groups when their helpers join the PVG Membership Scheme.
YSL	Young STEM Leader	The Young STEM Leader (YSL) Programme aims to inspire more young people to develop an interest in STEM and pursue the study of STEM subjects and relevant future pathways.

Named Person	Named Person is one point of contact that children and families can go to for advice or support if they need it. In Dumfries and Galloway this will include Health Visitors, Head Teachers, Principal Teachers Pupil Support etc.
Lead Professional	A lead professional is someone who takes the lead to co-ordinate provision and be a single point of contact for a child and their family, when a range of services are involved with the child or family and an integrated response is required.
Child Protection Practitioners	Those staff that may have to attend Child Protection Case Conferences, providing reports, giving analysis and taking part in decision making. Social Work Staff, Health Visitors, School Nurses, Child Protection Co-ordinators, Principal Teacher Pupils Support, Police Officers, CAHMS
Supervisors	Those who manage any of the previously mentioned children's services staff above
Child Protection Specialists	Those who hold the roles of Senior Social Workers, Child Protection Advisors, Detective Sergeants within Police Scotland, Child Protection Officers
Learning Assistants	A person who support learning and teaching within the curriculum and the personal development of children and young people.