

Good Practice Guidance on Completing a PEP

Before the meeting

Social Worker

Social Worker must ensure that PEPs are reviewed once each academic term (3 times a year) (see term dates sheet) and co-ordinate with the school to ensure the PEP date is not in the school holidays



At transition stages pre-school, Year 6 and 11 – staff from the receiving school or college must be invited to the meetings in terms 2 and 3 to ensure a smooth transition



The social worker should liaise with all outside professionals, the DT and the foster carer/parent, if appropriate, to ensure that all can attend the meeting

Designated Teacher

The PEP Targets need to be completed by the DT prior to the meeting taking place. Targets 1 and 2 need to be academic and drafted in consultation with the young person's teachers prior to the meeting. Target 3 can be based on the social emotional needs of the child and it is vital that this target is child centred and reflects their views



The DT should complete the Educational Attainment and Progress Section before the meeting



The DT should meet with the young person prior to the PEP if it is not possible for the young person to attend the meeting so that the young person can express their wishes and feelings about school and education



The academic targets must also include homework, career aspirations and any issues surrounding transition (from Nursery, Year 6 or Year 11)



All targets must have key strategies and interventions which demonstrate the use of the pupil premium. Any interventions by the Virtual School should also be recorded in this Section



Each target must be SMART with a list of strategies to achieve the target; expected evidence of impact/outcome; and achievable within 12 weeks (see examples of targets).



Only a teacher can set targets, members of the pastoral support team who complete the EPEP must check all targets with the DT prior to the meeting



Previous targets should be reviewed and inform the next set of PEP targets

At the meeting

All Participants

Targets, key strategies and interventions from the previous PEP must be reviewed, showing impact of how the pupil premium grant has been spent, and any interventions that have been provided by the virtual school



All meetings must be held in a confidential room and the young person invited in at the end of the meeting to agree or re-define the targets. Everyone must be clear in their role to raise achievement



Everyone must agree the use of PPG funding at this meeting (£500 x 3 times a year maximum) and the funding should be linked to supporting the achievement of the target(s)

PEP Meetings that do not take place on the date shown on Welfare Call must be changed to reflect the actual date of when the PEP is happening.



This is so that the Virtual School do not chase up Social Workers or Schools to complete PEPs that haven't happened and keep our records accurate.



The date of the PEP must not be in the lead up to the end of term.



This is because if the targets set by the school are not acceptable the Virtual School cannot chase the school to amend them before the holiday and the school will not receive the PPG

After the meeting

All Participants

It is the responsibility of both Social Workers and Designated Teachers to complete all parts of the PEP. The appropriate Sections in the e-PEP are highlighted in Red for Designated Teachers, Blue for Social Workers and the Purple Sections should be completed by both. The Designated Teacher and the Social Worker need to complete their parts of the PEP within 7 days of the meeting.



All parties must sign off the PEP, so it is clear that everyone agrees to the targets. It is the role of the social worker to set up and agree the next meeting



It is the Social Worker's responsibility to ensure the PEP is completed. Both the Designated Teacher and Social Worker must sign off the e-PEP. The VS completes the final sign off. Only when a PEP is complete, and VS agrees with the targets and use of PPG, will the funding be released to the school.



The Designated Teacher has responsibility for the day to day implementation of the targets. The Designated Teacher must ensure that the strategies are in place; are communicated to relevant staff; and, are monitored regularly to ensure they have been met before the next PEP meeting. The e-PEP will remind, by email, the Designated Teacher and the Social Worker several weeks before the next PEP is due.



It is essential that targets are shared with the Virtual School promptly if there are any concerns that the targets will not be met. Additional funding can be applied for through the virtual school in exceptional circumstances.