

PEP Flow Chart

SOCIAL WORKER initiates the PEP process by arranging a date for the PEP meeting and ensuring all relevant parties are invited (parent/carer, designated teacher, virtual school, any other relevant professional).

DESIGNATED TEACHER accesses the PEP document on Welfare Call to complete with most up-to-date information. Support is available through the virtual school if needed. **NB: PEP's can be delegated to other staff members but the DT must have final overview and sign-off of the document.**

PEP meeting takes place with discussions around information on the PEP document. **PARENT/CARER** and **SOCIAL WORKER** to contribute comments and updates that could impact on the child's education for **DESIGNATED TEACHER** to record on the document.

Targets and PP+ to be agreed by all parties.

Next meeting date, time & venue must be arranged.

DESIGNATED TEACHER to make final review of the PEP document and attach relevant supporting documents before clicking complete on Welfare Call.

PEPs must be completed within 10 working days of the meeting.

VIRTUAL SCHOOL will quality assure the PEP document and review PP+ requests. Further information will be requested if there are any areas that need clarification. Each PEP will be given a coloured rating based on the quality assurance criteria.

If the PEP does not meet the quality assurance criteria, PP+ funding may not be authorised.

DESIGNATED TEACHER to ensure interventions that have been agreed are put into place rather than waiting for funding to be sent to schools.

VIRTUAL SCHOOL will upload a copy of the PEP document onto the child's Eclipse case notes and ensure agreed PP+ funding is processed to schools.