



Education Strategy
for Cornwall 2018-2022:
Raising Aspiration &
Achievement

Cornwall Virtual School

Designated Teacher's Guide to completing a Personal Education Plan

Overview

Every Child in Care between the ages of 3 & 18 must have a Personal Education Plan (PEP) whether they are in; Early Years, Education, Training, Employment or NEET

It is a Statutory Requirement that a PEP meeting should take place within 10 school days of the child coming into care or if there has been a significant change in their life e.g. change of School, Carer or Social Worker.

Cornwall Virtual School uses an electronic PEP (ePEP) system called Welfare Call.

<http://extranet.welfarecall.com/>

Please note you will not have access to the Welfare Call system until you have a CiC attending your establishment.

Every PEP receives a grading of Red, Amber, Green or (Gold) on completion.

The Virtual School's aspiration is for all PEPs to receive a Green rating as minimum.

The PEP must be completed in a manner that supports requests made by the school to support a child in their learning and also backs up requests for additional funding.

By reading a child's PEP you should be able to know the child.

There is an expectation that the ePEP is fully completed on the Welfare Call system within 10 working days of the PEP meeting having taken place.

Upon completion the Virtual School will Quality Assess (QA) the PEP. You will receive an email and you can access the notes section through welfare call to view your grading and suggestions or issues. You will also be informed if your additional funding request has been granted. Payment should be received by your school within 10 working days of receiving your grading.

Preparing for a PEP.

It is recommended that you complete as much of the PEP as you can before the meeting. Where possible it is best practice to display the PEP on a large screen and complete sections as you go through the meeting. This also helps with being able to finalise the PEP on Welfare Call and submit in a time efficient manner.

Collate the data and information beforehand for;

- **Attainment** (Secondary schools it is advisable to email teachers a week in advance to get their report on attitudes to learning, progress and achievements)
- **Attitudes to learning**
- **Attendance & Exclusion information**
- **Pupil View**
- **Compile a list of who is involved with the child CAMHS, Ed Psych etc**

The different sections of a PEP

Each tab is colour coded to indicate whose responsibility it is to complete.

Red – DT **Blue – SW** **Purple – Both DT & SW**

1. **Pupil Details**
2. **PEP meeting attendance log**
3. **Education**
4. **Attendance/NEET**
5. **SEND/Additional Support**
6. **Attitudes to Learning**
7. **Attainment**
8. **Pupil view**
9. **Future needs, Targets & Interventions (& desirable outcomes)**
10. **Additional funding**
11. **Transition in Year 6/Careers Advice & Guidance/Post 16/Leaver's information**
12. **Next PEP meeting date (contains a declaration)**

Tips for successful completion of PEPs

Before you start

You must remember to **save the page** at very regular intervals. The ePEP will timeout for safeguarding reasons and it is vital that you click save. If you are inputting a lot of data ensure you save part way through. There is nothing worse than losing all the work you have already completed. In some cases if you contact Welfare Call straight away they can refill the page.

Check the correct date is shown in the top left hand corner of the page. This is the date the PEP meeting was held. (Not the date you are completing the PEP)

- If it is incorrect because the date of the meeting changed, please change it. You will need to give a reason for the change.
- If it is incorrect because the previous PEP has not yet been completed either complete the PEP (if it was your responsibility at the time) or contact the Virtual School and they will make enquiries or take the necessary actions.

Education

Previous school history – this section needs to be completed.

Is the person offered 25 hours teaching?

If a child is not receiving 25 hours of teaching full details must be completed here. This includes for those with reduced timetables, alternative timetables or provisions.

In the case of SEN & EHCP an outline of the plan needs to be given or it can be uploaded to the ePEP. If you are uploading a supporting document please type – ‘see attached timetable/plan etc’ in the relevant section.

Please give details of any changes that have taken place in the provision.

How has the provision changed? E.g. ‘moved to the nurture group’

ALL changes need to be entered here.

Behavioural issues

Please note that if this section is left blank an additional funding request to ask for support with behaviour will not be authorised. The PEP must be completed in a manner to back up your requests.

****Please note if that when they are shortening the school day and allowing a pupil to start the day later or 25 hours are not being provided they need to advise Sarah Lewis (Pupil Placement Manager)****

Current Additional Support (In School)

In this section please include if the CiC receives help from a Learning Mentor, CAHMS, Educational Psychologist

*Educational Psychologist involvement should happen in the first instance before other provisions are accessed.

Supporting documents that can be uploaded in this section

Timetable	Reports	GCSE Option choices
EHCP	SATs results	GCSE results

Attendance & Exclusions

If this section is not completed a rating of Red will be given.

Supporting documents that can be uploaded in this section

Details of exclusions
Attendance data

SEND/Additional Support

If no EHC Plan has been issued please outline what additional support is provided?

For example IEP, learning passport, provision map, small group work, interventions or mental health support.

Please include if the CiC are entitled to access arrangements for exams e.g. a scribe?

Supporting documents that can be uploaded in this section

IEP
Provision map

Attitudes to Learning

An AMBER grading will be given if the PEP just states good. This statement is too vague and you will need to be more specific.

**** Polite reminder** Care needs to be given to ensure the language being used is appropriate. Are you happy for the parent/child to read these comments? The comments need to reflect the same style as you would adopt when completing a termly report for a parent****

Supporting documents that can be uploaded in this section

Written reports from each class teacher

Attainment

The attainment grading should be based on their target for the end of the academic year they are in. Please use the following grading.

Foundation – Emerging/Expected/Exceeding

EYFS – Emerging/Developing/Secure

Primary – More than expected progress/Expected Progress/Less than expected progress/Significantly less than expected progress.

Secondary - Please note this must be completed for **ALL** the subjects the CiC is taking in KS3 & KS4. A grading must be given in the 1-9 format (or in the case of BTEC/VCERT etc Pass, Merit, Distinction) showing the current grade they are working at and the grade they are expected to reach at the end of the academic year. (If you are uploading a report you will still be required to enter the information in the attainment grid for Maths, English and Science where applicable).

***Secondary** - End of EYFS results do not need to be filled in

SEND –

P Scales are no longer being used.

Once we have held meetings with Specialist provisions and mainstream schools we will make amendments to the current template in order to support the way you will now be working.

Supporting documents that can be uploaded in this section

Examples of the child's work showing how they have met their targets.

E.g. photographs, certificates of achievement, scanned pieces of work etc

Pupil View - Tab

If you would prefer or it's more appropriate to use a My PEP form type 'My PEP uploaded' in this section and upload the My PEP to the documents section.

If the pupil view is not sought prior to the PEP a RED grading will be given.

Supporting documents that can be uploaded in this section

My PEP – a relevant template can be downloaded from the documents section on Welfare Call

Target Setting

If the child already has an EHCP – keep these targets do not give them more.

High achieving children - Aspirational targets can be set.

For example – a year 5/6 child who is gifted in Maths to attend sessions at Secondary

Children attending medical provision - A target for them to engage with their treatment programme is sufficient.

- Identify a need
- Set a target
- (Make a request for additional funding to back up the target)

Additional Funding

On top of the £350 fixed rate that is paid termly for school age children (NCY 0-11) in this section you can bid for an additional £350 to support the needs of the individual child. This funding includes CiC from age 3-18 years of age. This can be used for education resources and tuition as well as to support them with their learning when a SEMH need exists.





<https://educationendowmentfoundation.org.uk>;

The Virtual School will not approve funding for the following;

- Transport
- Electronic devices which can be connected to the internet.
- After school activities such as Brownies/swimming. PEA (Personal Education Allowance) no longer exists.

Next PEP meeting date

A date should be agreed in the current PEP meeting for the next meeting. The date, time, and venue should be entered in this section. It is also necessary to 'sign' the relevant part (s) in the declaration section.

DECLARATIONS		
3 GDPR Compliance (Please type your name in the 'Sign' box) [SW]  		
	Sign	Date
Social worker confirms that they give permission for this document to be shared with relevant professionals in line with GDPR May 2018	<input type="text" value="Social Worker"/>	<input type="text"/>
MANDATORY FIELD: This field MUST NOT be empty.		
4 Declarations (Please type your name in the 'Sign' box) [SW/DT]  		
	Sign	Date
The allocated social worker/ personal advisor has seen and agreed the content and quality of this PEP	<input type="text" value="Social Worker"/>	<input type="text"/>
The designated contact at the education/ training provider or designated YSS contact has seen and agreed the content of this PEP	<input type="text" value="Designated Teacher"/>	<input type="text"/>
The young person who this PEP is regarding has seen and agreed the content of this PEP	<input type="text" value="Child"/>	<input type="text"/>
This PEP has been audited by the Virtual School	<input type="text" value="Virtual School"/>	<input type="text"/>
MANDATORY FIELD: This field MUST NOT be empty.		
<input type="button" value="Go to previous page"/>	<input type="button" value="Save page"/> <input type="button" value="Save page and go to next page"/>	<input type="button" value="Go to next page"/>

Please note when you complete your name in the signature section you are declaring the information you have given is accurate. You do not have to wait for the SW to make their declaration to submit your PEP.

Submitting your PEP

When you have completed your PEP a

Click! when completed

Box should appear next to Designated Teacher. You will need to click this to submit your PEP to be quality assessed by the Virtual School.

If the 'Click! when completed' box does not appear it is likely to state Mandatory fields incomplete adjacent to Designated Teacher at the top of the page.

Hover your mouse over the wording and a black box will list the fields that are missing essential information. You can then click on the relevant tab and complete the boxes with a highlighted red/orange surround.

PEP Gradings

RED	Unsatisfactory
AMBER	Requires improvement
GREEN	Good
GOLD (not available at the moment)	Outstanding

Will another PEP meeting be required to take place if I receive a RED grading?

Another PEP meeting will need to take place only if the RED rating was given because the SW/Carer or DT was not present at the meeting.

Another PEP meeting does not need to take place if the reason for the rating was due to incomplete content. The ePEP will be reset in order for you to complete the missing information and re-submit the ePEP.

Re-submission should happen within 5 days.

How to avoid a RED grading

RED	AMBER	GREEN	GOLD
If DT or SW or Carer is not present at the PEP.	In exceptional circumstances if the Carer does not attend provided the target has been shared and agreed.	All sections completed to an adequate standard	
If nothing has been completed in attitudes to learning –second instance	Any PEP that has received a RED rating can only ever be rated as an AMBER on resubmission, never Green.		
If there is no pupil view – second instance	If there are any sections that have not been completed		
For Post 16 – Future needs and desirable outcomes is not completed – second instance	If the attitudes to learning states ‘good’ – it will need to be more specific		
If attendance is not completed – second instance	In general when sections have not been completed		
	No additional funding has been applied for *N/A to special schools or where exceptional circumstances exist e.g. EHCP funding is already being received.		
	If there is no pupil view/attendance/attitudes to learning		

Changing the date of a PEP on Welfare Call

Please change the date as soon as you know it is cancelled & re-arranged click the 'change meeting' button and enter the new date, time & venue. You will need to give a reason.

If the change meeting button ~~change meeting~~ is strike through – Contact the PEP Co at the Virtual School who will be able to override the system for you.

Delegating/Assigning Temporary Users

It is vital that you understand when to use which method. Delegation allows the user access to all the CiC PEPs that are at your establishment unless you allocate individual children.

Delegate– To a colleague internally within your setting

Assign Temporary User -For example the child attends an APA

You should not delegate/assign access to anyone who has not already had relevant DT, Safeguarding and financial training and responsibilities.

It is important that you understand that as DT you will still have overall responsibility for the child. Where you have used the delegation method you will be the person to submit the PEP to the Virtual School. Click! When completed.

When you assign a temporary user they can submit the PEP them self.

Welfare Call Emails, Notes and the QA system

Please be aware that Welfare Call will sometime send emails to your school email address which will only state that they have sent you a message. This will require you to log in to your Welfare Call account and open the Welfare Call Mail box to access the message.

