

Three Counties Academy Trust



Asthma Policy

#SG48

Last amended 30th August 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 31st August 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
30.08.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓

Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

Member, Trustee, Local Governor and Staff Summary

Parent and Pupil Summary

1. Legal framework
2. Roles and responsibilities
3. Asthma medicines
4. Emergency inhaler
5. Symptoms of an asthma attack
6. Response to an asthma attack
7. Emergency procedures
8. Record keeping
9. Exercise and physical activity
10. The school environment

Monitoring and review

Appendices

A. Asthma Policy Information Slip

Trust Glossary

Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
DfE	Department for Education
PE	Physical Education
SENCO	Special Educational Needs Coordinator
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

NB. Staff roles noted within this policy may also include those staff performing that role in an ‘Acting’ capacity.

Statement of intent

Three Counties Academy Trust (TCAT) recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma to our schools. This policy sets out how TCAT schools ensures that pupils with asthma can participate fully in all aspects of school life including physical exercise, school trips and other out-of-school activities. It also covers how each school enables pupils with asthma to manage their condition effectively in school, including ensuring immediate access to reliever inhalers where necessary.

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Ensure pupils with asthma can participate fully in school life
- Support pupils to manage asthma safely and effectively in school
- Provide immediate access to reliever medication when needed

Leadership and Governance Responsibilities

- Ensure health and safety arrangements support pupils with asthma
- Monitor the effectiveness of the policy and address any issues identified
- Ensure the policy is communicated and implemented consistently across schools

Staff Responsibilities

- Know which pupils have asthma and understand emergency procedures
- Allow immediate access to reliever inhalers
- Support pupils during asthma attacks and seek assistance when required
- Inform parents of asthma attacks or concerns regarding increased inhaler use
- Support participation in educational visits, PE and wider activities

Medicines and Emergency Inhalers

- Schools maintain emergency asthma kits containing salbutamol inhalers and spacers
- Emergency inhalers may only be used where appropriate parental consent and eligibility requirements are met
- Records must be maintained whenever an emergency inhaler is used

Responding to an Asthma Attack

- Keep the pupil calm and encourage them to sit upright

- Support access to the pupil's reliever inhaler or emergency inhaler
- Seek emergency medical assistance where symptoms do not improve or are severe
- Contact parents as soon as practicable following a significant incident

Record Keeping and Training

- Maintain an up-to-date asthma register
- Keep records of emergency incidents and medication administration
- Provide appropriate training and awareness for relevant staff

Exercise and School Environment

- Enable pupils with asthma to take part in PE, sport and enrichment activities wherever possible
- Ensure inhalers are available during physical activity
- Reduce exposure to known asthma triggers where reasonably practicable

Parent and Pupil Summary

How TCAT Schools Support Pupils with Asthma

- Pupils with asthma are supported to take a full part in school life
- Immediate access to reliever inhalers is supported when needed
- Support is available during lessons, educational visits, PE and extra-curricular activities
- Schools keep arrangements in place to respond quickly to asthma emergencies

What Parents Need to Do

- Inform the school if their child has asthma
- Provide accurate and up to date information about their child's condition and medication
- Ensure inhalers are clearly labelled and in date
- Provide a spare reliever inhaler where requested by the school
- Tell the school about any changes to their child's asthma or medication
- Support their child to attend regular asthma reviews and maintain an asthma action plan where appropriate
- Give permission for a school emergency inhaler to be used where the child's own inhaler is not available

What Pupils Need to Do

- Tell a member of staff if they feel unwell because of their asthma
- Know how to access their inhaler in an emergency
- Use inhalers and medicines responsibly
- Follow advice on how and when to use asthma medication
- Seek help straight away if symptoms become worse

Emergencies and Safety

- Staff are trained to recognise signs of an asthma attack

- Emergency inhalers may be available for eligible pupils where parental consent has been provided
- Parents will be informed if their child experiences an asthma attack in school
- Emergency services will be contacted when symptoms are serious or do not improve

Physical Activity and Inclusion

- Pupils with asthma are encouraged to take part in PE and sporting activities whenever possible
- Reasonable support will be provided to help pupils participate safely
- Inhalers should be available during physical activity and educational visits

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Equality Act 2010](#)
- [DfE 'Supporting pupils at school with medical conditions'](#)
- [Asthma and Lung UK 'Asthma at school and nursery'](#)
- [DfE 'First aid in schools, early years and further education'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Complaint's Policy and Procedure (GN9)
- First Aid Policy (HS2)
- Supporting Pupils with Medical Conditions Policy (SG4)
- Administering Medication Policy (SG20)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board and where delegated, Local Governing Bodies have a duty to:

- Ensure the health and safety of staff and pupils is protected on all school premises and when taking part in school activities
- Ensure that this policy, as written, does not discriminate against any of the protected characteristics, in line with the Equality Act 2010
- Handle complaints regarding this policy as outlined in TCAT's Complaint's Policy and Procedure
- Evaluate the policy's effectiveness after any significant incident and share the findings with all groups involved in the school and TCAT community as appropriate

- Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils with asthma in need of help

The CEO has a responsibility to:

- Arrange for all members of staff to receive training on supporting pupils with asthma
- Monitor the effectiveness of this policy, reporting back on that effectiveness to the Trust Board and making necessary adjustments

Executive Headteachers, Headteachers and where delegated, Heads of School have a responsibility to:

- Implement this policy with the help of school staff, school nurses, local guidance and the TCAT Central Team
- Ensure this policy is effectively communicated to all members of their school community
- Ensure all supply teachers and new members of staff are made aware of this policy and provided with appropriate training
- Monitor the effectiveness of this policy, reporting back on that effectiveness and any incidents to the CEO
- Ensure that first aiders are appropriately trained regarding asthma, e.g. supporting pupils to take their own medication and caring for pupils who are having asthma attacks
- Delegate the responsibility to check the expiry date of spare reliever inhalers and maintain their school's asthma register to a designated member of their staff

All school staff have a responsibility to:

- Read and understand this policy
- Know which pupils they come into contact with have asthma
- Know what to do in the event of an asthma attack
- Allow pupils with asthma immediate access to their reliever inhaler
- Inform parents if their child has had an asthma attack
- Inform parents if their child is using their reliever inhaler more than usual
- Ensure pupils with asthma have their medication with them on school trips and during activities outside of the classroom
- Ensure pupils who are unwell due to asthma are allowed the time and resources to catch up on missed school work

- Be aware that pupils with asthma may experience tiredness during the school day due to their night-time symptoms
- Be aware that pupils with asthma may experience bullying due to their condition and understand how to manage these instances of bullying
- Make contact with parents, the school nurse and their SENCO if a pupil is falling behind with their school work because of their asthma

PE staff have a responsibility to:

- Understand asthma and its impact on pupils – pupils with asthma should not be forced to take part in activities if they feel unwell
- Ensure pupils are not excluded from activities that they wish to take part in, provided their asthma is well-controlled
- Ensure pupils have their reliever inhaler with them during physical activity and that they are allowed to use it when needed
- Allow pupils to stop during activities if they experience symptoms of asthma
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (TCAT recommends a 10-minute waiting period before allowing the pupil to return)
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up
- Ensure pupils with asthma always perform sufficient warm-ups and cool-downs

The school nurse has a responsibility to:

- Support in the creation and implementation of this policy
- Where they hold current asthma accredited certification, provide regular training for members of school staff in managing asthma
- Where they do not hold current asthma accredited certification, provide information about where TCAT can procure specialist asthma training
- If on site, be on hand if a pupil with asthma is experiencing symptoms that require additional medical supervision

Pupils with asthma have a responsibility to:

- Tell their teacher or parent if they are feeling unwell due to their asthma
- Treat the school's and their own asthma medicines with respect by not misusing the medicines and/or inhalers
- Know how to gain access to their medication in an emergency
- Know how to take their asthma medicine

All other pupils have a responsibility to:

- Treat other pupils, with or without asthma, equally, in line with their school's Behaviour Policy
- Understand that asthmatic pupils will need to use a reliever inhaler when having an asthma attack and ensure a member of staff is called immediately

Parents have a responsibility to:

- Inform their school if their child has asthma
- Ensure the school has a complete and up-to-date asthma card for their child
- Inform the school of the medication their child requires during school hours
- Inform the school of any medication their child requires during school trips, team sports events and other out-of-school activities
- Inform the school of any changes to their child's medicinal requirements
- Inform the school of any changes to their child's asthmatic condition, e.g. if their child is currently experiencing sleep problems due to their condition
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their child's name
- Ensure that their child's reliever inhaler and spare inhaler are within their expiry dates
- Ensure their child catches up on any school work they have missed due to problems with asthma
- Ensure their child has regular asthma reviews with their doctors or asthma nurse (recommended every 6-12 months)
- Ensure their child has a written Personal Asthma Action Plan at school to help the school manage their child's condition

3. Asthma medicines

Pupils with asthma are encouraged to carry their reliever inhaler as soon as their parent and the school nurse agree that they are old enough and/or have sufficient capabilities and independence. If not, inhalers are given to the school to be looked after. For primary aged pupils, reliever inhalers are kept in the school's charge in a designated storage area. For secondary pupils they will carry their reliever inhalers on their person.

