

Northumberland
Virtual School
The PEP Process



User Guide for
Designated Teachers

Introduction

It is a statutory requirement that all looked after children aged 2 to 16 have a high quality Personal Education Plan (PEP) to enable them to make good progress from their starting point and fulfil their potential. When the young person reaches 16 the PEP becomes part of the Pathway Plan and supports their transition into education, training and employment.

Northumberland Virtual School's ePEP system, is a web-based dynamic, comprehensive and evolving record which captures the young person's experiences and progress. The ePEP supports but does not duplicate or conflict with other plans held by the school or provision e.g EHCPs. The ePEP reflects the importance of an individual approach to learning and records what needs to happen in order to meet educational needs, raise aspirations and improve life chances. If there are any significant changes or events a multi agency PEP review must be arranged. Termly progress reviews are to be submitted through the e-PEP system.

Before the PEP meeting

When a child becomes looked after the Virtual School will inform the Designated Teacher. The Designated Teacher has five working days to arrange the multi agency PEP meeting and invite the relevant people. The invitees must include the Social Worker, Carer, Young Person and the Virtual School (who will attend the initial PEP meeting where possible). The PEP meeting must be held and submitted within 20 working days in time for the initial 28 day LAC review. Multi agency PEP reviews will subsequently take place every six months, unless there is a significant event, in which instance a PEP review must be convened.

What do I need for the PEP meeting?

The following information is required in order to hold a meaningful PEP meeting and will need to be evidenced for the quality assurance (QA) process. When the young person becomes looked after the Virtual School will complete the basic information on entering care. Due to the e-PEP system most information can be added prior to the meeting, see Step 2.

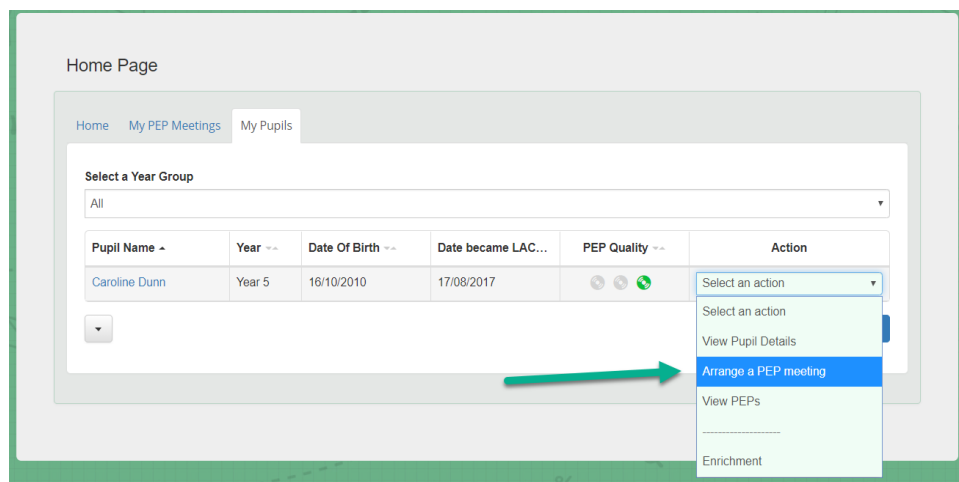
- Pupil Details
- Info on entering care
 - Attendance, SDQ, reading age, exclusions and SEND
- Attendance including information on exclusions, reduced timetables etc
- SEND information, including date of last review
- Record of achievement
- Strengths
 - Are a range of strengths recorded
 - Is there evidence of pupil contribution
- Current academic information
- Outcomes (discussions with relevant teaching staff)
 - SMART

- Evidence of termly reviews
- The use of PP+ clearly recorded
- Concerns/Issues
- Factors which affect progress
- Involvement in afterschool activities, school teams, clubs, music, interests
- Additional Support, reports attached
- Enrichment
- Pupils views, including a school response if necessary
- Preparation for adulthood
 - Year 10/11 career action plan uploaded
- Social Worker views, attendance at meeting

The ePEP

Step 1 – Arranging the meeting

Log on to the system and navigate to the “My Children” tab, select “Arrange a PEP Meeting” option as shown below:



You will be presented with the screen below which will show basic details from the last meeting, contacts etc, confirm the correct people are listed before continuing.

