



How to use Welfare Call, A Guide to the Statutory School Age PEP:

How to Access the Personal Education Plan (PEP):

To access the Personal Education Plan (PEP), first go to the Welfare Call log-in page. Then enter your username (email address) and password. Click the red dialogue box for assistance if you have forgotten your password.

Input either the characters from your secret key code, or single use key details in the boxes provided.

Click on ePEP in your toolbar at the top of the page to be taken to your caseload of children.

Click on the name of the child or young person you wish to complete the PEP for.

If a date hasn't already been set, you can do so by clicking on the "**Set PEP Date**" button, completing the details in the pop-up box, and clicking, 'Change'.

There are 10 Tabs on the Statutory School Age PEP. Social Workers complete the tabs underlined in blue whilst Designated Teachers complete the tabs underlined in red. The Social Worker (SW) or Designated Teacher (DT) may enter information on all/any tabs, where appropriate.

Please ensure you select either the '**Save Page**' or '**Save Page and go to next page**' buttons to avoid losing any work.

Tab 1 Introduction:

The Introduction tab provides useful information about who should do what, before, during and after the PEP meeting. Please familiarise yourself with this if you are new to the Surrey ePEP process or haven't completed a PEP for a while.

Introduction

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What is a Personal Education Plan (PEP)?

The Personal Education Plan (PEP) is the statutory tool to ensure that everyone recognises the importance of the education of the child or young person, carefully tracking their progress and supporting them to achieve well and to be aspirational as they progress through their education.

All Looked After Children (LAC) have a statutory Care Plan, which is drawn up and reviewed by the Local Authority that looks after them. The Personal Education Plan (PEP) is a legal part of the Care Plan; which is a statutory requirement for LAC from being in preschool provision up to the age of 18.

The key personnel who should be involved in every PEP meeting are:

- The child or young person
- The child or young person's Social Worker
- The child or young person's Carer
- The Designated Teacher or named lead for LAC from the child or young person's Early Years provider, school, college or training provider.

Tab 2 The PEP Meeting:

Tab 2 provides information about who attended the PEP, why the PEP took place and includes information about the next PEP meeting. Ensure all this information is provided including email addresses and select who will receive a copy of the ePEP once complete. The next PEP meeting field is mandatory and the PEP cannot be signed off or audited until this is completed.

1 Introduction 2 The PEP meeting 3 About me 4 My Education 5 My Attainment 6 Career's Information 7 My Wishes, Aspirations and Feelings 8 Targets/ Outcomes

9 Other information 10 Evaluation QA feedback

The PEP meeting

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1 Reason for meeting [SW] 🔒

Review

ATTENDANCE AT PEP MEETING

2 People required at my PEP meeting [SW] 🔒 ?

	Name	Contact details	Attended	Required copy of PEP	Email address
Child/ Young Person	<input type="text"/>				
Designated Teacher	<input type="text"/>				
Social Worker	<input type="text"/>				

Tab 3 About Me:

Tab 3 provides information about the child/young person, including their identity and any health concerns. The Social Worker should complete this page, the Designated Teacher may have additional comments that can be passed onto the Social Worker to add.

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About me

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PERSONAL INFORMATION

1 First name [SW] 🔒 Test (Bobby)

2 Surname [SW] 🔒 Chat-De-La-T'Est

3 I like to be known as [SW] 🔒

4 Date of birth [SW] 🔒 02-07-2004

5 How do I describe my gender [SW] 🔒 ?

6 The pronouns I like to describe myself [SW] 🔒 ?

7 First language [SW] 🔒 not applicable

8 Year group [SW] 🔒 11

Tab 4 My Education:

Tab 4 provides information about the child/young person's school, SEN support, transition plans and pastoral support. The Designated Teacher should complete this page, and the Social Worker should review to ensure all information has been recorded.

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My Education

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1 To be answered at the first PEP only

Has there been a REMA Assessment? If not, it is the Social Worker's responsibility to inform the Virtual School & REMA and set up the assessment urgently, unless a reason is given below [DT] 🔒

2 My strengths and achievements are? [DT] 🔒

Tab 5 My Attainment:

All attainment information should be recorded on this page, including historic attainment where possible. Please select the correct year group from the tabs provided, making sure to click the save button when done. The Designated Teacher should complete this page. The Social Worker should review to ensure all information has been recorded.

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My Attainment

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Reception End of EYFS Results Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10 Year 11 SATS Results for Key stage 1

SATS Results for Key stage 2 GCSE Results

Tab 6 Careers Information:

Record any CEIAG a young person has had on this page, and any thought they have had about industries/jobs they are interested in. The Designated Teacher should complete this page.

Tab 7 The Young Person's Views:

Please select the most suitable form from the drop-down selection. Options include KS1-KS4 child's voice, Non- Verbal Pupil View and Child Missing Education (CME) Pupil Voice. Please click the blue Save Selection box once the form has been selected. A child/young person's views must be included. The Designated Teacher usually completes this page but the Social Worker may also contribute.

Tab 8 Targets (Including Pupil Premium Plus):

Use this form to review progress made against previous targets and set new short-term and long-term SMART targets. Any requests for PP should be made on this page and explicitly linked to the targets. During the first school term PPP is automatically added to fully support the learning targets without any delay. The Designated Teacher should complete this page.

Tab 9 Other Information:

Information on this page automatically carries forward from the previous PEP. The Social Worker should complete this page, editing any information which is no longer correct.

Tab 10 Virtual School Feedback:

PEPs are Quality Assured using the 'Big 5' identified above and feedback is provided by the Virtual School on every PEP. These areas must be fully evident within the

PEP in order for it to be audited as Green. Please contact the Education Support Officer should you have any questions.

Top Tips:

- Always ensure the next PEP date is recorded on the document to avoid overdue PEP
- Reminders and emails.
- The Social Worker arranges and Chairs the PEP meeting with the Designated Teacher. It is the Social Worker's responsibility to invite all relevant attendees.
- A PEP document needs to be completed once towards the beginning of every term. Please refer to the Virtual School website or the young person's Education Support Officer for PEP deadlines to ensure meetings are arranged well in advance and the ePEP document submitted in good time.
- Complete as much information as you can on the ePEP document before the PEP meeting takes place.
- Press either the 'Save Page' or 'Save Page and go to next page' buttons at the end of each page to avoid losing any work.
- For Children Missing Education (CME)/Not yet on roll, the Education Support Officer from SVS becomes the DT for that young person. Please contact them to arrange a meeting. The Assistant Headteacher will Quality Assure the PEP in these circumstances.
- Ensure the 'Click when completed' button is pressed once the PEP document is complete and ready for VS Audit.

Enquiry contacts:

Please contact the below Education Support Workers if you have any queries:

- South East: Mary Cooke, mary.cooke@surreycc.gov.uk
- North East: Sandy Ball, sandy.ball@surreycc.gov.uk
- South West: Caroline Carter, caroline.carter@surreycc.gov.uk.
- North West: Michele Hawkins, michele.hawkins@surreycc.gov.uk.
- Unaccompanied Asylum Seeking Children (UASC, Countywide): Lisa Smith, lisa.smith@surreycc.gov.uk.