

Bracknell Forest's Local Directory & Local Offer Jargon Buster

Academy		An academy is a mainstream school which receives funding directly from the Government and is independent from direct control by the local authority. The majority of academies are secondary schools, but some primary schools also have academy status.
Annual review		The review of an Education, Health & Care Plan. This must be completed within 12 months of making the Plan and then on an annual basis. An interim review will be held every six months for children in early years.
ASC		Adult Social Care
CAMHS		Child and Adolescent Mental Health Service
CDC	Child Development Centre	The Margaret Wells-Furby CDC support local children aged 0 to 5 who have moderate to severe and complex special educational needs. We work alongside their families to make sure the children get the support they need as early as possible. We offer all kinds of services – including specialist groups and home learning, as well as advice and training for professionals in preschools and Foundation Stage classes.
CAF	Common Assessment Framework	The common assessment is a voluntary process that aims to support children who require additional help in order to do the best they can. The assessment helps to establish a child's needs and looks at ways in which these needs can be best supported. The common assessment may occasionally be referred to as 'CAF'.
C & F Act 2014	Children & Families ACT 2014	From September 2014, there will be a number of changes to improve services for children and young people with special educational needs and disabilities (SEND). The changes are a result of the Children and

		<p>Families Act 2014 which became law on the 13 March 2014. The Act aims to improve how different agencies and services work together and create a more joined-up approach to the statutory assessment process for children and young people with the most complex needs. The new approach will also give children and young people with complex needs and their families more choice and control about which services they can access and how they are paid for. The Act will also improve information about services for children and young people with SEN and their families.</p>
Childminder		<p>A registered childminder is paid to look after children in the childminder's home. They are regularly inspected by Ofsted (approximately once every three years) and graded as outstanding, good, requires improvement or inadequate.</p> <p>Most childminders can provide care between 8am and 6pm, with some offering more flexible hours. Many will also provide a pick up/ drop off service from local schools, nurseries and pre-schools.</p> <p>Every childminder is different, so look for someone who will suit your family's needs.</p>
CIC		Child in care
CIN		Child in need
Cognitive Ability		Thinking and reasoning abilities. A term often used by psychologists instead of intelligence.
CSC		Children's Social Care
CYP		Children & Young People
Day Nursery		<p>Day Nurseries are able to offer childcare and early years education for children from birth to pre-school 5 year olds. They are regularly inspected by Ofsted and usually open Monday to Friday throughout the year, from 8am to 6pm,</p>

		sometimes longer. They offer a wide range of activities and combine both care and early years education. Many can also offer out of school care for children of school age.
DfE	Department for Education	Central government department responsible for education.
Developmental Delay		A delay in reaching the normal stages of development, for example sitting or talking.
Fine Motor Skills		Small movements of the body for example, using fingers to pick up small items, holding a pencil or doing up zips and buttons
Education, Health & Care assessment		A single, integrated assessment which replaces the current assessment process. The assessment process should be carried out in a 'timely' manner and it should not take longer than 20 weeks to issue an EHC Plan.
EHCP (EHC Plan)	Education, Health & Care Plan	An EHC Plan will replace current Statements of SEN and Learning Difficulty Assessments. The plan will be a legal document describing a young person's needs, the provision to meet those needs and the most suitable educational placement. Government has stated that the Plan must be person centred, focusing on the needs and aspirations of the child. EHC Plans will continue into further education and training, and for some young people up to the age of 25. If a child/young person has a health or social care need only, they will not get an Education, Health & Care Plan unless these needs impact on their education.
EYFS	Early Years Foundation Stage	EYFS Statutory Framework. The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS , including childminders, preschools, nurseries and school reception classes.
EWS	Education Welfare Service	This service works closely with schools, pupils and parents promoting regular school