The 'Arrange a PEP Meeting' form contains the following fields and information:

- Select Child** (active tab): Meeting Details, Meeting Attendees
- First Name:** Caroline
- Last Name:** Dunn
- PEP Year Group:** Year 1-8
- Period Start Date:** 09/03/2018
- Date of Meeting:** 14/09/2019

Below the form, the following text is displayed:

The pupil's social worker, Kristen Housman, will be emailed at 'neil.strong@btinternet.com' for feedback.

Please take a moment to check the Social Worker details are correct for this pupil, and that their email address is up to date. If the details are incorrect, please contact ESLAC.

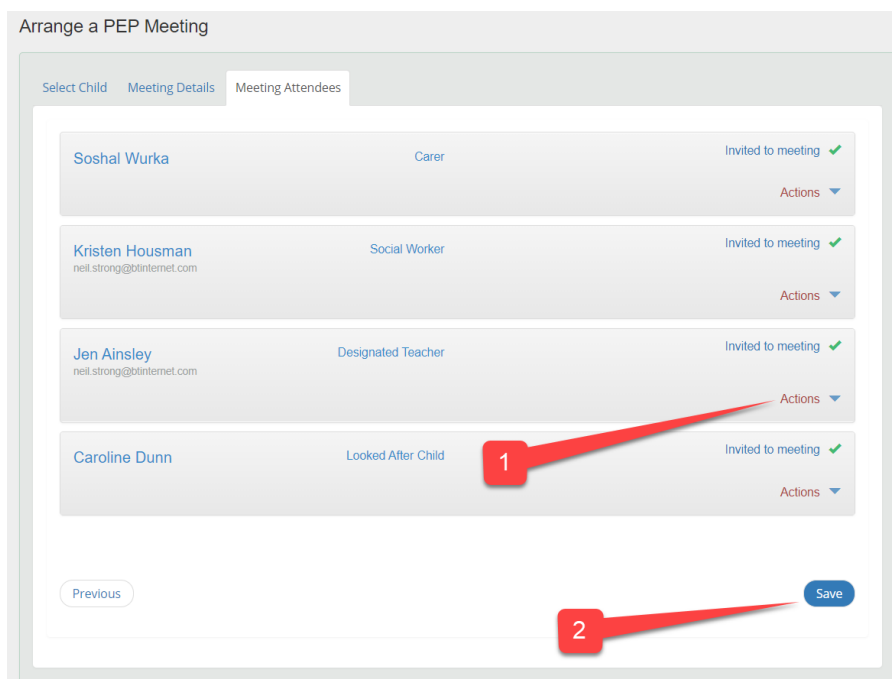
Last PEP completion date: 04/02/2019.

No current PEP is in progress for this pupil.

Buttons: Cancel, Next

Once you have entered the date and time, click the “Next” button, you will proceed to the Meeting attendees page:

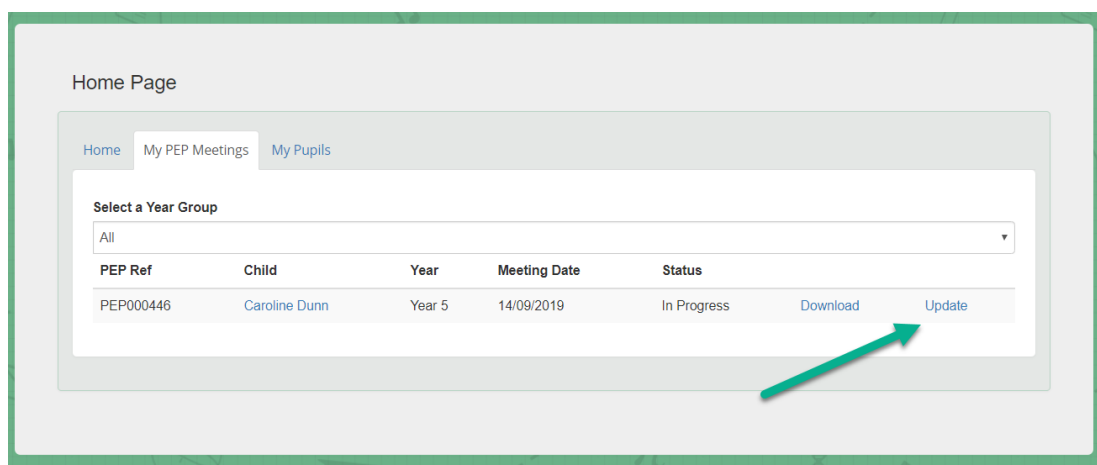
The “Actions” Menu (1) can be used to delete any of the default attendees who you do not wish to invite and the (2) click the SAVE button to complete the process.



