

Derbyshire Personal Education Plan (PEP)

Key Stage 1 & 2

Date of PEP Meeting:			
Name of child:			
Date of birth:		Year group:	
School/Education Setting:			

How will this plan be shared? <ul style="list-style-type: none"> Designated Teacher will send a copy to the PEP Administrator. The PEP administrator will make sure the carer has a copy. Uploaded onto framework i 	
Date, time and venue for next PEP review meeting:	
Date, time and venue of next Child Looked After Review:	

Please return via the schools secure site (Derbyshire Schools only) clearly labelled as per the schools guidance or post to:

PEP Administrator
 Virtual School
 Chatsworth Hall, B Block
 Chesterfield Road
 Matlock
 Derbyshire, DE4 3FW
 For further information contact belinda.smith@derbyshire.gov.uk

Have you attached your

- Attendance Register**
- Tracking data**

Send by email using the Office 365 Encrypted Email Option.

Personal Details:

Initial details to be completed prior to each meeting by the school.













* Some details must be kept confidential and not released at the meeting. Social Worker will advise.

Surname:			Forename:		
Date of birth:		Gender:		UPN:	
Ethnicity:			First Language		
* Current Address:			*Name of carer:		
			*Tel Numbers:	Home:	
				Mobile:	
*Name and address of parent:					
Care Details:					
Social Worker Name:			Office Tel: Mobile:		
Address:			Fax:		
			Email:		
Date child entered care:					
Care Status: (please tick)					
Interim Care Order (Section 38)		Care Order (Section 31)		Accommodated (Section 20)	
Placement Order		Other			
Placement Type (please indicate)					
At home		Friends		Foster Care	
Relatives		Residential Care		Adoption Placement	

School Contacts		
Current School details <i>(including address)</i>		
School email:		
Tel No:		
Educating Authority:		
Key Person: <i>(the person who knows the child best in school):</i>		
Designated Teacher:		
Designated Teacher Email:		
Virtual School Worker:		
People who attended the PEP meeting		Did the child attend? Yes/No
Name	Role	Contact Details
Apologies	Role	Contact Details

Review of Targets from previous Personal Education Plan

Designated Teacher and child MUST complete this page before the meeting (*If first PEP please skip to next section*)

Previous PEP targets	How did I do?	What's gone well? Comments from teacher and child	Has target been achieved YES/NO	If this target was not achieved, what or who could help?	Designated Teacher/staff comments on progress from last PEP
	  				
	  				
	  				
	  				

Attendance:

Please attach a copy of your current school attendance register
(*Herringbone*)




Additional Needs: Statement/Education Health & Care Plan

Please tick the SEN Status of the child.

EHCP: <input type="checkbox"/>	Statement: <input type="checkbox"/>	SEN Support: <input type="checkbox"/>	None: <input type="checkbox"/>
Is the child undergoing an Education, Health Care Needs Assessment?		Yes:	No:
Date of last Annual Review: (<i>please attach a copy</i>)			
Planned date of next Annual Review:			
Date of most recent termly SEND Review:			

Please list names, roles and contact details of anyone else who is giving support within school or outside school.

Name	Role/Contact details	What are you doing for the child?

Child's Views				
You can either fill this part in yourself or ask someone else to help you				
	Happy 	Not Sure 	Unhappy 	Anything else you want to note
For example				
Assembly				
English				
Maths				
Play time and lunch time				
Carpet or circle time				
Home time				
After school clubs				
Other subjects, activities:				

What you should know about me

Please attach a drawing or photos if you want to.

In school I like:

When I am older I want to:

How could we improve your PEP Meeting?

I am happy when:

I am good at:

I need help with:

Carers/Parents Comments about the child	

What is going well:

Concerns I/we have:

What I/we would like our child to achieve in the next 6 months.

Academic Progress:							
End of Foundation Stage Assessment							
	PSED	PD	CL	L	M	UW	EAD
Emerging							
At Expected Level							
Exceeded							
Brief statement about characteristics of effective learning							
Playing and exploring							
Active learning							
Creating and thinking critically							

Emerging – If a child is described as emerging, please describe the age band in ‘development matters’ which best describes the child’s development

Expected – the development expected by the end of the Early Years Foundation Stage (EYFS)

Exceeding – describes attainment beyond that which is expected by the end of the EYFS

NB – If children are described as emerging in the ELG consideration should be given to continuing within the EYFS on transition to Y1 and continue to use the EYFS PEP. P Scales are an assessment tool designed for use at Key Stage 1 and should not be used for assessing children in the EYFS.

Primary Tracker Information

	Baseline date:							Current date:							End of Year target						
	Working at which Year level	Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +	Working at which Year level	Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +	Working at which Year level	Emerging	Emerging +	Expected	Expected +	Exceeding	Exceeding +
Reading																					
Writing																					
Maths																					
SPAG																					

If the young person is working at P Levels please attach your tracking information.

	YES	NO	N/A
Is the child on target to achieve Good Levels of Development at the end of EYFS?			
Is the child on target to achieve a pass in the phonics assessment at the end of Year 1?			
Is the child on target to achieve a pass in the phonics assessment re-sit at the end of Year 2?			
Is the child making expected levels of progress (for the child)?			
Is the child meeting age related expectations?			

Setting new targets to support and improve attainment - *If there is an Individual Education Plan these targets should be the same* -Please attach

***SMART = Specific, Measurable, Achievable, Realistic, Time limited**

Short term target	What needs to happen?	Who will help and how?	By when?	How will we know when this target is achieved?	How is Pupil Premium being used?

What in particular are the teachers and other staff planning to help the young person succeed in?

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Please attach your Provision Map for use of Pupil Premium Plus (Claim by Term, ie Summer, Autumn, Spring)

A template is available on request from lynn.steventon@derbyshire.gov.uk

Actions from this meeting			
Action	Who	By when	Expected outcome/s
Additional Notes (<i>Include any information on education or social care changes that may impact on the child</i>)			