

Personal Education Plans (PEPs)

A PEP is a statutory requirement to record the LAC's educational progress, and forms part of the overall care plan. The PEPs are reviewed termly via the PEP meeting between the social worker, school, carer and child, and audited by the VS.

SWs should see their LACs on their caseload on Welfare Call. Any issue with this, or with logins generally, should be reported to the VS who will contact WC.

SWs note the deadline for the term's PEP completion and email Designated Teachers and carers to arrange a mutually convenient date and time for the PEP meeting. Then send the Teams invites. VS attendance is limited by capacity but can be requested if support is required.

SW to chair the meeting. Although the Eep sections can be completed by SW/DT before, during or after the meeting, the form provides a useful format for the discussion. **SWs need to complete pages 1, 2, 8 (if any school transfer is needed) and 10 (name and date for sign off). DT completes the rest.**

NOTE: P7 Child's input questionnaire. This is usually done by the school but can be done by the SW if more appropriate. Best practice is to invite the YP to be present for part of the meeting and this can be to respond to these questions. The participation of the YP can be decided upon case by case.

NOTE: P9 Outcomes. Previous targets (if any) should be reviewed, and new targets agreed by the professionals. Minimum 3 SMART targets required – 2 should be academic and 1 emotional wellbeing / social skills. The school can claim £520 PPG per term per LAC to support the implementation of the targets. DT should input the funds needed against the target. **NOTE: these are termly targets and need to be measurable in the next PEP meeting.**

NOTE: Additional 1:1 tuition. Schools can choose to claim the PPG and arrange tuition or ask for the VS to retain the PPG and arrange the tuition. Please make it clear on the PEP you would like VS to arrange.

Once the meeting has been held and the SW has completed the appropriate sections, as stated above, they should click the red 'SW: click when complete' button at the top of the page.

NOTE: if the red button isn't showing it's because the DT hasn't completed the mandatory questions on their sections. Let VS know.

Once SW and DT sections of the Eep are completed, the Virtual School quality assures the PEP and signs it off. If there are outstanding sections, the VS will notify SW / DT for them to input.

Once the Eep is signed off it then moves to the "up-coming PEPs" column of WC showing the next term's meeting date. Please note that unless set by the SW, a provisional date for the next PEP meeting will be generated automatically.

If the case is transferred to a new SW, please inform the VS so the Eep can be updated and reassigned to the new SW.