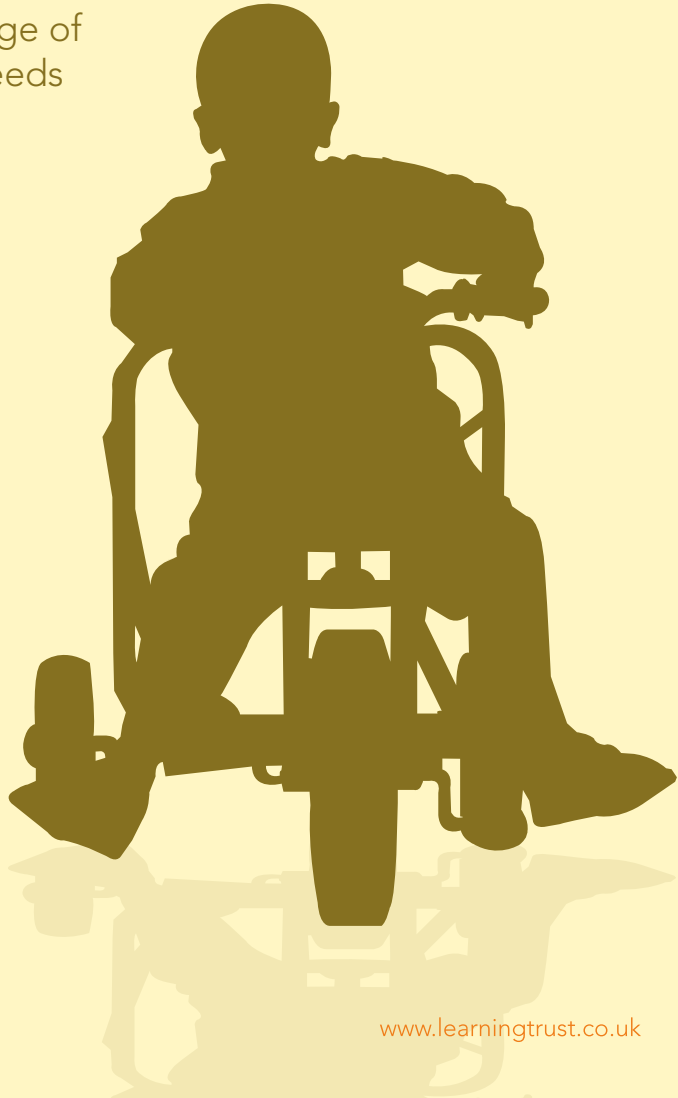


A powerful say for parents, carers
and their children with special
educational needs and disabilities

hackney
parent
partnership
service

understanding the language

A guide to the language of
special educational needs



www.learningtrust.co.uk

If you've ever been asked to speak to the **SEN-CO** about an **I-E-P**, to write to the **L-A** or the **D-C-S-F**, or whether your child can see the **E-P**, and you'd like to try and make sense of it all, then this leaflet is for you!

It's been written to help parents and carers understand some of the education language or 'jargon' that is used every day in schools or by other professionals who may be involved with your child.

Don't be embarrassed to ask for an explanation if you don't understand what anyone is telling you about your child.

Hackney Parent Partnership Service offers information, advice and support to the parents of children with special educational needs.

Hackney Parent Partnership Service
Hackney Ark, Downs Park Road
London E8 2HY
T. 020 7014 7123
E. parentpartnership@hackneyark.chpct.nhs.uk

Commonly used terms and abbreviations

Annual Review • A meeting that takes place at least once a year to look at the details of a child's statement of special educational needs, to record the child's progress and plan for the year ahead. Teachers and parents / carers attend the review meeting. Other professionals involved are also invited. The child or young person is also invited to attend for all or part of the meeting.

Attendance Officer • A person who is employed by The Learning Trust to help parents and schools to meet their obligations in relation to school attendance.

Behaviour Support Teacher • A trained and experienced teacher who can advise on the needs of children with a range of emotional, behavioural and social needs. They offer support and advice to parents, children and schools.

CDC • Child Development Clinic at Hackney Ark, where medical assessments are made of children whose development is giving cause for concern.

CFCS • Child and Family Consultation Service.

Connexions Personal Advisers • People who give help to young people before they leave school about further / higher education, training and employment.

