

Key notes to consider

- If the child is old enough, has a 'Strength and difficulties' questionnaire been completed? Does the SDQ score need reflecting in the Action plan/Targets for the child?
- The Barriers of learning section can only be completed if the PEP toolkit needs assessment audit has been achieved. (email Virtual School for details of training and information) If the PEP toolkit audit has been completed, are the identified areas of need linked in the Action plan/targets?
- Has the Parent/carer voice been captured? Are their key priorities linked into the action plan/targets?
- Does the child's voice influence the Targets and Action plan?
- How does the PP+ spend link to actions and needs of the child?
- Planning for change... If court is due or changes to placements etc, does the Action plan and targets need to reflect this?
- Ensure that the 'Who is involved in my PEP' and the 'Who should have copies of my PEP' is completed. This tells the chair who to invite to the next meeting and how to contact them for updates and paperwork etc.
- If there are problems with Social care completing and returning sections, emails virtualschool@hants.gov.uk with an email trail so that VS can support.
- Emails to Social workers with their 'key team' cc'd in can help in some circumstances

Any further questions?

virtualschool@hants.gov.uk

Additional Information and Guidance

Virtual School Website

www.hants.gov.uk/educationandlearning/virtual-school

Virtual School Moodle

<https://virtualschool.hants.gov.uk>

Virtual School PEP documents and guidance

<https://www.hants.gov.uk/educationandlearning/virtual-school/personal-education-plan>

Promoting the education of looked after children - LA guidance Feb 2018

<https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

PEP Meeting guide

Who does what in the PEP process?

Initial PEP – The initial PEP meeting is arranged in line with statutory requirements by the SOCIAL WORKER within 10 working days (or 10 days of placement)

- The Social worker will send invitations to the PEP meeting
- The Social worker will complete the Care sections in the PEP
- The School will complete the Education sections in the PEP (If the child is new to the School, only initial observations will be recorded as School will still be getting to know the child)
- The School may need to support the carer to update their section of the PEP or if this proves difficult it can be captured in the PEP meeting.
- Best practice is that the updated PEP will need to be completed and shared before the initial meeting.

The Initial PEP meeting is an opportunity to share knowledge of the child and their current circumstance as well as to agree an action plan/targets (usually PSED) for the child.

PEP review meetings – (i.e. Annual PEP + 2 termly reviews)

- PEP meetings are held termly however the Social worker only needs to attend 2 out of the 3 meetings
- PEP meetings can be called at any time depending on the needs of the child and changing circumstances
- Best practice is that the PEP meeting would be held before the Child Looked After Review (CLA) The CLA is carried out within 20 days of the child coming in to care and after that every 6 months. The PEP document will be reviewed as part of the CLA.
- There is an expectation that the DESIGNATED TEACHER in the School invites everyone to the review PEP meetings, chairs the meeting and arranges and sends paperwork out in good time before the meeting.
- Meetings can be held virtually or face to face

10 things to do when chairing a PEP meeting...

1.

Welcome everyone and introduce any people who were not present at the initial PEP meeting

2.

As an icebreaker, start by sharing some recent positive comment or observation about the child..." I just wanted to say how much I have enjoyed my regular conversations about Chelsea football teams matches. Child A's in-depth knowledge of the game has really made me watch the match in a different light! "

Share key updates and assessments from an educational point of view.

3.

Ask carer for their update and note key points or actions to take forward

- Think about: Relationships / Behaviours/Concerns/Home learning environment
- Has the parent/carer voice been captured on the PEP document?

4.

4. Ask Social Worker and other attendees for their update and note key points or actions to take forward

- Consider: any changes to Care Plan / Timescales ...for example a change in the care order from Interim to Full or Adoption matching is due to start etc...

5.

5. Revisit Action plan from last PEP –

- Has everything been achieved? Discuss points if not already covered

6.

Agree new Action plan by:

- Review PEP toolkit audit and SDQ scores – do the tools need re-visiting/repeating?
- Agree what you would **all** like to see child achieving before next PEP meeting – how will these targets be supported at home and in School?
- Record agreed, SMART and **achievable** targets
- Ask yourself....do the targets reflect child and carer voice as well as the Schools?

(TOP TIP: 2 or 3 Targets is plenty... !)

7.

Review PP+ spend and agree how this funding will be used to help meet the child's needs. (N.B. PP+ is not a personal budget – use of PP+ funding is to improve attainment)

- How will you be able to evaluate the impact from the use of this money?
- What is the legacy of this money?
- How does the spend link to targets?

8.

At the end of the meeting summarise and agree ongoing actions or new actions for each person in the meeting

9.

Confirm who will update the PEP documents from this review and send to all parties **SECURELY** within 4 weeks of this meeting

Don't forget a copy needs to be sent to: HCC.PEPs@hants.gov.uk

10.

Agree:

- A date and venue for next meeting
- Who will send invitations to the next review meeting
- Who will chair the meeting
- A date when this term's PEP will be sent out to everyone so updates can be made for the next meeting
- A date when the updated PEP will be sent out for everyone to read before the next meeting date.

Target	What will I do?	Who will help me, how and when?	How will we know when I have achieved my target?	How will additional funding be used?
To join in with small group	I will try really hard to wait my turn in 2 out of 3 activities without being reminded	Staff will help me to remember how to play the game, staff will play a 1:1 turn taking game with me every day for 5 minutes	I will successfully join in with daily small group time for up to 5 minutes most mornings without an adult having to sit with me	- Turn taking games that interest me will be bought - Adult 1:1 time for 5 minutes at each session
Example SMART targets				