Parents will be required to label their child's inhaler with the child's full name and year group. Parents will ensure that the school is provided with a labelled spare reliever inhaler, in case their child's inhaler runs out, or is lost or forgotten.

Members of staff are not required to administer medicines to pupils, except in emergencies for asthma sufferers who have parental permission in place. Staff members who have volunteered to administer asthma medicines will be insured by TCAT's appropriate level of insurance which includes liability cover relating to the administration of medication.

Staff will administer the asthma medicines in line with TCAT's Administering Medication Policy. For pupils who are old enough and/or have sufficient capabilities and independence to do so, staff members' roles in administering asthma medication will be limited to supporting pupils to take the medication on their own.

This policy is predominantly for the use of reliever inhalers. The use of preventer inhalers is very rarely required at school. In the instance of a preventer inhaler being necessary, staff members may need to remind pupils to bring them in or remind the pupil to take the inhaler before coming to school.

4. Emergency inhaler

TCAT school's keep a supply of salbutamol inhalers for use in emergencies when a pupil who is known to be an asthma sufferers own inhaler is not available. These are kept in the school's emergency asthma kits.

Emergency asthma kits contain the following:

- A salbutamol metered dose inhaler
- Two plastic, compatible spacers
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Instructions for replacing inhalers and spacers
- The manufacturer's information
- A checklist, identifying inhalers by their batch number and expiry date
- A list of pupils with parental consent and individual healthcare plans permitting them to use the emergency inhaler
- A record of administration showing when the inhaler has been used

TCAT buys its supply of salbutamol inhalers from a local pharmacy. The emergency inhaler should only normally be used by pupils, for whom written parental consent has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication. An

exception to this would be where a pupil not known to suffer from asthma is experiencing the symptoms of an asthma attack and the 999 call handler has advised the spare emergency inhaler to be used without delay. Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.

When not in use, emergency inhalers are stored appropriately in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.

Expired or used-up emergency inhalers are returned to a local pharmacy to be recycled. Spacers must not be reused in school but may be given to the pupil for future home-use. Emergency inhalers may be reused, provided that they have been properly cleaned after use.

In line with TCAT's Supporting Pupils with Medical Conditions Policy and First Aid Policy, appropriate support and training will be provided for relevant staff, e.g. first aid staff, on the use of the emergency inhaler and administering the emergency inhaler.

Whenever the emergency inhaler is used, the incident must be recorded in the corresponding record of administration and the school's records. The records will indicate where the attack took place, how much medication was given, and by whom. The pupil's parents will be informed of the incident in writing.

A designated staff member, appointed by the Headteacher/Head of School, is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining an asthma register.

The designated staff member who oversees the supply of salbutamol inhalers is responsible for:

- Checking that inhalers and spacers are present and in working order, with a sufficient number of doses, on a monthly basis
- Ensuring replacement inhalers are obtained when expiry dates are approaching
- Ensuring replacement spacers are available following use
- Ensuring that plastic inhaler housing has been cleaned, dried and returned to storage following use, and that replacements are available where necessary

Where there is a clear indication of a serious asthma attack occurring, and the pupil is not known to be an asthma sufferer, staff should call 999 and follow the instructions of the call handler, which may include administering the spare inhaler. The emergency inhaler should not be used for

a pupil who is not a known asthma sufferer unless such a direction is given by the emergency services. Staff will make the pupil as comfortable as possible and await the arrival of a paramedic.

5. Symptoms of an asthma attack

Members of staff will look for the following symptoms of asthma attacks in pupils:

- Persistent coughing (when at rest)
- Shortness of breath (breathing fast and with effort)
- Wheezing
- Nasal flaring
- Complaints of tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences

Younger pupils may express feeling tightness in the chest as a 'tummy ache'.

6. Response to an asthma attack

In the event of an asthma attack, staff will follow the procedure outlined below:

- Keep calm and encourage pupils to do the same
- Encourage the pupil to sit up and slightly forwards – do not hug them or lie them down
- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended
- If necessary, summon the assistance of a member of suitably trained first aid staff to care for the pupil and help administer an emergency inhaler
- Ensure the pupil takes two puffs of their reliever inhaler (or the emergency inhaler subject to parental consent being in place) immediately, preferably through a spacer
- Where the pupil is not a known asthma sufferer or parental permission is not in place, call 999 and request an ambulance, following any subsequent instructions from the call handler

- Ensure tight clothing is loosened
- Reassure the pupil

Staff will not administer any medication where they have not been trained to do so.

