Acronyms and useful terms

Trust Vision and Values

Forward Education Trust's purpose is to ensure the children in our schools receive the best possible education, care and life chances by being the West Midlands' bespoke provider of choice for children with high levels of special educational needs.

We are Forward Thinking: Always looking to move things forward and embrace change to provide the best outcomes for all

We are Ambitious: Always working to the best of our ability, instilling a 'can do' culture by encouraging others to share knowledge, skills and expertise

We are Principled: Always looking to do the right thing, being conscientious, polite and friendly, speaking out and challenging accepted thinking for the greater good.

We are Motivated: Always looking to overcome obstacles and move forward to ensure educational excellence
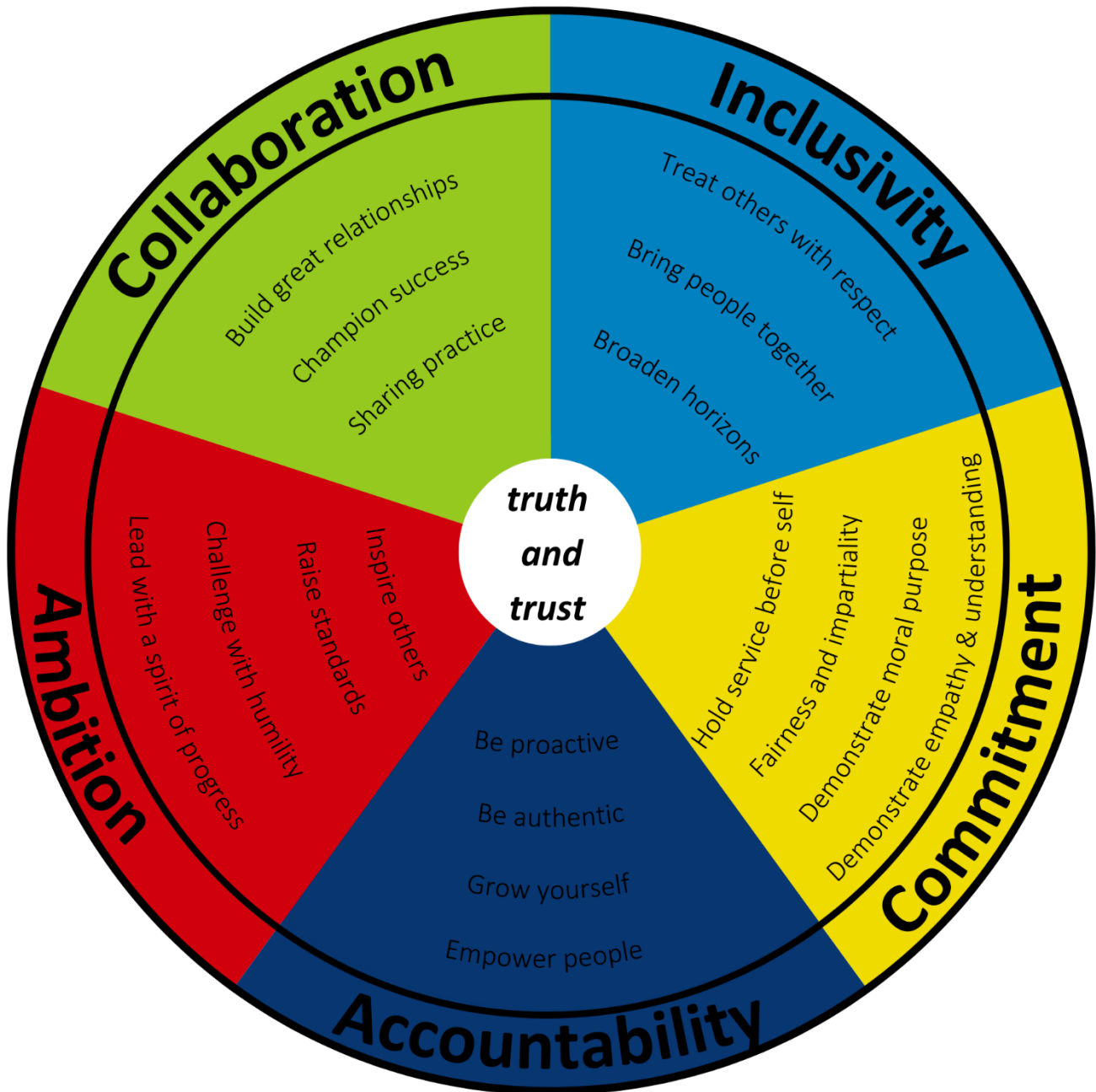
We are Trustworthy: Always being honest, open and consistent in our approach to any issues we face, being steadfast in our desire to improve outcomes for all

