


WHICH SECTIONS YOU NEED TO COMPLETE ON THE PERSONAL EDUCATION PLAN


Key on Welfare Call


 Designated Teacher and Social Worker


 Social Worker


 Designated Teacher


 **My PEP meeting:** section to be completed by social worker and designated teacher. This overviews who is at the PEP meeting.

 **About Me:** section to be completed by social worker regarding current update from social worker and carer, personal information on the student and health concerns. This section needs to be signed off at the bottom by the social worker after all questions have been reviewed

 **My Education:** section to be completed by Designated Teacher. This involves current update on what is going well/ additional information, educational setting information, alternative provisions (if applicable), Special Educational Needs, pastoral update (how they present day to day, attendance, behaviour, emotional health & well-being as well as exclusions in addition to transition to a new school or educational placement.

 **Progress and Attainment:** section to be completed by Designated Teacher. Overview of educational progress over the last term in relation to their end of Key Stage Target to be completed at the end of each term along with their approach to learning. This information remains in the PEP so that you are able to see all their educational progress since they became CLA.

 **My Voice:** section to be completed by Designated Teacher or Social Worker (if CME). This is an opportunity for the students' voice to be heard. They are able to mention anything they would like in regards education and home. As a Virtual School we want to hear what the student has to say.

 **Targets:** section to be completed by Designated Teacher in correlation with Virtual School. SMART targets which are reviewed from the previous term, new SMART targets to be created.



Actions and Outcomes for Professions: section to be completed by designated teacher with social worker to view. Area to review previous actions agreed to be undertaken by professions and new actions and outcomes to be set if applicable.

Expectations for professionals

The Social Worker and Designated Teacher are expected to complete their sections 3 days prior to the PEP so that the Virtual School are able to review this information prior to the meeting. We expect that the students voice and experiences are held within the centre of their thoughts when completing the PEP.

FAQ

If you are unable to access your Welfare Call account: Please call Welfare Call on 01226 716333.

If the student is not showing on your account: Please contact the CLaurentus-George@worcschildrenfirst.org.uk