

Model ePEP Process, PEP Agenda and example targets 2017-18

Improving the educational outcomes of children in care.
Derby City Virtual School



Derby City Council

Model ePEP Process

Much of the work to make the PEP meeting successful is completed before the meeting. This will allow for more discussion and analysis of how the LAC is doing in school and what can be done to improve outcomes.

If this is not the first PEP much of the information will be pre-populated and it is a case of reviewing the information for accuracy.

Try to ensure that there is internet access in the PEP meeting room and that school and social worker have their laptops.

Before the meeting

The social worker should review/complete:

- the “**About Me**” page of the ePEP (the attendance can be filled in during the meeting)

Schools should review/complete the pages:

- **My Views (pupil voice) / My Education / What my schools says / My Special Needs / My Progress and Attainment**

My Targets - schools should be considering if the previous targets have been achieved; what would be appropriate for future SMART targets; and the associated pupil premium plus costs.

At the PEP meeting – follow the suggested agenda

Each page in the ePEP should be reviewed for new information and discussed. Key pages which will generally need most discussion are:

- “**My Progress and Attainment**” and “**My Targets and Pupil Premium Plus**”

The previous targets should be reviewed and a judgement made on whether they have been achieved.

New targets should be set and agreed at the meeting taking into account the meeting discussion and the pupil voice. Targets need to be Specific, Measureable, Achievable, Realistic and Time limited (SMART). Examples of good targets are provided. If you have internet access agree and write them in the meeting challenging each other on whether the targets are SMART.

- “**My Next PEP**” - Set the date, time and venue for the next PEP meeting

If all the information has been entered and agreed at the meeting sign it off to tell the Virtual School it is complete. The Virtual School will then quality assure the PEP.

After the meeting

If all the information was not available at the PEP meeting this should be added within two weeks and signed off. The Virtual School will then quality assure the PEP.

PEP Meeting Agenda

1. Welcome and introductions
2. Complete attendance information at bottom of "About Me" page
3. Review of ePEP pages

ePEP page	Key questions and discussion
About me	Any changes in Pupil Information, Care Information or Contact Information?
My Views	Has the pupil been able to give their views?
My Education	Any changes to school details? What is the view about attendance, exclusions and provision?
What my school says	School reports to the meeting how the LAC is doing in school
My Special needs	Have any special needs been identified or have there been any changes? Have any additional SEND documents been uploaded into the documents section? Have appropriate arrangements been made for transition?
My Progress and Att	What progress is being made in school? If it is less than expected what is being done to address this? Will the SMART targets and PP+ request look to address this lack of progress? How well are they attaining in relation to the national expectation for their year group? If they are "working towards" the national standard are additional resources being put in place?
My Targets and PP+	Have the previous targets been achieved? Do the new targets support what has been said at the meeting and the pupil voice? Ask the question is this target – specific, measureable, achievable, realistic and time limited? If the answer is not yes it needs to be rewritten. What previous other decisions need reviewing? What other decisions need to be recorded?
My School move	Are there any issues which need recording around moving schools? This is particularly important at transition points.
Careers pages	"My Careers Information" and "Transition after Y11" will appear on Y8 and above PEPs. Has careers advice been given? What aspirations have the pupil?
My Next PEP	Agree the date, time and location of the next PEP meeting. Record the date, time and location of the LAC Review if known.

4. Can the PEP be signed off today? If not, what date is to be agreed that the additional information will be inputted by?
5. Any other business
6. Thanks and close meeting

Below are examples of what “**New SMART targets and Pupil Premium Plus cost**” in the revised PEP should look like:

Specific target to be achieved	To focus in reading comprehension upon deduction, retrieval and complex inference
What will be measured?	A written answer to comprehension questions that would fully comply with the mark scheme to achieve ARE
Realistic date to be done by?	Summer 2017.
Description of how PP+ cost is calculated?	Teacher led 1:6 interventions for 1 hour per week, for Reading Comp for 13 weeks in spring term and 5 weeks summer term until next PEP. Cost = 18 weeks x 1 hour x £25 p.h. = £450 divided by six pupils = £75
PP+ cost for this target	£75

Specific target to be achieved	To improve common high frequency words spelling accuracy, so ARE in SPAG does not drop to WT again.
What will be measured?	Weekly testing produces scores of 10/20, on 80% of occasions (current level is 3/20)
Realistic date to be done by?	June 2017
Description of how PP+ cost is calculated?	1-1 support twice weekly in Nurture Group, 20 mins. Cost = 18 weeks x 0.66 hours x £12.50 p.h. = £ 148.50
PP+ cost for this target	£148.50

Specific target to be achieved	To persevere 100% of the time in Maths when problem solving, when problems are at AE not OE level.
What will be measured?	To begin to work above ARE in his most secure areas by summer 2017, so even if teacher judgement is still at ARE, there is narrative/qualitative evidence to support a judgement of working towards above ARE.
Realistic date to be done by?	Summer 2017

Description of how PP+ cost is calculated?	Teaching assistant support 1:6 group for 1 hour per day, daily, for 13 weeks in spring term and 5 weeks summer term until next PEP. Cost = 18 weeks x 5 hours x £12.50 p.h. = £ 1125 divided by six pupils = £187.50
PP+ cost for this target	£187.50

Specific target to be achieved	To begin to recognize feelings of restlessness, frustration or anger
What will be measured?	Take himself away from the situation 50% of the time, by Easter 2017, and 60% by June
Realistic date to be done by?	June 2017
Description of how PP+ cost is calculated?	Full time TA - only funded at 5 hrs above notional/delegated, we are funding all additional 1-1 hours from school budget, and therefore the maximum amount of £600
PP+ cost for this target	£600

Specific target to be achieved	To be confident in counting and recognizing numerals 0-20.
What will be measured?	Saying one more/less than any given number 0-20
Realistic date to be done by?	June 2017
Description of how PP+ cost is calculated?	All £600 PP+ accounted for towards shortfall of 1-1 in EHCP 15 hrs given vs 32.5 hrs needed, hence no breakdown here
PP+ cost for this target	£600