PEP Checklist for Designated Teachers/Practitioners

Please follow this checklist to ensure that the PEP is fully and accurately completed before submission.

Please add N/A to any sections which are not relevant to that particular child so we know it has been considered.

**MY VOICE / CHILD'S VOICE**

|  |  |
| --- | --- |
| * It has been collected and inputted
* The Parent/Carer comments have been included and to a good level of detail
 | * The child's voice has acceptable level of detail
* You have added the Social Worker comments (collected in the PEP meeting)
* It includes strengths and celebratory information
 |

**LEARNING AND ATTAINMENT/MY EDUCATION, EMPLOYMENT AND TRAINING**

|  |  |
| --- | --- |
| * Every section has been fully completed.
* Full school/ setting details are included
* It contains the previous and current attainment data -including from previous stages.
* EMOTIONAL HEALTH section has been completed and in good detail.
 | * It is updated (some data will copy forward from the previous PEP - this must be checked and updated/added to).

 * The RAG-rated PROGRESS CHECK boxes have been completed for the relevant terms.
* Ensure attendance and exclusion data is correct for all relevant terms.
* Any alternative provision details are included
 |

**MY PLANS / FUTURE PLANS**

|  |  |
| --- | --- |
| * Last term's targets have been evaluated and this reflects the discussion in the PEP meeting.
* How any PPG+/EYPP funding has been spent is included.
 | * New targets for this term have been set. They are SMART (specific, measurable, achievable, relevant and time-bound) and reflect the discussions in the PEP review meeting.
* How the parent/carer and social worker will support me to meet my targets is included.
 |

**ATTENDEES AND NEXT PEP MEETING**

|  |  |
| --- | --- |
| * All attendees at the PEP Review meeting have been included.
 | * The next PEP review date has been included.
 |

*Some of the PEP data will copy forward from the previous term's PEP to save time. This information needs to be checked and amended / updated / added to as appropriate. The Virtual School can see which data has been copied forward and if any additional data or amendments have been made in each section.*

If you require any further information on PEPs, please visit the web page at:

[**https://www.lancashire.gov.uk/virtualschool**](https://www.lancashire.gov.uk/virtualschool)