



# Sample PEP Meeting Agenda

**Before the meeting:** Part A to be completed by Social Worker – Social Worker marks Section A as complete on ePEP

Part B to be completed by Designated Teacher – Designated Teacher marks Section B as complete on ePEP

DT to arrange for CIC to complete Section C – Designated Teacher marks Section 3 as complete on ePEP

**PEPs to be marked completed by Social Worker and Designated Teacher within 7 days of the PEP Meeting.**

**During the meeting:**

*\*Items 2 and 3 can be discussed in a different order depending on whether the student is present in the meeting or not, or whether it is appropriate to discuss all areas with the student present.*

## **1. Introductions**

## **2. Discussion – (Social Worker to update Section A) Social Worker to update meeting with any changes and reference to impact on learning only**

- a) Care plan
- b) Contact arrangements
- c) Placement type and stability
- d) Wellbeing – physical / mental / emotional health
- e) Behaviour plan - if appropriate

## **3. Discussion – (To be completed in Section D): The PEP Meeting, on ePEP**

- a) Summary of achievements and interests
- b) Summary of support needs
- c) Is the Child / Young Person receiving suitable education?
- d) Are there concerns about this child's school place or Alternative Provision?
- e) Was the Child / Young Person Present at the PEP Meeting
- f) Issues, regardless of whether they resulted in a target being generated for the Child / Young Person

## **4. Personal Education Plan (with student)**

- a) Student's comments re. school and their learning
- b) Student's achievement and progress ( incl. levels / grades)
- c) Implications of student's special educational needs / link to Statement Learning Objectives as necessary
- d) Review of targets previously set
- e) New targets agreed

- f) State and consider the use of Pupil Premium in school including reference to the 3\*£300.00 funding drop, what will this be used for?
- g) Outside of school activities / set target
- h) Transition arrangements - if appropriate

**5. Carer's additional comments (*Can be completed in Section E*)**

**6. Any other discussion items?**

**7. Date of next PEP set (100 school days/6 months)**

**Following the meeting: DT and social worker ensure information is recorded accurately on ePEP**

**DT 'closes' current PEP on ePEP no later than 1 week after the date of the meeting**

**A new PEP is automatically generated and email invitations can be sent via ePEP system**