

## The Personal Education Plan Checklist

Task	Designated Teacher	Social Worker	Young Person	Done?
<b>Before the PEP meeting</b>				
Confirm date, time* and venue of PEP meeting and attendance of all professionals**	✓	✓		<input type="checkbox"/>
Ensure PEP date correct on Welfare Call	✓	✓		<input type="checkbox"/>
Modify round robin as appropriate and circulate to support preparation for forthcoming PEP meeting	✓			<input type="checkbox"/>
Ensure "My Personal Details" and any additional details on Welfare Call is completed/updated fully		✓		<input type="checkbox"/>
Ensure Education sections on Welfare Call are completed/updated fully	✓			<input type="checkbox"/>
Make arrangements for child/young person to be present at meeting	✓			<input type="checkbox"/>
Ensure copies of the previous PEP have been circulated to attendees where requested		✓		<input type="checkbox"/>
Ensure copies of any additional documents including round robins, attendance print outs, school reports, attainment/progress data, EHCP are photocopied in preparation for the meeting and uploaded to Welfare Call	✓			<input type="checkbox"/>
Ensure that you are familiar with the previous PEP's SMART targets (as held on Welfare Call) as these should inform the next meeting	✓	✓		<input type="checkbox"/>
<b>At the PEP meeting</b>				
Before the meeting starts, undertake introductions	✓			<input type="checkbox"/>
If the child/young person is not able to attend, decide which professional will be most appropriate to feedback and update on actions and targets	✓	✓		<input type="checkbox"/>
Record the meeting - making clear, concise notes	✓	✓		
Review targets from the previous PEP	✓	✓	✓	<input type="checkbox"/>
Use evidence to evaluate impact of previous interventions	✓		✓	<input type="checkbox"/>
Celebrate the successes - identify contributing factors	✓	✓	✓	<input type="checkbox"/>
Identify barriers and find solutions to attainment/achievement	✓	✓	✓	<input type="checkbox"/>
Set <b>Specific, Measurable, Achievable, Realistic, Timed</b> targets based on attainment/progress data	✓	✓		<input type="checkbox"/>
Discuss and identify interventions using Pupil Premium Plus specifically linked to SMART targets	✓	✓		<input type="checkbox"/>
Agree outline actions and assign responsibility - all should know what the next steps are	✓	✓	✓	<input type="checkbox"/>
Set date for next PEP meeting*** - ensure dates in diaries	✓	✓	✓	<input type="checkbox"/>
<b>After the PEP meeting</b>				
Complete the write up on Welfare Call within 10 working days of the PEP meeting	✓	✓		<input type="checkbox"/>
'Click' when completed on Welfare Call	✓	✓		<input type="checkbox"/>
Distribute completed PEP via secure email to all parties who have requested a copy within a 7 day time frame		✓		<input type="checkbox"/>
<b>Date for next PEP meeting: _____</b>				

Further guidance:

\*Please ensure an appropriate amount of time is allocated for the PEP meeting allowing scope for it to overrun if necessary. Best practice would also dictate that the PEP meeting takes place a couple of weeks prior to the LAC review.

\*\* In addition to the Designated Teacher and Social Worker this can include, but is not limited to, SENCO, carer, mentor, leaving care worker, key worker

\*\*\* Think about the best time for the meeting; don't pull pupils out of lessons unnecessarily and talk to them about how best to secure their input.