After saving the meeting, a number of things will happen:

- 1) Attendees with email addresses will receive an email inviting them to the meeting
- 2) The child’s Social Worker will be emailed for feedback, when this is provided, it will appear in the ‘S/W Feedback’ tab on the PEP
- 3) This will then appear in your list of “My PEP Meetings” on your home page. You can update the data for this PEP at any time by clicking the UPDATE button as shown below:

If you wish to view the entire ‘paper’ PEP, then you can click the “Download” button to view the PDF document and print it if required.



Step 2 - Completing the PEP data

For ease of access, clicking the UPDATE link on the PEP will show you most of the relevant tabs which will be reviewed and updated as part of the PEP process. It is essential to check all information to ensure it is correct.

Step 3 –The meeting

At the PEP meeting, you should discuss the information within the ePEP. If a hard copy of the document is needed this can be printed off, there are blank areas on the document to allow you to make notes.

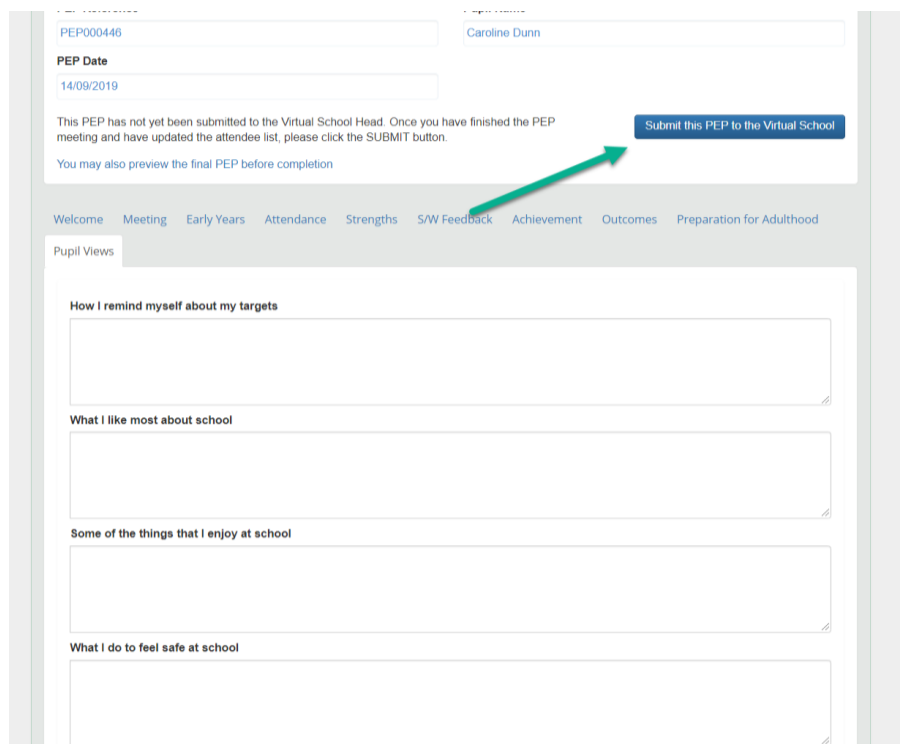
Step 4 – Meeting Follow up

Additional information discussed can be added into the ePEP following the multi agency meeting.

Step 5 – Submit the PEP to Virtual School

The Virtual School are responsible for quality assuring and finalising all PEPs. When the PEP is complete and all information added you will need to submit the PEP. To do this open the PEP (Using the “Update” link mentioned above), click “Submit this PEP to the Virtual School”.

You will receive feedback from the Virtual School following quality assurance.



The screenshot displays a web interface for PEP management. At the top, there are input fields for 'PEP ID' (PEP000446) and 'Name' (Caroline Dunn). Below these is a 'PEP Date' field containing '14/09/2019'. A message states: 'This PEP has not yet been submitted to the Virtual School Head. Once you have finished the PEP meeting and have updated the attendee list, please click the SUBMIT button. You may also preview the final PEP before completion.' A blue button labeled 'Submit this PEP to the Virtual School' is highlighted with a green arrow. Below the message is a horizontal navigation menu with tabs: Welcome, Meeting, Early Years, Attendance, Strengths, S/W Feedback, Achievement, Outcomes, and Preparation for Adulthood. Under the 'Pupil Views' tab, there are four text input areas with the following prompts: 'How I remind myself about my targets', 'What I like most about school', 'Some of the things that I enjoy at school', and 'What I do to feel safe at school'.