For a known asthma sufferer, if there is no immediate improvement, staff will continue to ensure the pupil takes 2 puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**. If there is no improvement before the pupil has reached 10 puffs:

- Call 999 for an ambulance
- If an ambulance does not arrive within 10 minutes, the pupil can administer another 10 puffs of the reliever inhaler as outlined above

Staff will call 999 immediately if:

- The pupil is too breathless or exhausted to talk
- The pupil is going blue
- The pupil's lips have a blue or white tinge
- The pupil has collapsed
- The pupil is not a known asthma sufferer
- The pupil is a known asthma sufferer but does not have access to their own inhaler and no parental permission is in place
- You are in any doubt

7. Emergency procedures

Staff will never leave a pupil having an asthma attack unattended. If the pupil does not have their inhaler to hand, staff will send another member of staff or pupil to retrieve their spare inhaler. In an emergency situation, members of school staff are required to act like a 'prudent parent', i.e. making careful and sensible parental decisions intended to maintain the child's health, safety and best interests, which includes contacting the emergency services and following their instructions.

As reliever medicine is very safe, staff will be made aware that the risk of pupils overdosing on reliever medicine is minor. Staff will send another pupil to get another member of staff if an ambulance needs to be called. The pupil's parent will be contacted immediately after calling an ambulance.

A member of staff should always accompany a pupil who is taken to hospital by ambulance and stay with them until their parent arrives. Generally, staff will not take pupils to hospital in their own car unless in exceptional circumstances, e.g. where a pupil is in need of professional medical attention and an ambulance cannot be procured.

In these exceptional circumstances, the following procedure will be followed in line with TCAT's First Aid Policy:

- A staff member will call the pupil's parents as soon as is reasonably practical to inform them of what has happened, and the course of action being followed – parental consent is not required to acquire medical attention from the emergency services in the best interests of the child suffering or suspected of suffering an asthma attack
- The staff member will be accompanied by one other staff member, preferably a staff member with first aid training
- Both staff members will remain at the hospital with the pupil until their parent arrives

8. Record keeping

At the beginning of each school year, or when a child joins a TCAT school, parents are asked to inform the school if their child has any medical conditions, including asthma, on their enrolment form.

The school keeps a record of all pupils with asthma, complete with medication requirements, in its asthma register. Parents will be required to inform the school of any changes to their child's condition or medication during the school year.

All emergency situations will be recorded, and staff practice evaluated, in line with the First Aid Policy.

9. Exercise and physical activity

Games, activities and sports are an essential part of school life for pupils. All teachers will know which pupils in their class have asthma and will be aware of any safety requirements.

Outside suppliers of sports clubs and activities are provided with information about pupils with asthma taking part in the activity via the school's asthma register.

Pupils with asthma are encouraged to participate fully in PE lessons when they are able to do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and cool down before and after the session.

During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity. Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

TCAT schools believe sport to be of great importance and utilise out-of-hours sports clubs to benefit pupils and increase the number of pupils involved in sport and exercise. Pupils with asthma are encouraged to become involved in out-of-hours sport as much as possible and will never be excluded from participation. Members of school staff and contracted suppliers will be aware of the needs of pupils with asthma during these activities and adhere to the guidelines outlined in this policy.

10. The school environment

TCAT and our schools do all that we can to ensure the school environment is favourable to pupils with asthma by:

As far as possible, our schools do not use any chemicals in art or science lessons that are potential triggers for asthma. If chemicals that are known to be asthmatic triggers are to be used, asthmatic pupils will be taken outside of the classroom and provided with support and resources to continue learning.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 31st August 2029.

Date approved by the Board Appointed Trustee: 30th August 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 30th August 2026.

Appendix A



Asthma Policy Information Slip

Name of school keeps a record of pupils with asthma in order to ensure the best possible care for your child. In order for us to maintain effective records on our asthmatic pupils, please enter information as requested below:

Child's name:

Date of birth:

Class:

Doctor:

Type of inhaler:

Dosage required:
(how many puffs)

At name of school, we keep a Ventolin Inhaler (Salbutamol) and a spacer device which is available in emergency situations. We are able to provide these to pupils with your consent who suffer with asthma and who have forgotten their inhaler or are undergoing a severe attack, where the spacer may be more effective in administration. Where parental permission is not in place, staff can only provide or administer the emergency inhaler where requested to do so by the emergency services.

Please sign below to give staff permission to provide or administer the emergency inhaler where necessary and in the best medical interests of your child.

I hereby allow the school to provide or administer emergency treatment including the school's own emergency inhaler as indicated above:

Signature of parent:

Date:

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher