



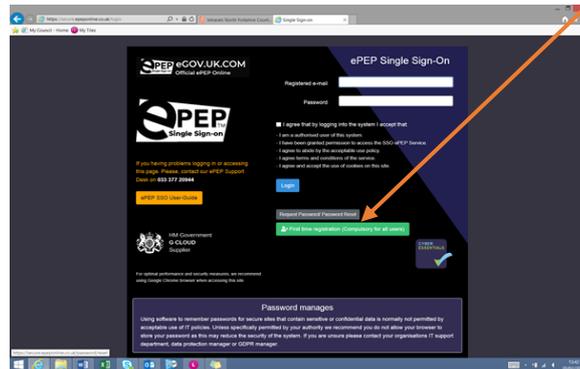
The Virtual School Guidance for ePEP For Designated Teachers

The ePEP platform has been designed by eGOV Solutions. To log on to ePEP follow this link eGOV.UK.COM

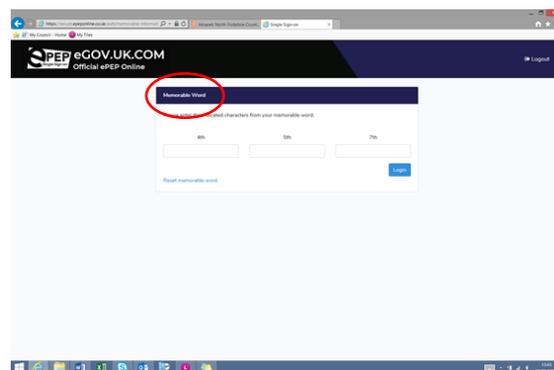
To access to ePEP click on the log in tab



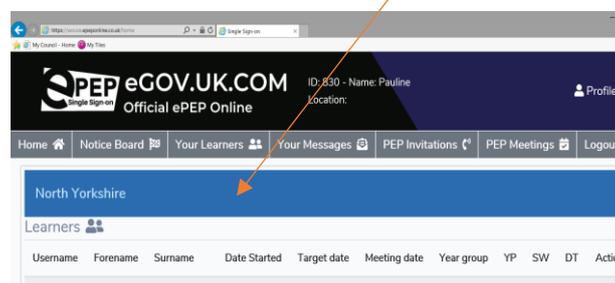
First time use, you will need to register. Click on the green tab and follow the instructions



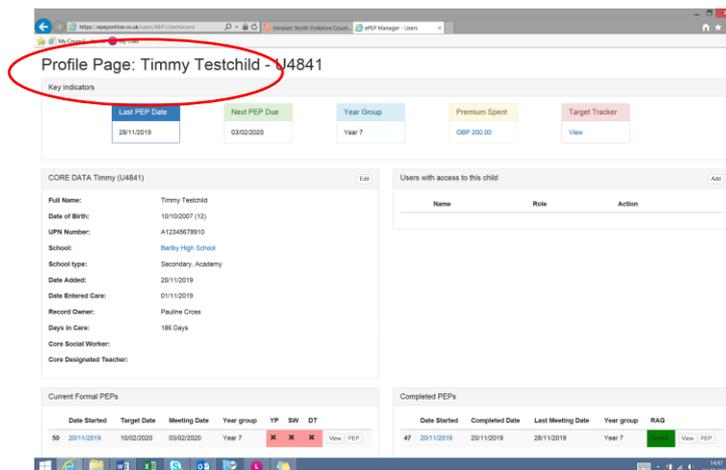
When you have registered you will be able to log on to ePEP using your email address, password and the next page is your memorable word.



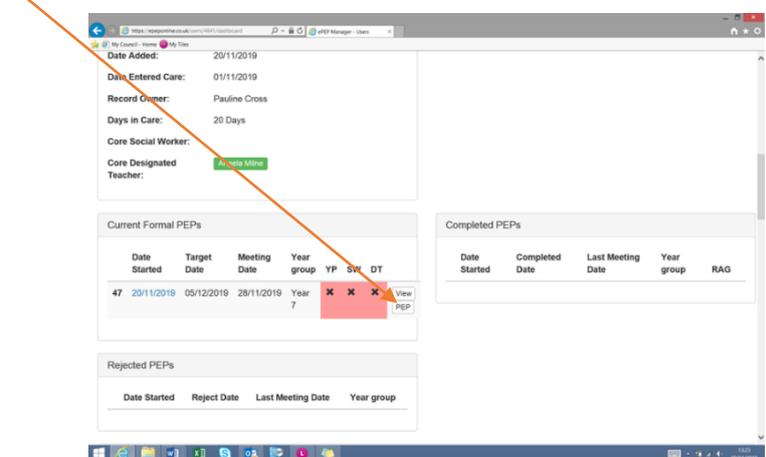
When you have logged in, click on the blue North Yorkshire bar to see your children



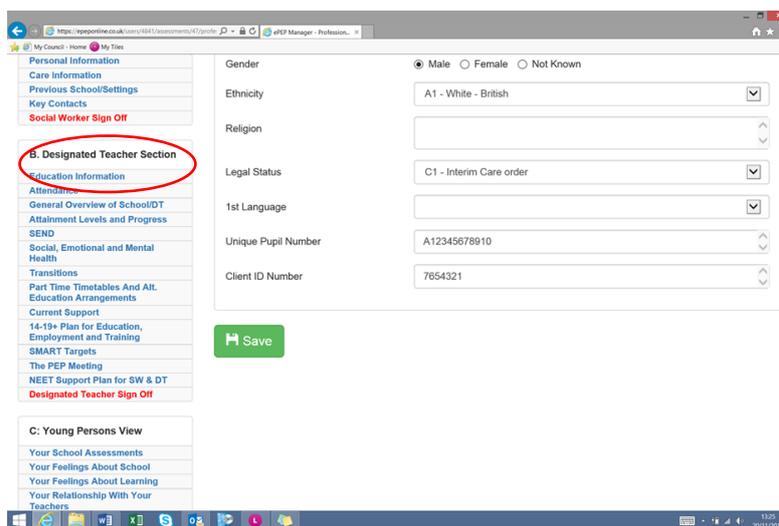
Click on the child which you need to do a PEP for and you should see their profile page



Click on PEP



The Designated Teacher Section. Complete all relevant questions



The Education Information page.