		attendance and helping to resolve difficulties that may lead to a child not attending school regularly.
EWO	Education Welfare Officer	Employed by the LA to make sure that children are getting the education they need. They deal with school attendance
FIS	Family Information Service	The FIS provides a free and impartial information and signposting service supporting parents and carers of children from birth to 20 (25 with additional needs)
Gait		The way in which a child walks
Global Delay		A general delay in acquiring normal developmental milestones.
Gross Motor Skills		Whole body actions for example, playing games, swimming or riding a bicycle.
Hyperactivity		Difficulty in concentrating or sitting still for any length of time. Restless, fidgety behaviour, also a child may have sleeping difficulties.
IASS	The Information, Advice & Support Service	The IASS provides confidential and impartial advice and information to support parents/carers and children and young people, who have, or may have, Special Educational Needs & Disabilities (SEND) in Bracknell Forest.
Learning Difficulties		Children will have levels of educational abilities which are significantly lower than children of a similar age. Basic reading and number skills are well below average
Local Offer		Local authorities will be required to publish a 'local offer'. A local offer is intended to provide a central point of information about the provisions available to children with SEN and disabilities in their area.
LSA or TA	Learning Support Assistant Teaching Assistant Classroom Assistant	Non-teaching support staff who work with and support children with special educational needs in the classroom
Makaton		Makaton is a language programme designed to provide a means of

		communication to children and young people who cannot communicate efficiently by speaking.
MDT		Multi- Disciplinary Team
Mediation		Mediation is a way of sorting out a disagreement in a safe and friendly environment. It can help you rebuild trust and working relationships, and can deal with problems you were not aware of. Mediation uses a neutral person (the mediator) who is experienced at helping people who disagree to come to an agreement. The mediation service is completely neutral and independent of schools and the local authority.
Non-verbal skills		Skills which do not require spoken or written language, but use other ways to communicate, e.g. gesture, facial expression.
Ofsted	Office for Standards in Education	Inspection team that visit and inspect schools and local authorities.
OT	Occupational Therapist	Assess how to maximise and maintain individual independence in everyday living skills. They can advise on aids, equipment or home/school adaptations.
Personal Budget		All families whose child has an EHC plan will have a right to request a personal budget. The personal budget will allow young people or parents to buy support identified in the plan directly, rather than relying on the local authority. Parents or young people will be given a choice of whether they want to take control of the personal budget by an agency managing the funds on their behalf or by receiving direct payments, where they can purchase and manage the provision themselves. Under current proposals, only where an Education, Health and Care Plan is in place will a parent or young people be able to have a personal budget. A personal budget can be requested by a parent or a young person over 16 once the local authority has

		agreed it will issue an Education, Health and Care Plan or during the annual review process.
Pre-Schools & Nursery Classes		<p>Pre-schools provide play base learning for children aged between 2 and 5 years old. They usually offer morning and/or afternoon sessions of around 3 hours and operate term time only. Some provisions also offer extended or holiday sessions. Funded pre-school places are available for 3 and 4 year olds (and some 2 year olds depending on eligibility) for up to 15 hours per week.</p> <p>A nursery class is attached to a primary school and provides early education and childcare for children between 3 and 5 years old. They usually open only during school hours, in term times. Most children will be offered a part time place. This usually means a morning or afternoon session of around 3 hours. Some may offer additional out of school care to help working parents.</p>
Receptive Language		The ability to understand what is being said.
SaLT	Speech & Language Therapist	Assesses children's speech, language and communication needs.
SEN	Special Educational Needs	Children have special educational needs if they have learning difficulties that requires extra or different help.
SEN Support		When a child or young person has been identified as having special educational needs, schools should take action to remove barriers to learning and put effective special educational provision in place called SEN Support.
SENCO	Special Educational Needs Co-ordinator	The teacher responsible for Special Educational Needs within a school
SEND		Special Educational Needs and Disabilities
Short Breaks		A range of activities provided by Bracknell

		<p>Forest Council for children and young people with disabilities and/or additional needs and their families to access throughout the duration of the year. Activities include horse-riding, sailing, fishing etc.</p>
Transition		<p>Movement between different environments, rooms or settings. All transition involves change and it is vital to prepare children, no matter how young they are, for this.</p> <p>When children are prepared for transition they adapt more easily to changes.</p>