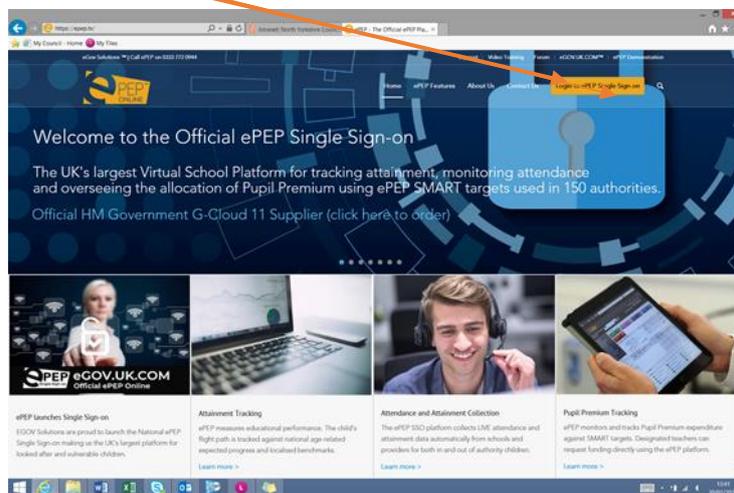# The Virtual School Guidance for ePEP

Social Workers

First of all you will need to start a PEP on <u>LCS</u> as normal and complete the first page and the dates are the most important ! This is to ensure that that the PEP is counted for the PEP Percentages of PEPs completed. You can then re-assign the PEP to the Virtual School Worker
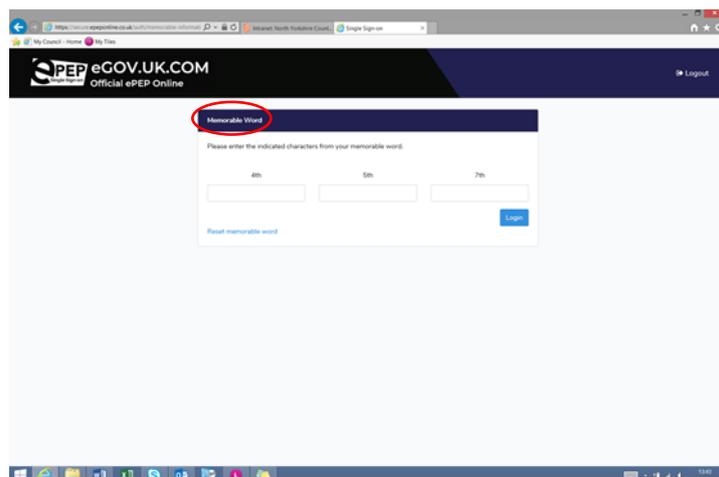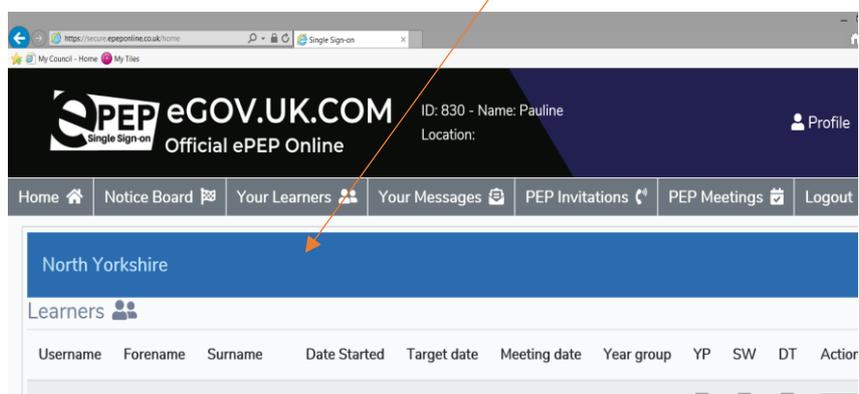
Access to ePEP

