Children and Families Service

One Minute Guide

VIRTUAL SCHOOL, PEPs & PUPIL PREMIUM PLUS

PEP Process
PEP meetings are held each term for all children and young people over 2 years old in nursery, school or college. Social Workers will provide the background information on the child or young person and will be responsible for ensuring that the ‘Essential Information’ section of the PEP is kept up to date. Designated staff will then be responsible for completing, maintaining and implementing the PEP as part of their duty to support and champion the child or young person.

The Virtual School will arrange and lead the initial PEP for any child new into care, ensuring that the PEP documentation is fully completed and that SMART targets are agreed. As Case Managers with overall responsibility for the child, Social Workers are expected to attend all PEP meetings and to agree the needs and actions that will be put into place. The Virtual School Advisor will oversee the process and identify the support needs of the case.

For PEP review meetings the nursery, school or college should ensure that the PEP forms are completed, recording all agreed actions and that this is returned to the Virtual School within 5 working days of the meeting. These can be emailed to PEPS@cheshireeast.gov.uk file name formatted as follows: SURNAME, Forename Date of PEP.

The date of the next PEP meeting must always be agreed at the end of the meeting and this should be recorded on the PEP form.

Returned PEPs will be quality assured by the Virtual School. Individual feedback will be provided on PEPs returned and a formal quality assurance exercise will be carried out twice yearly.

Pupil Premium Plus
All cared for children between Reception and Y11 are eligible for Pupil Premium Plus. Schools can request funding to fund additional costs which are linked to support and interventions. These should be identified in the PEP and linked to achieving the attainment targets as shown in the termly data returns. From April 2015 up to £300 is available for 3 and 4 year olds receiving education.

Who is the main contact?
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