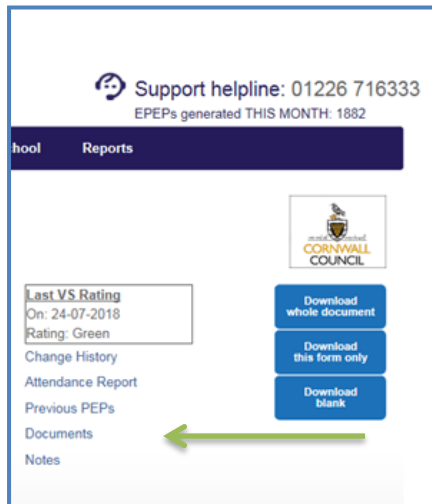
When a PEP has been QA'd you will receive an email like this and you will be required to log in to Welfare Call and select **notes** – this will give you either **feedback on your PEP**, whether your **additional funding request has been approved** or **a request for additional information**.

If your PEP has been reset to request additional information the note will indicate a time limit for you to provide this information. This could affect your funding being approved as is vital you look at the notes to enter this information and then re-submit your PEP again.

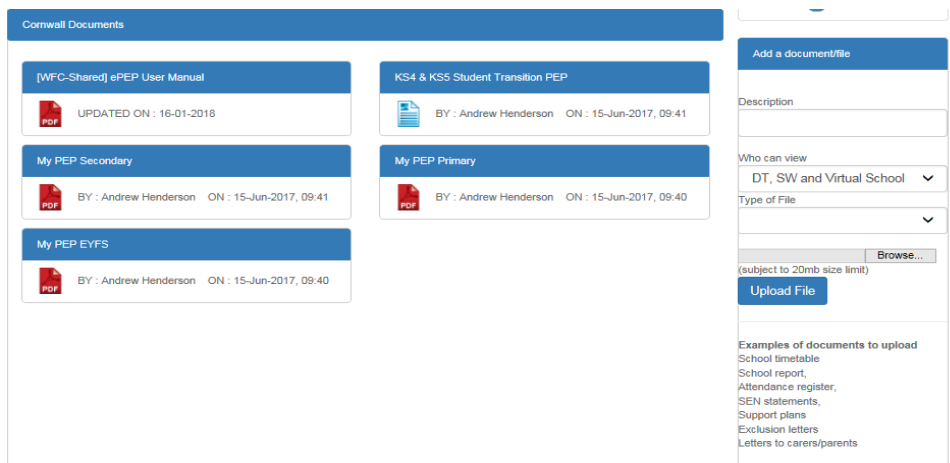
To upload supporting documents to an ePEP

Open the child's file

Click on 'Documents' on the top right hand side of the screen



Scroll down to the 'Add a document/file' section on the right hand side



Add a description. Please add the date first followed by the name of the report
DATE – Name of report '06.03.2019 – End of term report'

Select the type of file

Browse for the document and attach

Select 'Upload file'

Expectations of a DT

- To ensure the child receives a copy of their PEP.
- To advise the VS if the DT is going to change/leave the school. Or if you change your email address.(GDPR)
- To liaise with your finance department with regards to fixed rate & additional PPP payments you are expecting.
- To attend PEPs in the summer term for those who are going to transition to your school/establishment.
- To submit your PEP within 10 working days of the PEP meeting being held.
- To complete a PEP every term (at the very least).
- If there is a change of date for a PEP meeting you will ensure the date is amended on Welfare Call to reflect this.
- To inform the Virtual School of any changes you require or if there are any issues in order for them to be resolved at an early stage.
- It is a statutory requirement for a DT to attend one training session (Induction/Network/Conference) with the Virtual School per year. This will be entered on the S157/175 annual safeguarding return.

TIPS

Don't miss out on information and training sessions

Create a School Messenger account – Notification of courses/information

(Cornwall schools only)

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-messenger/>

Create a Cornwall Learning Online account – Where you can book onto the courses

www.cornwalllearningonline.co.uk

Cornwall Virtual School link from Cornwall Council website

<https://www.cornwall.gov.uk/education-and-learning/virtual-school-for-children-in-care/>