

Frequently Asked Questions...

1. What is Virtual School Kent (VSK)? Virtual School Kent (VSK) is a part of Kent County Council. We work with Social Services teams, Schools, Colleges and Tutors, Parents, Foster Carers and the Young People themselves to ensure that Kent's Young People in Care are given the best opportunity to reach their academic potential.

2. What is a PEP (Personal Education Plan)? It is a legal requirement that every young person in care, of statutory school age, has a PEP. This is a document describing a course of action to help the young person reach their full academic and life potential. Every young person in care should have at least two PEP meetings each academic year. For those young people new in to care, and of school age, their first PEP meeting should be held within 20 school days of coming into care. The PEP should be put together before, and be completed at, a meeting in which the designated teacher, the social worker and the carers for the young person are present. The child or young person should also be part of their education planning, either at the PEP meeting itself or through discussions outside the meeting. The PEP contains the information that is needed to help guide the meeting discussions, along with the planning and the delivery of what is required to make sure the young person gets the support and resources they need to succeed academically. The PEP is also a useful tool to keep track of a young person's progress towards their own individual targets. PEPs and the PEP meetings highlight the commitment that all of us as parents, carers and corporate parents have in taking joint responsibility for ensuring that our young people in care get the best out of the educational opportunities available to them.

3. What is an ePEP (Electronic Personal Education Plan)? The paper based PEP records for young people, in Key Stages 1 – 4, have been replaced by a new online web-based electronic PEP (ePEP) system which is accessible by our Young People and their support network. Over the coming months we will be bringing the PEPs for both Early Years and 16plus on to the system.

4. Why do I need access? So that you can be fully involved in the PEP process for your foster children, you will be able to access their PEP assessments through the ePEP system. Most importantly by entering details in the Carers Summary section, your views will be recorded. You will be able to share relevant information about how the young person is at home, and how learning is promoted and supported at home. Having access also gives you the opportunity to nominate young people, in your care, for Awards Points.

5. How do I gain access to the ePEP system? You will be required to sign an ePEP User Agreement which can be obtained via your Fostering Education Liaison Officer or by visiting the Virtual School Kent website: www.virtualschool.lea.sch.uk.

6. Which records will I have access to? You will only have access to the PEPs of the young people in your care.

7. Is the site secure? The ePEP system sits on Kent County Council's secure servers and adheres to the Council's security and data protection protocols. Access to the system is controlled by the use of individual user logins and passwords. The information that individual users can access is strictly controlled.

8. How do I logon? Details of how to login will be sent to you by email from a member of the ePEP Team following receipt of your signed User Agreement.

9. What happens if I forget my password? Follow the 'I Forgot my Password' link on the login page.

10. What will I see when I login? You will be greeted by the Homepage which will identify those children in your care as your ePEP Learners.

11. What can I access? You will be able to view all the PEPs for your young people in care and you will be able to complete your Carer's Summary online.

12. How do I access information on an individual young person? On your 'Homepage' under the 'Your ePEP Learners' heading there will be a list of the young people in your care. Click on the View button next to the young person's name.

13. How do I view a current assessment (current PEP)? On your Homepage there will be a list of 'Current Assessments'. Click on either the name of the young person or 'View' and this will take you to their 'Assessment Page'. Under the 'Professional Section' click on the 'Goldfish' icon and this will take you into the young person's current PEP. On the left hand side are section headings, which by clicking on, you will be able to view.

14. How do I view a completed assessment (closed PEP)? On your Homepage under 'Your ePEP Learners' there will be a list of the young people in your care. Click view next to the young person's name and this will take you to that young person's 'Assessment Page'. Under 'Completed Assessments' select which PEP you would like to view and click on either the 'View' or 'Pro' button and this will take you to their 'Assessment Page'. Under the 'Professional Section' click on the 'Goldfish Icon' and this will take you into that young person's completed PEP. On the left hand side are section headings, which by clicking on, you will be able to view.

15. Where do I find the Carer's Summary? Follow the instructions under Question No 13: How do I view a current assessment (current PEP)? On the left hand side of the screen under 'Summaries' you will find the 'Carers Summary'.

16. When do I complete my section? Your information can be entered a week before the PEP Meeting and should be completed within a week following the PEP Meeting.

17. Who else can view the Carer's Summary within an individual PEP? Only the professionals involved in the PEP process of the individual young person and authorised VSK staff will be able to view this information.

18. How can I learn more about ePEP Online? You can find more information on ePEPs on the Virtual School Kent website: www.virtualschool.lea.kent.sch.uk