Code of Practice (COP) • A guide for LAs, parents and schools about how help should be given to children with special educational needs. LAs and schools must have regard to the code.

DCSF • Department for Children, Schools and Families (Government department)

Disagreement Resolution / Mediation • The Learning Trust has a duty to make arrangements for when parents / carers disagree with the Trust or with their child's school about their child's special educational needs. **Mediation** is a voluntary process where a trained mediator helps the parties who disagree to find a shared solution.

EBD Emotional and Behavioural Difficulties • Where a child's emotions or behaviour are barriers to their learning.

EMAG Teacher • Supports children from ethnic minorities with their language development

EP (Or Ed-Psych.) Educational Psychologist • A person who has had training in psychology to understand more about the ways children learn, think and behave, and is also a qualified teacher. They are involved in the detailed assessment of children and young people with longer term difficulties and are experts in setting out the educational needs of children and helping schools develop the teaching, learning and support techniques which will help children to make progress. Hackney EPs are employed by The Learning Trust and represent the Trust at school meetings.

Early Years Setting • Pre-school playgroup, private or council day nursery, school nursery or childminder.

IEP Individual Education Plan • A detailed learning programme, with short-term targets, designed to help a child with SEN to make progress at school

Inclusion • Ensuring that all children where possible (with or without disabilities or difficulties in learning) are educated together at their local mainstream school.

Independent Parent Supporter (IPS) • A trained person who provides information and independent advice and support for parents and carers about their rights and responsibilities in relation to special educational needs (part of the Parent Partnership Service)

Independent School • A school which is neither funded by the LA nor a voluntary aided school. Charitable Trusts and organisations, particularly those catering for special educational needs run some independent schools. They usually charge fees.

iTeam (inclusion team) • The Learning Trust's team of specialist teachers (for the deaf and hearing impaired, visually impaired, specific learning difficulties etc) providing support for children with statements of SEN in Hackney primary schools. The team also includes a team of nursery officers providing support to children in early years settings.

KS1 (2, 3, or 4) of the National Curriculum

- **Key Stage 1** Reception to Year 2 (Age 4-7)
- **Key Stage 2** Years 3 to 6 (Age 7-11)
- **Key Stage 3** Years 7 to 9 (Age 11-14)
- **Key Stage 4** Years 10 and 11 (Age 14-16)

LA (Local Authority) • In Hackney, the education duties of the LA are carried out by The Learning Trust, on behalf of Hackney Council.

Learning Mentor • A person working in school with groups and individual children to help them overcome barriers to learning. Mentors may also be trained volunteers working with individual children through an external organisation.

Learning Support Assistant (LSA) • A person employed by the school to provide general support in the classroom or specific work with a child or group of children who have learning difficulties, under the direction of the class teacher.

Mainstream School • An ordinary school that most children attend, usually local to where they live. Most pupils with statements are educated in mainstream schools.

Maintained School • A school funded by the local authority

Named Officer • A case manager working for The Learning Trust who is the point of contact for parents, and gives information and advice about statutory assessments and statements

Note in Lieu (of a statement) • This is issued to a child's parents and school when, following a statutory assessment, The Learning Trust decides not to make a statement. The note will describe the child's educational needs, explain why the trust will not make a statement and make recommendations for appropriate provision for the child.

Notification • A formal letter from the local NHS trust, informing The Local Authority of a child under 5 who may need special educational provision on starting school.

OT Occupational Therapist • A person trained to provide assessment, treatment and rehabilitation for children with physical difficulties. They are able to give schools advice on programmes of support, and to advise about suitable equipment and the provision of other facilities (employed by City & Hackney Primary Care Trust).

Parent Partnership Service • A confidential service, arms-length from The Learning Trust to ensure that parents and carers of children with special educational needs can get the information, advice and support they need to be active partners in their child's education.

Physiotherapist • A person trained to provide assessment and treatment in movement and physical development such as balance, co-ordination, ability to sit, stand and walk. They are able to give advice to schools on programmes of support (employed by City & Hackney Primary Care Trust).

Portage Worker • A person who works in partnership with the parents of children under five with developmental delay to promote all aspects of their children's development through activities in the home.

