

Liverpool Personal Education Plan Process

The steps to completing the PEP;

1. A PEP must be completed within 20 days of the child coming into care
2. Social worker should initiate the PEP meeting by arranging the date and time with the designated teacher, pupil, parent or carer and any other appropriate adult
3. Pupil views can be completed before the PEP meeting, these do not need to be sent to the Virtual School, but kept on the students file
4. The meeting is chaired by the school, the PEP form is online via [School Improvement Liverpool website](#), this is completed by school
5. Once submitted online automatic copies are sent to the email addresses given in the body of the PEP
6. The Virtual School will attach the form to the young persons file on Liquid Logic

The PEP link can be found online at School Improvement Liverpool - Virtual School
(www.schoolimprovementliverpool.co.uk/teams-virtual-school)

Hints, tips and guidance....

- Personal Education Plans are renewed every 6 months
- Pupil Premium Plus funding should be spent on helping to meet the targets identified in the PEP
- The Designated Teacher leads on how the PEP is developed and used in school to make sure the child's progress towards education targets is monitored
- The PEP should reflect the importance of a personalised approach to learning that meets the identified needs of the child, raises aspirations and builds life chances
- To be an effective high quality PEP it should be a 'living' evolving comprehensive and enduring record of the child's experience, progress and achievement

To get in touch with the Virtual School please email **VSLiverpool@si.liverpool.gov.uk** or call **0151 233 2289**

