This update is about the Personal Education Plan meeting.

The personal education plan meeting is an important meeting which brings together the pupil, the school, social care and foster carers to review the educational progress of the individual pupil, celebrate successes, discuss concerns and plan together the next steps to take to ensure the best outcomes for the pupil. The use of pupil premium plus is discussed at the meeting.

The Virtual School case workers (specified on home page of epep) monitor the meeting schedules across all their schools; both in and out of county and try to attend as many meetings as they can. Caseworkers will prioritize initial personal education plan meetings, transition between schools, emergency meetings and meetings where the school, carer or social worker has requested Virtual School support.

Caseworkers have a high number of pupils so can’t attend all meetings, but they will try and accommodate any requests from Designated Teachers, so it is always worth calling or emailing if you would like them to attend. If you change the date or time - please change it on Welfare Call so caseworkers can adjust their diaries. This saves everyone’s time!
Making the most of the Personal Education Plan Review Meeting

Check that you have received confirmation about attendance at the meeting. Inform reception about who is expected to attend. Arrange for someone to be able to collect visitors.

Check you have all the necessary paperwork ready and copied:
- Pupil voice
- Attendance and behaviour data
- Progress data
- Teacher comments - read through to check comments are appropriately factual and include positive comments.
- Key worker comments
- SEN or pastoral paperwork
- Any celebratory work the pupils would like to share

The meeting
- Welcome and introductions.
- Agree timings so that everyone knows how long the meeting can be.
- Start with pupil voice.
- Carers views?
- School views - share teacher comments, progress data. (be sensitive about balancing positives with any areas for development).
- Explain any data/curriculum or syllabus information to parents/carer and social worker.
- Review previous outcomes with evidence.
- Discuss and agree new outcomes – make sure the pupil is involved with setting outcomes, be specific and focussed, agree actions needed, how will the outcomes be reviewed? How will we know if they are achieved? What support does the pupil need? Who is responsible for setting up support? Costing?
- Summarise what has been discussed and agreed at the meeting. Include positive aspirations.
- Together set next meeting date and time.

Meeting venue
Is it welcoming?
Not too formal?
Are there enough chairs for everyone?
Refreshments?
Not disturbed by colleagues or pupils?

Possible themes to explore
- What is going well?
- Have we got examples of successes?
- What are the challenges?
- Which subjects are going well?
- What does the pupil think about different areas of the curriculum?
- What are the teachers doing in these subjects that is helpful?
- Which relationships in school are going well?
- Are there any unidentified needs? Who can support this further? What assessment is needed?
- Who is currently supporting the pupil? What is working well?
- How is homework going? Does the pupil need any additional support?
- Would any 1-1 tutoring benefit? Has the pupil got all the resources they need?
- How are friendships going?
- How about extra curricular activities? Is there anything the pupil would like to get involved with?
- Aspirations for the future? Are there any trips, visits, activities or work experience ideas?
- Is anything that hasn’t been discussed that people would like to ask or say?