Welcome to the second edition of the regular Designated Teacher input which provides updates, reminders and tips for navigating Personal Education Plans, using pupil premium effectively and supporting you to raise the attainment and well being of your Looked After and Previously Looked After pupils.

Please circulate to any staff who are involved in completing review meetings.

This update is about the quality of completion of the ePEP.

In Oxfordshire, the Designated Teacher arranges the Personal Education Plan meeting dates with the social worker and carer and logs the date in Welfare Call.

It is good practice to complete part of the ePEP prior to the meeting. For example, uploading attendance and progress data and adding in teacher comments.

If you use the personal education plan flow chart from update 1 you will have collected a range of information about the young person which can be uploaded.

The pupil voice can be completed online or in any other format prior to the meeting. Ideas for how to do this with pupils with different needs here and here.

The Personal Education Plan is an evolving record of what needs to happen for looked after children to enable them to make accelerated progress and fulfil their potential. The plan documents the education journey for a looked after child. If a pupil moves schools, the document provides important educational information that a new school can build on. The ePEP document should be able to provide a full picture of strengths, successes, needs and interventions in useful detail.

The ePEP should be completed within 8 days of the review meeting.

Ideas/requests for content of upcoming issues; contact rachel.cosgrove@oxfordshire.gov.uk
The notes section is where you can communicate with The Virtual School. Your caseworker will leave comments here after quality assuring the ePEP, including the amount of funding agreed. You can reply or ask questions.

Did you know this was here?

This is where the school can provide an all round picture of how things are going with the pupil academically and socially. It is good practice to upload detailed teacher and key worker comments here and to include specific examples of what is going well and what needs to change. It is a good idea to mention any specific successes such as increased participation, friendship development or great progress in subject areas. The page can be added to in the meeting.

Up to date progress data here. Please add in all subjects. Add notes to explain any assessments under data.

Views of the pupil-collected prior to meeting-in any format.

Important space to upload documents of importance-e.g. pupil profile, certificates, EHCP, behaviour logs, exemplary work, positive postcard copies, school reports, referrals, intervention records etc.

Just click and then browse your files to upload.

Check individual pupil attendance here.

Check status and social worker details-social worker should update.

School information. SDQ is here.

Did you know this was here?

Looking after Learning VSLAC
OXFORDSHIRE VIRTUAL SCHOOL

Download whole document
Download this form only
Download blank

Virtual School for Oxfordshire: Michelle Johnson
Virtual School Contact Details: 01865 328550
E-mail: virtualschool.lac@oxfordshire.gov.uk

1. Introduction
2. About me
3. My education information
4. My views, wishes and feelings
5. My progress and attainment
6. My PEP meeting
7. My Educational Progress
8. Reviewing and Setting my Outcomes