As a consequence of these values

We are nurturers of talent: Our vision, ethos and values are not achievable without a great workforce and their personal development, contentment and enjoyment of working for the Forward Education Trust really matters to our Trust.

Trust Behaviours – Forward Focus on Five

Collaboration
• Champion success: engender a climate of possibility and celebrate success
• Build great relationships: foster trust and teamwork at all levels
• Share practice: foster an environment that encourages co-construction, openness and learning from each other

Inclusivity
• Broaden horizons: make connections beyond your role and context; create partnerships across and outside of the Trust
• Bring people together: build inclusive teams that embrace diversity and celebrate differences
• Treat others with respect

Commitment
• Demonstrate empathy and understanding to our staff, pupils and the communities we serve
• Hold service before self: act with selflessness, solely in the public interest
• Demonstrate fairness and impartiality: make ethical decisions based on merit not on personal self-interest
• Demonstrate commitment and moral purpose: support the Trust, schools and all with whom we work

Accountability
• Be proactive: identify be willing to tackle issues, including underperformance; take ownership for outcomes and follow through to completion with resilience
• Empower People: encourage others to take personal responsibility and enhance their personal potential
• Grow yourself: take responsibility for your own growth and development by pushing yourself to do your best
• Be authentic: role model desired behaviours and act with integrity and transparency

Ambition
• Raise standards: go above and beyond expectations; focus on improvements and high standards of excellence, ensuring consistent and high-quality outcomes for all
• Challenge with humility: engage in constructive debate about ideas in a solution-focussed way
• Lead with a spirit of progress: be knowledgeable in your field and embrace lifelong learning
• Inspire others: communicate with passion and purpose in a timely and consistent manner

FORWARD EDUCATION TRUST

Collaboration
- Build great relationships
- Champion success
- Sharing practice

Inclusivity
- Treat others with respect
- Bring people together
- Broaden horizons

Commitment
- Hold service before self
- Fairness and impartiality
- Demonstrate moral purpose
- Demonstrate empathy & understanding

Ambition
- Lead with a spirit of progress
- Challenge with humility
- Raise standards
- Inspire others

Accountability
- Be proactive
- Be authentic
- Grow yourself
- Empower people

truth and trust

FET acronyms and useful terms Sept 2025

Frequently Used Acronyms and useful terms

ADHD	**Attention Deficit Hyperactivity Disorder**. A condition that has symptoms including being restless and having difficulty concentrating.
AHT	**Assistant Headteacher**
ARF	**Audit, Risk and Finance Committee.** A Committee of the Trust Board that focuses on finance and risk management
ASC	**Autistic Spectrum Condition**
ASDAN	**Award Scheme Development and Accreditation Network.** An education charity and awarding organisation providing courses, accredited curriculum programmes and regulated qualifications to engage, elevate and empower young people aged 11 to 25 years with diverse needs.
ATGG	**Academy Trust Governance Guide.** Non-statutory guidance from the DFE on strategic leadership and the governance of academy trusts.
ATH	**Academy Trust Handbook.** A handbook issued by the ESFA that sets out the management and governance requirements that apply to all academy trusts.
BCC	**Birmingham City Council**
Bromcom	The Management Information System (MIS) used by schools in the Trust for recording pupil information and some staff information.
BSL	**British Sign Language.**
BPN	**Best Practice Network**.
CAMHS	**Children and Adolescent Mental Health Service.**
CF	**Cystic Fibrosis.**
CASS	**Children's Advice and Support Service.** A single point of contact for professionals and members of the public who want to access support or raise concerns about a child.
CiN	**Child in Need** A child is deemed to be 'in need': if he or she is unlikely, or does not have the opportunity, to achieve or maintain a reasonable standard of health or development without provision made by the local authority; or if his or her health and development are likely to be significantly impaired, or further impaired, without the provision of services by the local authority; or if he or she is disabled (Section 17(10), Children Act 1989).
CME	**Children Missing in Education**
COP	**Code of Practice:** A guide for schools and LAs on the practical help they should offer children with SEN. The code must be considered when making any decisions about a child's education.
CP	**Child Protection.**
CPD	**Continuing professional development** for school staff or those involved in governance
CPOMS	**Child Protection Online Monitoring System.** The system used by all of the schools in the Trust to record and monitor child protection, safeguarding and pastoral and welfare issues.

CSE	Child Sexual Exploitation
CST	Confederation of School Trusts. The sector body for school trusts. FET is a member.
DA	Domestic Abuse
DBS	Disclosure and Barring Service: An executive non-departmental public body of the home office, it replaced the Independent Safeguarding Authority.
DCS	Director of Children Services (in a local Authority).
DFE	Department for Education
DHT	Deputy Headteacher
DSG	Dedicated Schools Grant. Funding paid by the ESFA to local authorities, which is the main source of pre-16 schools funding. It is allocated on a financial year basis, and has historically been divided into 4 blocks: • The schools block • The high needs block • The early years block • The central school services block
DSL	Designated Safeguarding Lead
EAL	English as an Additional Language
ECF	Early Career Framework. A two-year package of structured training and support for ECTs who began their ECT programme on or before 1st September 2024. For ECTs from September 2025, has been replaced by the ECTE and ITTECF (see below).
ECT	Early Career Teacher (formerly NQT). ECTs are referred to as ECT1s (first year) or ECT2s (second year)
ECTE	Early Career Teacher Entitlement. A two-year package of structured training and support for ECTs who begin their ECT programme on or after 1st September 2025.
ECTP	Early Career Training Programme. The branded name for the ECTE programme from the provider that is used by the Trust – EDT (see below)
EDT	Education Development Trust
EEF	Education Endowment Foundation
EFL	Evidence for Learning: The assessment system used by the schools in the Trust.
EHCP	Education Health and Care Plan
ELG	Early Learning Goal(s). These outline expectations for children to reach by the end of Foundation Stage. They provide a basis for planning throughout the EYFS.
ESFA	Education and Skills Funding Agency. An Executive Agency of the DFE, that provides the funding to Academy trusts
EYFS/ EYFSP	Early Years Foundation Stage/ Profile: Statutory framework for care and education of children from birth to five years of age. Profile is the assessment process.
FFT	Fischer Family Trust – a company that provides data and analyses to schools and LAs
FSM	Free School Meal.
FSW	Family Support Worker

FTE	**Full-time Equivalent**: An indication of the school's staffing, including full-time and part-time staff expressed in terms of full-time teaching posts: may apply, also, to full-time and part-time pupils, especially those in a nursery school or class.
GAG	**General Annual Grant** – the main source of revenue funding for Academy trusts
GCSE	**General Certificate of Education.** An academic qualification in a range of specific subjects, taken in England, Wales and Northern Ireland. GCSEs are typically taken by school students aged 14-16 and are at a level below A Level.
GIAS	**Get Information About Schools**. The DFE's register of educational establishments in England and Wales, which includes the National Database of Governors.
HI	**Hearing Impaired**
HLTA	**Higher Level Teaching Assistant.**
HMCI	**His Majesty's Chief Inspector of Schools**
HMI	**His Majesty's Inspector**
HOD/ HOY	**Head of Department/Head of Year.**
HT	**Headteacher**
HSE	**Health and Safety Executive**
ICFP	**Integrated Curriculum Financial Planning.** A management process that helps Trust and school leaders to plan the best curriculum for pupils with the funding they have.
IEP	**Individual Education Plan** – for pupils with special educational needs
INSET	**In-Service Education and Training**: Usually applied to training for members of staff.
ISR	**Individual School Range**: Used to calculate salaries of senior staff.
ITT	**Initial Teacher Training**. Training to become a teacher
ITTECF	**Initial Teacher Training and Early Career Framework. U**pdated statutory framework encompassing both the ITT and ECTE years.
KCSIE	**Keeping Children Safe in Education.** Statutory guidance on safeguarding from the DFE, sections of which all involved with the trust are required to read and confirm that they have read and understood.
KPI	**Key Performance Indicator**
KS	**Key Stage:** Description of syllabus for pupils at different stages of schooling: KS1 –pupils aged 5-7 KS2- pupils aged 7-11 KS3 – pupils aged 11-14 KS4 – pupils ages 14- 16 KS5 (Post 16) – pupils aged 18-18
LA	**Local Authority.**
LAC	Looked after children – children who are in care provision or have been at any time in the last six year. Also, in FET, Local Academy Council.
LADO	**Local Authority Designated Officer.** A key safeguarding post within children's services providing advice and guidance in all cases where there are allegations or concerns about abuse against children
LD	**Learning Difficulty.**
LSCB	**Local Safeguarding Children Board**

FET acronyms and useful terms Sept 2025

LTS	In relation to staff absence: **Long Term Sickness** In relation to staff roles in school: **Lunchtime Supervisor**
MARF	**Multi-Agency Referral Form.** A form to request services from the Local Authority's Early Help and Children's Social Care services.
MASH	**Multi-Agency Safeguarding Hub.** A multi-agency team which involves key safeguarding agencies including professionals from social care, police, health and education. This enables the sharing of information between services so that risks to children can be identified at an early stage.
MAT	**Multi-Academy Trust**
MFL	**Modern Foreign Languages.**
MLD	**Moderate Learning Difficulties**
NASEN	**National Association for Special Education Needs.**
NEET	**Not in Education, Employment or Training**
NGA	**National Governance Association**
NPQ	**National Professional Qualification(s).** A suite of national qualifications for teachers and leaders – see below.
NPQEL	**National Professional Qualification for Executive Leadership**
NPQEYL	**National Professional Qualification for Early Years Leadership**
NPQH	**National Professional Qualification for Headship**
NPQLBC	**National Professional Qualification for Leading Behaviour and Culture**
NPQLL	**National Professional Qualification for Leading Literacy**
NPQLPM	**National Professional Qualification for Leading Primary Mathematics**
NPQLT	**National Professional Qualification for Leading Teaching**
NPQLTD	**National Professional Qualification for Leading Teacher Development**
NPQSENCO	**National Professional Qualification for SENCOs**
NPQSL	**National Professional Qualification for Senior Leadership**
OFSTED	**Office for Standards in Education**: Coordinating body for the inspection of schools.
OT	**Occupational Therapy/Occupational Therapist.**
PA	**Persistent Absence.** Pupils who have missed more than 10% of school sessions are considered persistently absent.
PAN	**Published Admissions Number**
PD	Used to refer to pupils' **Personal Development**
PEEP	**Personal Emergency Evacuation Plan**
PEP	**Personal Education Plan**
PEx/PEX	**Permanent Exclusion**
PGCE	**Post-Graduate Certificate of Education**
PLG	**Personal Learning Goal.** Term used in EFL for pupils' EHCP targets
PMLD	**Profound and Multiple Learning Difficulties**
POG	**Post-opening Grant.** Free schools, studio schools and university technical colleges are provided with a POG to reflect the additional costs of establishing a new school
PPA	**Planning, preparation and assessment** – 10% guaranteed non-contact time for teachers

PSHE	**Personal, Social and Health Education.**
QTS	**Qualified Teacher Status**
RD	**Regional Director(s).** Civil servants who work on behalf of the Secretary of State to provide oversight and scrutiny of Academy trusts' performance.
RPA	**Risk Protection Arrangement** – an alternative to commercial insurance for Academy trusts
RPI	**Restrictive Physical Intervention**
RRP	**Risk Reduction Plan**
RRRP	**Restraint Risk Reduction Plan**
RSE	**Relationships and Sex Education**
RSHE	**Relationships, Sex and Health Education**
RHRT	**Right Help Right Time.** Guidance for people who work with children, young people and their families in Birmingham. It sets out what support is available and is the collective framework and practice guide on how all individuals, agencies, partners and practitioners work together in Birmingham.
SA	**Severe Absence.** Pupils who have missed 50% or more of school sessions are considered severely absent.
SALT	**Speech and Language Therapist.**
SARM	**School Attendance Review Meeting**
SAT	**Single Academy Trust**
SATs	**Standardised Assessment Tests** administered by primary schools in England to children in year 2 (optional) and year 6 to check their educational progress.
SCR	**Single Central Record.** Sometimes referred to as a Single Central Register. It is a statutory requirement for schools to keep an SCR, to maintain a record of pre-employment and pre-appointment checks carried out on all staff, volunteers and those contracted to work in the school. School in the Trust use an online system, called 'Sign In SCR' (previously 'SCR Tracker').
SEF	**Self-Evaluation (Form)** A form for schools to evaluate how they are performing with a summary of the evidence
SEMH	**Social, Emotional and Mental Health**
SENCO	**Special Educational Needs Co-ordinator**
SEND	**Special Educational Needs and Disabilities**
SLA	**Service Level Agreement**
SLCN	**Speech, Language and Communication Needs**
SLD	**Severe Learning Difficulties**
SLT	**Senior Leadership Team.**
SMBC	**Sandwell/Solihull Metropolitan Borough Council**
SMSC	**Spiritual, Moral, Social and Cultural** Development in schools.
SRMA	**School Resource Management Advisor**
SRMSA	**School Resource Management Self-assessment Checklist.** A checklist for Academy Trusts to check that they are managing resources effectively, and identify any adjustments they need to make
STEM Subjects	Science, Technology, Engineering and Maths

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 (including FET) also follow the STPCD
STRB	**School Teachers' Review Body** – makes recommendations to the secretary of state on teachers' pay
TA	**Teaching Assistant**
TLR	**Teaching and learning responsibility** – payments made to teachers for an additional responsibility
TSH	**Teaching School Hub**. Schools designated by the DFE to work with others to provide teacher training and CPD for staff
UIFSM	**Universal Infant Free School Meals.** Funding for schools to provide free school meals for all pupils in reception, year 1 and year 2.
UPN	**Unique Pupil Number**: Number allocated to each pupil, to track progress through the education system.
UPS	**Upper Pay Scale (for teachers).** Experienced, quality teachers who have reached the top of the main pay scale and fulfil the criteria set out in the schools pay policy can apply to move onto this higher pay scale
UQT	**Unqualified Teacher**
URN	**Unique Reference Number** of the school
VI	**Visually Impaired**
WRAP	**Workshop to Raise Awareness of Prevent.** A Home Office training package which aims to help frontline staff identify individuals who may e at risk of radicalisation and offers guidance on how to respond appropriately.
WRM	**Workplace Resource Management Ltd.** The Trust's Health and Safety competent persons and risk management advisors. They also provide the system used to record staff and pupil accidents.