

10 things you should know about PEPs



1

Every looked after child must have a PEP (Personal Education Plan). It is a statutory requirement and is part of a looked after child's Care Plan. In Northumberland we have an on-line or **ePEP** which can be accessed for your looked after pupils at Vschool360.co.uk.

2

The completion and monitoring of the PEP is the responsibility of the Designated Teacher which is explained in detail in the statutory guidance [The designated teacher for looked after and previously looked after children, February 2018](#). The PEP is a working document which Designated Teachers are expected to regularly review and update so that there is always a clear view of the achievement and progress of the pupil.

3

The Virtual School quality assures every ePEP twice each year when a red, amber or green rating is then applied. ePEPs are also monitored on an ongoing basis for completion and to ensure they reflect the 'story' of each child in detail.

4

Pupil Premium Plus (PP+) funding can be allocated to the school on completion of the Outcomes section of the ePEP which is then approved by the Virtual School Headteacher (VSH). Arrangements for the Pupil Premium Plus in Northumberland are set out in our policy which can be downloaded [here](#) (under *Support for Designated Teachers*)

5

The Designated Teacher should ensure that the ePEP has clear outcomes - academic, and social and personal - which the looked after pupil can achieve by the end of the year. Outcomes for the previous academic year should be reviewed at the same time.

6	The ePep should be reviewed and updated termly by the Designated Teacher who gathers information from those who teach and know the pupils best and can provide an accurate assessment of their progress and progress towards achieving Pupil Premium Plus outcomes.
7	Designated teachers are required to complete a termly progress review which can be found on the homepage of the ePEP. A message will be sent to you to let you know that the progress review is due. This data is important for the VSH to monitor the progress of our looked after children.
8	The Designated Teacher should ensure that a statutory PEP review meeting takes place every 6 months. The social worker and Foster carer must be invited and must attend. The pupil should also attend for at least part of the meeting. Additional PP+ will be allocated to the school if both of these meetings take place within the 6 month timescale.
9	In order for looked after children to achieve the best outcomes, it is important that they are set by those who teach the pupil and have a clear understanding of how the pupil learns and what is required for them to make better than expected progress.
10	The views of the child are a very important part of the PEP and should be a priority in the information gathering process. They can be gathered in different ways. The pupil may wish to use the Mind Of My Own app to give their view, which can then be added in the documents section of the ePEP.
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