Click on the log on tab

First time use, you will need to register. Click on the green tab and follow the instructions
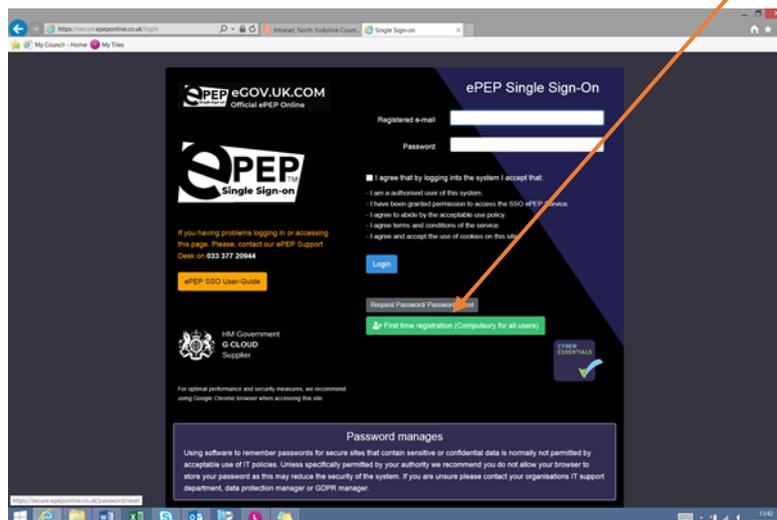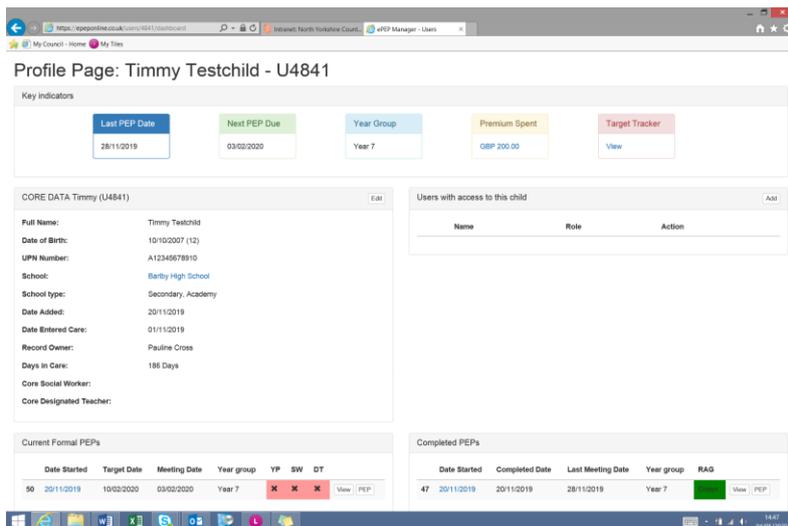
When you have registered you will be able to log on to ePEP using your email address, password and the next page is your memorable word.

When you have logged in, click on the blue North Yorkshire bar to see your children

Click on the child which you need to start a PEP for and you should see their profile page

Triggering a PEP click here

Fill in this section

Click on Create PEP

This page will come up. Click on PEP

Social Workers complete their section

Social Workers will also need to complete appropriate sections at the PEP Meeting

When you have completed everything, including setting the next date then the social workers need to sign off their part.

Social Workers and Designated teachers will need to agree who will complete the PEP meeting section. It's useful if someone is able to access the ePEP live and having it on a big screen is even better !

Don't forget the Scaling questions !

There is now a Parent/Foster Carer Section on ePEP

The questions on the Parent/Carer section are taken from the paper form.

If Parent/Carers don't have an email address to be able to access ePEP then the paper form must be sent out so that their views can be gained, or this can be completed at a PEP meeting.

The paper form can be uploaded as an attachment.

Parent/Carers' view about the young person's school and education

What's Going Well	Comments
Areas of Concern	Comment
Do you have a named person in school to whom you can address queries or problem? Name of person who helps	Comment
Are you kept informed of your child's progress? How? Email phone call, home/school book	Comment
Are you satisfied with the education / support that your child is receiving? (If no, please identify the issues.)	Comment
What is your involvement regarding the education of the child in your care e.g. reading at home, support with homework etc	Comment
Any other information	Comment

