

PEP Process

The SCF Virtual School will lead two PEP meetings per year. It is expected all other PEP meetings in the academic year are led by senior school staff or the designated teacher. PEP meetings can take place more than once a term if there are significant issues. After the first initial PEP meeting it is expected the social worker will initiate all other PEP meetings unless the child moves school. Please refer to the Personal Planning Education Policy for more detailed information.

Child arrives in care or starts new educational setting

- Within 20 days a PEP meeting will be initiated by staff in the Virtual School
- The Virtual School will make sure the designated teacher is on ePEP, and the form is available to complete
- The Social Worker is responsible for the attendance of parent/s, carers, and any other professionals necessary
- The Designated Teacher and Social Worker are responsible for completing sections A, B and C on ePEP before the PEP meeting takes place.

1st PEP Meeting

- The meeting to be attended by Designated Teacher, Social Worker, Virtual School Staff, Carer, Parent (if appropriate), Child, Key Worker, and any other professionals necessary
- The ePEP form to be completed in the PEP meeting or within 2 weeks of the meeting taking place
- Virtual School to approve any targets linked to funding and sign off the ePEP within 2 weeks of the ePEP being submitted to the Virtual School

2nd PEP Meeting (to take place in the next term)

- The social worker is responsible for initiating the PEP meeting. Social worker to contact the designated teacher at the school the child attends to arrange a date for the meeting.
- The meeting to be attended by Designated Teacher, Social Worker, Virtual School Staff, Carer, Parent (if appropriate), Child, Key Worker, and any other professionals necessary
- Social worker and Designated Teacher to update the ePEP form before the meeting takes place. The form should be completed in the PEP meeting or within 2 weeks of the meeting taking place.
- Virtual School to approve any targets linked to funding and sign off the ePEP within 2 weeks of the ePEP being submitted to the Virtual School

3rd PEP Meeting (to take place in the next term)

- The social worker is responsible for initiating the PEP meeting. Social worker to contact the designated teacher at the school the child attends to arrange a date for the meeting.
- The meeting to be attended by Designated Teacher, Social Worker, Virtual School Staff, Carer, Parent (if appropriate), Child, Key Worker
- Social worker and Designated Teacher to update the ePEP form before the meeting takes place, completed in the PEP meeting or within 2 weeks of the meeting taking place.
- Virtual School to approve any targets linked to funding and sign off the ePEP within 2 weeks of the ePEP being submitted to the Virtual School