PRU • Pupil Referral Unit. A centre for pupils who are permanently excluded from school. In Hackney the PRU for primary aged children is St John's Education Centre and for secondary age **Daniel House**.

Resourced Schools • Mainstream schools provided with extra resources to support children with statements with specific needs.

School Action / Early Years Action • The first stage in helping a child or young person who is having difficulties at school or in their early years (pre-school) setting. It involves giving them extra or different help.

School Action Plus / Early Years Action Plus • If the child or young person is not making enough progress with School or Early Years Action, the school or early years setting should talk to the parents about taking advice from other people outside the school, for example a specialist teacher, educational psychologist or speech and language therapist.

SEN • Special Educational Needs

SENCO (**Special Educational Needs Co-ordinator**) • The teacher who has the responsibility for co-ordinating the special educational needs provision within a school.

Special Educational Needs and Disability tribunal (SEND)

• An independent panel that hears appeals lodged by parents and carers against SEN decisions made by the LEA, and also claims of disability discrimination.

Special School • A school which is resourced and organised to provide specifically for the education of pupils with a statement.

Specialist Teacher • Works specifically with children with SEN, either as a member of the iTeam above, or employed by the school.

Speech and Language Therapy (SALT) • Speech and Language Therapists are trained to assess, diagnose, manage and treat speech, language, voice and fluency disorders. Pre-school Hackney children with speech and language difficulties are seen by speech and language therapists employed by City and Hackney Primary Care Trust. Each mainstream school has a link speech and language therapist who co-ordinates the support for children who will benefit from speech and language therapy intervention in liaison with the school SENCO. They may provide direct support to groups of children and / or advise the school on programmes of support.

Statement of Special Educational Needs • A document drawn up by the LA which describes a child's special educational needs and the special help they should receive.

Transition Plan • This is drawn up with pupils with statements of SEN or on School Action Plus in Year 9 and their parents / carers, at a meeting held to begin to plan for the future, when the young person will leave school. Connexions Personal Advisers play a key part in this plan, which is then reviewed every year until the young person leaves school.

TLT • The Learning Trust (see LA)

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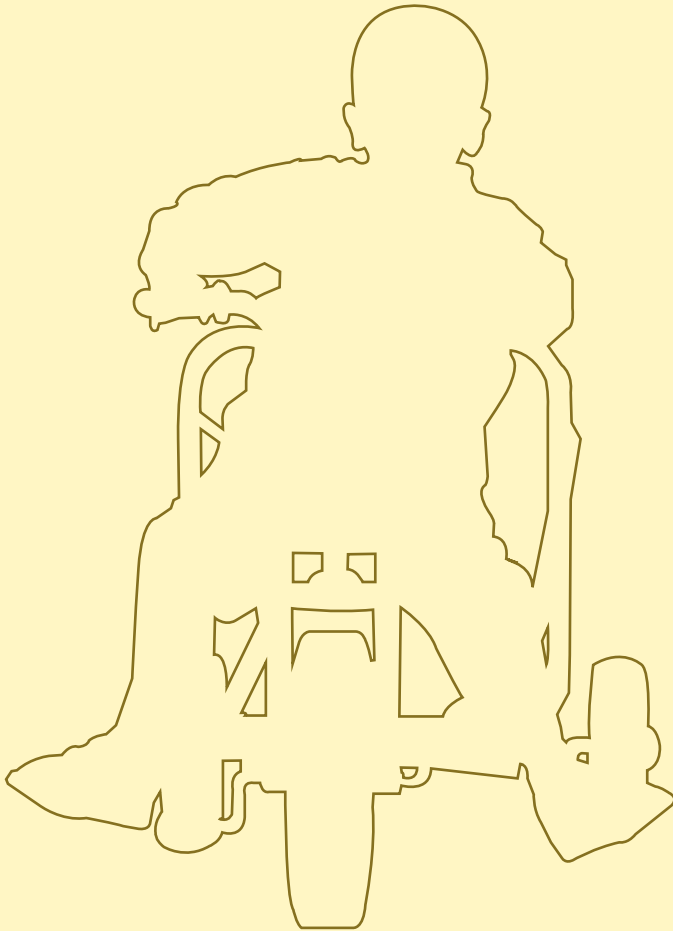




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hackney parent partnership service

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the learning trust
the future for education in Hackney