Uploading an attachment

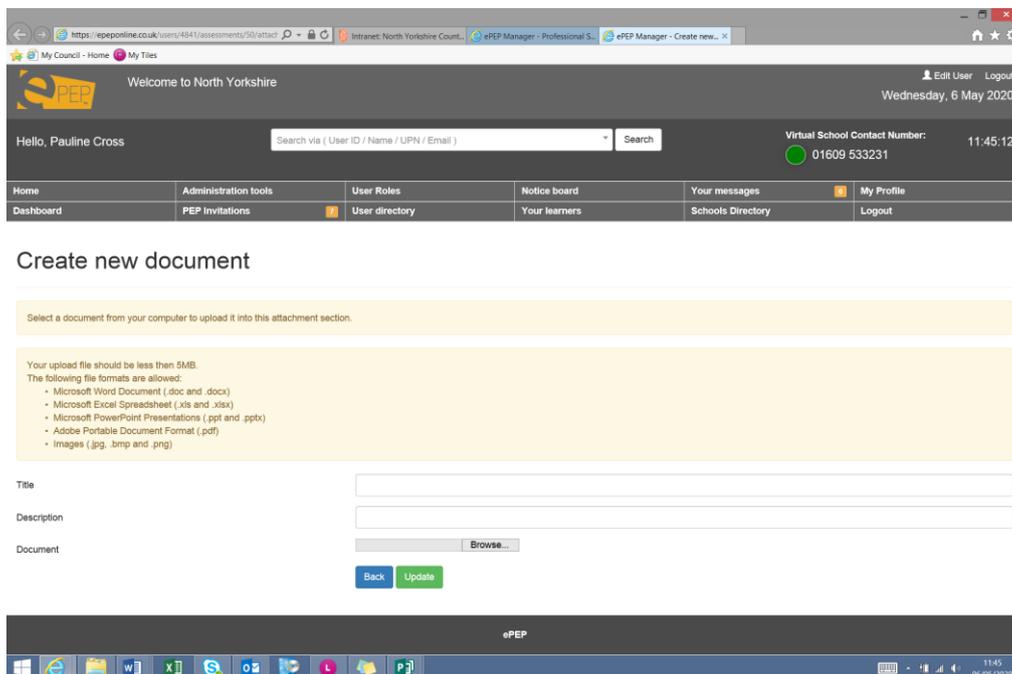Click on SEND in the DT section, then scroll to the bottom of that page
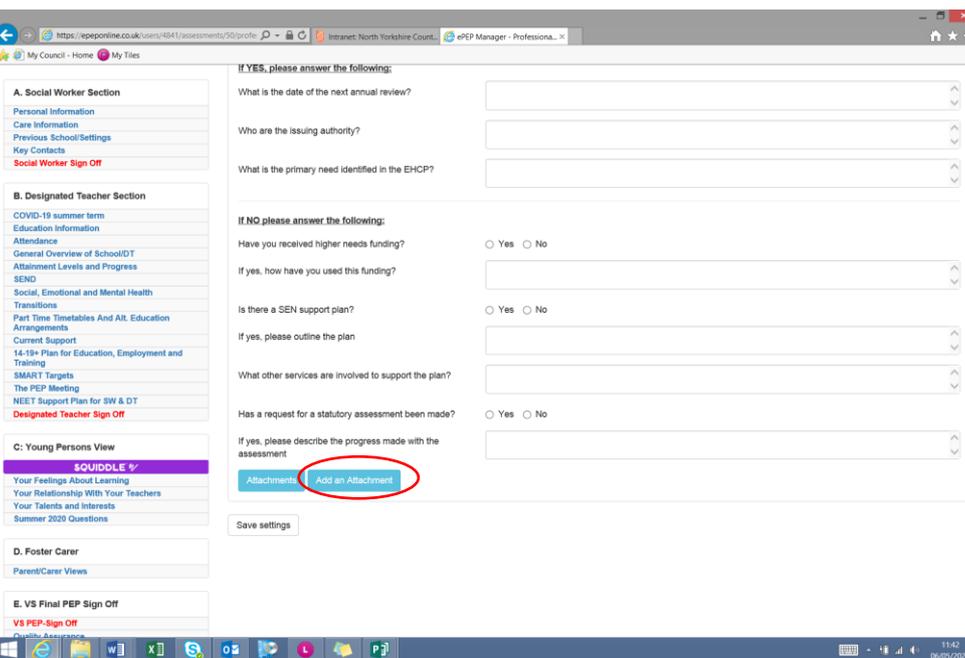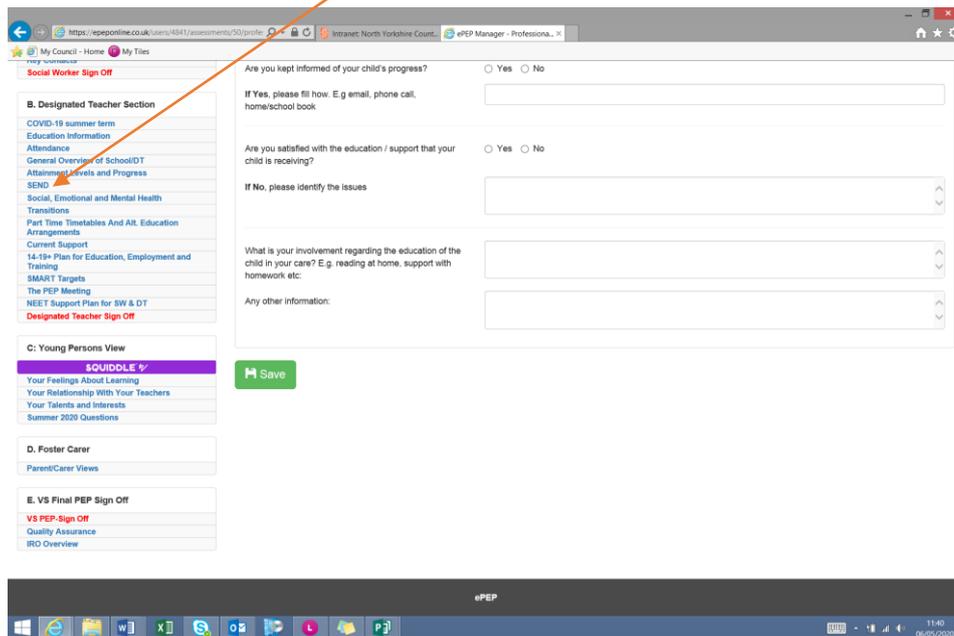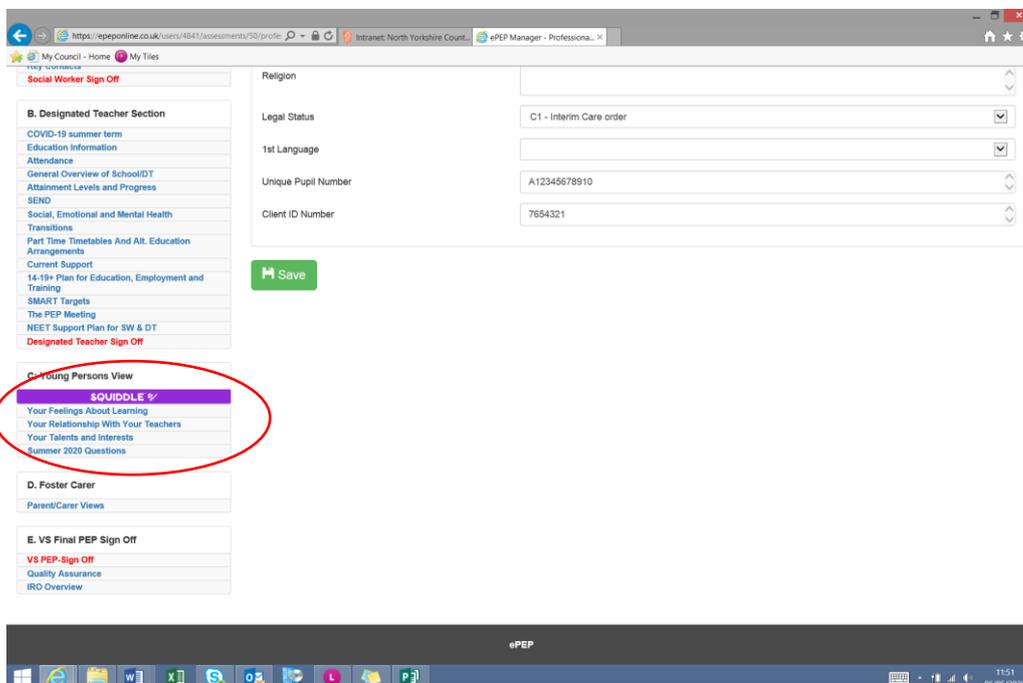

Click on Add an Attachment

Search for a document in Browse, add a Title and Description

e.g Title – Spring Term PEP   Description - Parent/Carers Views Spring Term PEP

Then upload it and Save it !

