

Personal Education Plan (PEP) meetings flowchart

START HERE: Child arrives in care or in a new school/setting. Social worker to liaise with school and the Virtual School within 48 hrs in order to arrange the first PEP meeting within 10 school days.



First PEP Meeting

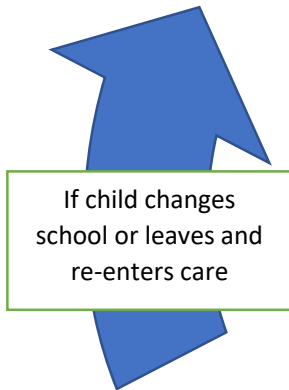
See PEP meeting guidance

Convened by: Social Worker

Attended by:

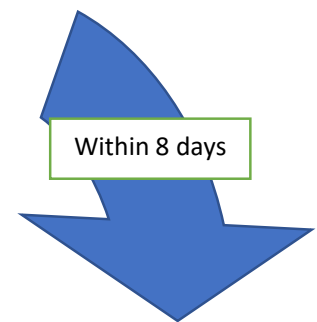
- Designated Teacher
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff/Designated Teacher



At Looked After Child Reviews, the Independent Reviewing Officer ensures:

- 1) There is a PEP in the time lines stated
- 2) The school has made plans for effective use of the Jersey premium



Subsequent PEP Meetings

Convened by: Designated Teacher

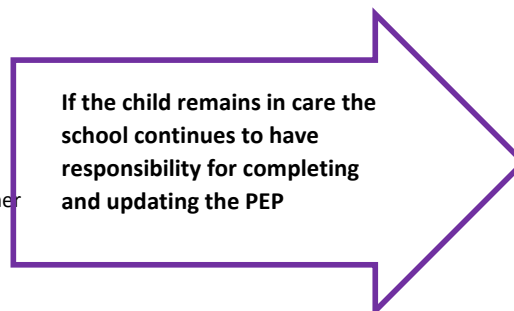
Attended by:

- Social Worker
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff/Designated Teacher

The social worker should **update** the social care section of the PEP before the meeting.

School has responsibility for updating and completing the PEP



PEP signed off by DT and SW

When signed off by Virtual School, PEP documents should be sent to carers, and parents if appropriate

PEP entered onto Mosaic by SW

PEP signed off by DT and SW

When signed off by Virtual School, PEP documents should be sent to carers, and parents if appropriate

2nd PEP Meeting

Convened by: Designated Teacher

Attended by:

- Social Worker
- Carer
- Child
- Key Worker
- Parent

Led by: Senior School Staff/Designated Teacher

The social worker should **update** the social care section of the PEP before the meeting.

School has responsibility for updating and completing the PEP via Welfare call -

<https://extranet.welfarecall.com>

Support helpline: Tel 01226 716333 Email: epep@welfare.com

