

Somerset's Virtual School for Children Looked After Post 16



COMPLETING A PERSONAL EDUCATION PLAN FOR SOMERSET'S CHILDREN LOOKED AFTER

WHAT DO I NEED TO DO BEFORE THE MEETING?

- Invite all that are key in the young person's to the meeting, provision/college/carers/Virtual School/advocate – Do you know who is coming?
- If the presence of the Virtual School could help the meeting go smoothly or address key issues, contact the Post 16 Link Advisor Gary Roper with as much notice of the date and time as possible to secure their support.
- Print a hard copy of the last PEP which can be found in forms/documents on LCS, and a hard copy of the new PEP, which can be found on the Virtual School website www.somersetvirtuelschool.co.uk

WHAT DO I NEED TO HAVE READY FOR THE MEETING?

- A copy of the last PEP.
- Copy of the new PEP to complete during the meeting – this could be managed electronically if appropriate.
- Refer to and use if needed - Guidance notes, Work of work graph, consent form, good example of a good PEP.
- A copy of any plan or programme supporting the young person e.g. IEP, PSP, Learning Passport, Pupil Profile, EHCP.
- Details any SEN, PIP or other funding.
- Access to input from any key members of staff whose view is useful but who cannot attend the meeting in person.

WHAT SHOULD HAPPEN DURING THE MEETING?

- If social worker is not completing the form who is best placed to fulfil this role?
- Complete form as the meeting unfolds if possible.
- **Leave no box empty** where possible – if not applicable put N/A.
- Ensure targets are set out so it is clear what must be achieved by the pupil, adults/carers/other and professionals to support progression.
- The PEP provides a summary of the pupil's story at this point. It should make sense to someone who doesn't know the young person, and is not familiar with educational or other settings.
- Make sure the document is complete and accurate at the end of the meeting. Agree the next meeting date.

WHAT DO I NEED TO DO AFTER THE MEETING?

- Ensure the completed PEP is returned to thevirtuelschool@somerset.gov.uk within 10 working days of the meeting.
- The social worker to forward any copies to parents/carers/other professionals as has been agreed in the meeting.

WHAT SHOULD I DO BETWEEN MEETINGS?

- Alert Gary Roper, the Virtual School post 16 link if there are issues, concerns, exclusions or reasons to celebrate – gsroper@somerset.gov.uk
- Monitor attendance, progress and achievement, reviewing the PEP and any actions within it to address possible issues or concerns.
- Engage with others to ensure attendance at parents' evenings and other key events.

PEP CHECKLIST

BEFORE	Tick
Check and confirm dates	
Agree who is coming	
Gather all paperwork	
DURING	
Complete paperwork	
Leave no blanks	
Ensure the targets are clear and aimed to increase rates of progress, increase engagement or improve outcomes	
Identify what is needed to achieve targets	
Ensure the views of the YP are heard throughout	
AFTER	
Send documents to Virtual School and others – professionals, carers etc	
Ensure actions are completed to timescale agreed	
If changes occur and the PEP needs to be revised plan another PEP if needed	

CONTACTING THE VIRTUAL SCHOOL

Virtual School Head: Emily Walters EWalters@somerset.gov.uk

PEP Co-ordinators: Jo Lewis/Paul Binding. Telephone: 01823 356694

Virtual School email: thevirtuelschool@somerset.gov.uk

Virtual School website: www.somersetvirtuelschool.co.uk