Squiddle is the Young Persons Views section and can be completed with either the DT or the Foster Carer

Preparation for next PEP

At the end of the PEP meeting section is where the next meeting is arranged

Tick the boxes so that people get invited to the next PEP
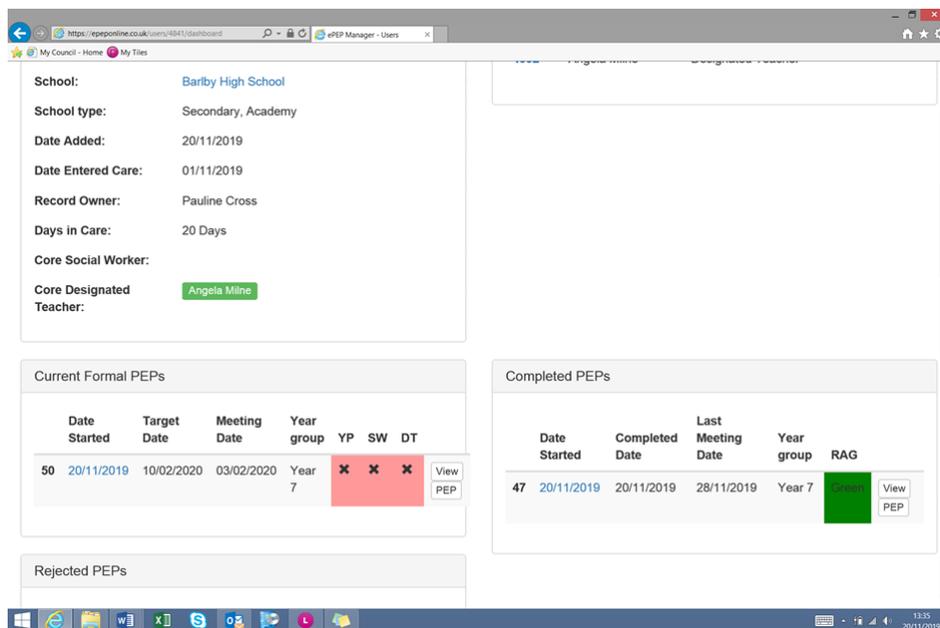
Click SAVE

The Virtual School will then sign off the PEP
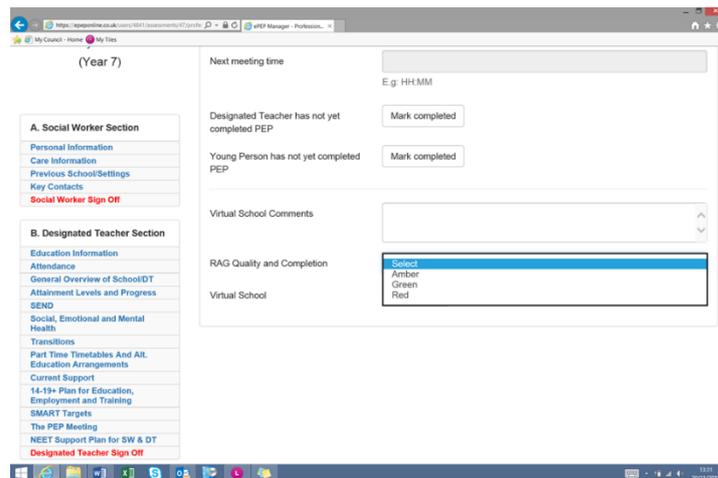
The completed PEP is on the right and the next PEP is ready to start the process all again

And finally…

The Virtual School will save the entire PEP as a pdf document and will attach it to the PEP you started on LCS. The Virtual School will finalise the PEP on LCS.

This is to ensure that the PEP document is available for the next 75 years!