

1 What are PEPs?

The personal education plan (PEP) is a document that describes how a looked-after child or young person will be supported to achieve their specific educational, employment or training (EET) targets.

A good PEP ensures that professionals from both social care and their EET setting share a clear plan about what is needed to support their progress.

2 When do they happen?

It is a statutory requirement for all Our Children and Young People from the age of 2 to 18 to have a PEP in place.

PEP meetings take place three times a year in Autumn, Spring and Summer Term, whether or not they are currently in education, employment or training.

When a young person first comes into care, a PEP meeting should be initiated within 20 days.

3 Who is involved?

Social workers and designated teachers have a joint responsibility to ensure a PEP meeting takes place.

Manchester Virtual School encourages Young People to take part in as much of the PEP process as possible.

The Young Person can attend the meeting too, or choose for their carer or designated teacher to share their views on their behalf.

4 How is it written?

PEPs are recorded electronically on a website called Welfare Cloud. Designated Teachers and social workers have access to this system and can add information on a rolling basis.

It is good practice for as much information to be recorded prior to the PEP meeting itself as possible. This gives professionals the opportunity to reflect on the past term and raises points for discussion during the meeting itself.

Best practice dictates that the Designated Teacher should be working with their colleagues in the setting to identify the young person's successes, strengths and any barriers to be discussed at the meeting itself.

5 What's included?

A PEP includes basic information about their care, legal status and key workers.

A PEP will clearly identify the young person's current EET setting and provision, their attainment and attendance. If they have any additional learning needs, these will be identified and support strategies outlined.

A PEP will detail how the young person is to be supported through key transitions and the experiences they have had gaining Skills for Life to prepare them for their future career and adulthood.

Most importantly, the PEP will capture the voice of the child and set out clear and measurable targets for their learning.

7 Key Contacts

Jane Johnson is the Head of the Manchester Virtual School.

Jane and the team can be contacted on 0161 234 4160 or via email virtualschool.education@manchester.gov.uk

For full contact details please see our team structure page

6 Pupil Premium Plus

The Head of the Virtual School is responsible for the allocation of Pupil Premium Plus where eligible.

Pupil premium spend must be outlined in the PEP and must be directly linked to the educational targets.

