

How to write a good or better PEP. Guide for Ealing Social Workers & Designated Teachers – Autumn 2023.

Purpose of the PEP meeting.

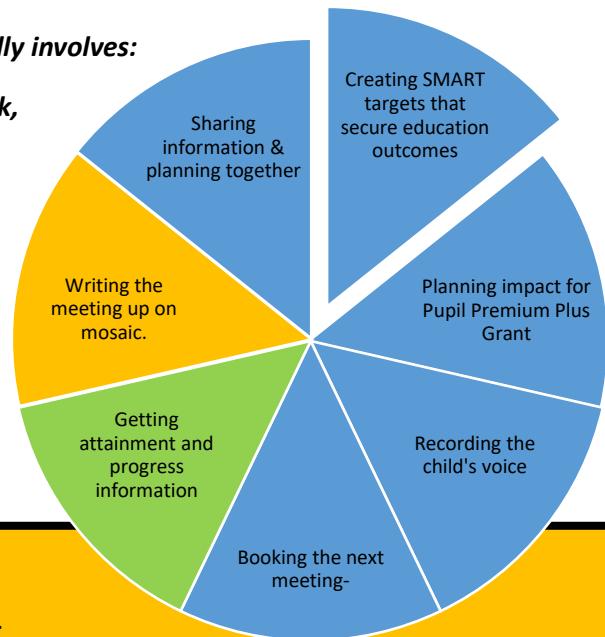
- A PEP is a statutory document. It is intended to highlight and ensure best quality education planning and provision for a child looked after.
- In order to do this, it is expected that there is a PEP meeting and write up, each school term (in term 2, this is likely to be a review meeting).
- It is an opportunity to share information and plan how to best work together and secure the best possible educational outcomes.
- Student voice is central to the PEP. It is an opportunity to ask the young person about how their education is going and plan how they can be best supported in their progress, attainment and transition into the next stage of education and adulthood.

What people may think a PEP involves:



What a PEP actually involves:

- Blue = shared work,**
- Gold = SW work,**
- Green = DT work.**



1. Basic administration.

- Book the PEP meeting with time to write up the meeting afterwards.
- Make sure that you have the school's Designated Teacher for CLA, the foster carer and the Virtual School Teacher in attendance.
- If there is difficulty with attendance; you need to ensure that there is at least a meeting between the social worker and the Designated Teacher.
- Ensure that the next PEP meeting is prioritised. Booking the next meeting in advance is often helpful.
- Get the PEP written up (and then shared with the school) within 5 working days of the PEP meeting.

2. Process.

At least the Social Worker and Designated Teacher meet to discuss*:

- Education progress & attainment,
- Gaps in learning,
- What the adults around the child will do to support education / close gaps in learning.
- Prior to the meeting social worker to send PEP details to allow school time to prepare information.
- Other things to be captured and considered: Pupil voice, carer voice, what is going well in school (and can be built on)
- School provides education data and round robins / other papers.
- Social worker writes the PEP on mosaic using all of the data from school and the PEP meeting.
- Currently Virtual School Teachers may attend the PEP to chair (time permitting-)
- Currently Virtual School Teachers are available to support Social Workers with PEP writeup on request for school age CLA
- Social Worker to complete PEP write up within 10 working days of the PEP meeting.
- Following the completed write up, social worker to share details of PEP record with partners.

**ideally this will include Foster Carer and young person as well.*