Check and update this page as the information may not copy forward from one PEP to another, e.g. Ofsted Information

The screenshot shows the 'Education Information' page for a young person named Timmy Testchild (Year 7). The page is divided into two main sections: a left-hand navigation menu and a main content area. The navigation menu includes sections for 'A. Social Worker Section' (Personal Information, Care Information, Previous School/Settings, Key Contacts, Social Worker Sign Off) and 'B. Designated Teacher Section' (COVID-19 summer term, Education Information, Attendance, General Overview of School/DT, Attainment Levels and Progress, SEND, Social, Emotional and Mental Health, Transitions, Part Time Timetables And Aft. Education Arrangements, Current Support, 14-19+ Plan for Education, Employment and Training). The main content area is titled 'Education Information' and contains several fields: School name (Sunflower school), School address (North Yorkshire), Postcode, Telephone number, Fax, Email, DT Name, DT Email, Date Child/Young person started at school, Local Authority in which school is situated, Last Ofsted Date, Last Ofsted Grade (a dropdown menu), and Last in school Below Floor Standards (radio buttons for Yes, No, Not Known). There is also a field for Schools Exams Officer - Name.

The Attendance Page

The screenshot shows the 'Attendance' page for Timmy Testchild (Year 7). The page includes a navigation menu on the left and a main content area. The main content area is titled 'Attendance' and contains several fields: Attendance (Early Years Usage), Attendance in current year to date (%), Unauthorised absence? %, and a 'Summary of current year attendance' table. The table has columns for 'Number' and '% of possible' and rows for Present, Total absences, Authorised absence, and Unauthorised absence. Below the table are radio buttons for 'Is attendance falling?' (Yes, No, Not Known) and 'Is the child/young person punctual?' (Yes, No, Not Known). There is also a field for 'If attendance is falling what action will be taken?' and a note: 'If attendance is falling include target to address this, you must include EWO if'.

The General Overview Page.

This needs updating each PEP. Old information from the last PEP will carry forwards

The screenshot shows the 'General Overview from DT/School' page for Timmy Testchild (Year 7). The page includes a navigation menu on the left and a main content area. The main content area is titled 'General Overview from DT/School' and contains a text area for 'Please give a general overview of the young person and any other information that may be of use:'. Below this are several text areas for: What's working well?, We are worried about/ Complicating factors:, Personal strengths?, How does the young person present in school, in classes, break time, Emotional or Behaviour Issues linked with SEMH:, Relationships with Staff Strengths, Homework:, Areas to develop, and Relationships with Peers strengths.

Attainment, Levels and Progress.

To record data for another term click on add an entry

Subject	Assessment Type	Autumn		Spring		Summer		School Prediction	Target Generated by School using end of Key Stage score	Actions
		Attainment against ARE	Progress towards End of Year Target	Attainment against ARE	Progress towards End of Year Target	Attainment against ARE	Progress towards End of Year Target			
Mathematics 09-02-2020	GCSE (1-9)			Below target	On track for target					Edit Delete
English 05-02-2020	GCSE (1-9)			Below target	On track for target					Edit Delete

The next page will come up

Create New Attainment

Basic Information

Subject:

Assessment Type:

School's internal data:

Term 1

Attainment against ARE:

Progress towards End of Year Target:

School's internal data:

Term 2

Attainment against ARE:

Progress towards End of Year Target:

School's internal data:

Progress towards End of Year Target:

Term 3

Attainment against ARE:

Progress towards End of Year Target:

School's internal data:

School Prediction

School Prediction:

Target Generated by School:

School's internal data:

Save

- Select
- Above target
- Below target
- Exceeding target
- On track for target
- Significantly below target

End of Key Stage Results

On this same page please can you record any past data for Early Years, KS1 and KS 2 or GCSE Results. Click on 'View All' then add a Result.

Year 7 Progress Report

Subject	Assessment Type	Attainment against ARE	Autumn		Spring		Summer		School Prediction	Target Generated by School using end of Key Stage score	Actions
			Progress towards End of Year Target	Attainment against ARE	Progress towards End of Year Target	Attainment against ARE	Progress towards End of Year Target	Attainment against ARE			
Mathematics	GCSE (1-9)		Below target	On track for target							Edit Delete
English	GCSE (1-9)		Below target	On track for target							Edit Delete

End of Keystage Results

Keystage	Subject	Scoring system	Result
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Add a new result

Keystage:

Subject:

Scoring system:

End of Keystage level:

End of Keystage Results

Keystage	Subject	Scoring system	Result
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The SEND page

SEND

Is a SEND identified? Yes No

If the SEND is in regard to Social Emotional and Mental Health please also complete the SEMH section of this PEP

Does the child / young Person have an EHCP? Yes No

If YES, please answer the following:

What is the date of the next annual review?

Who are the issuing authority?

What is the primary need identified in the EHCP?

If NO please answer the following:

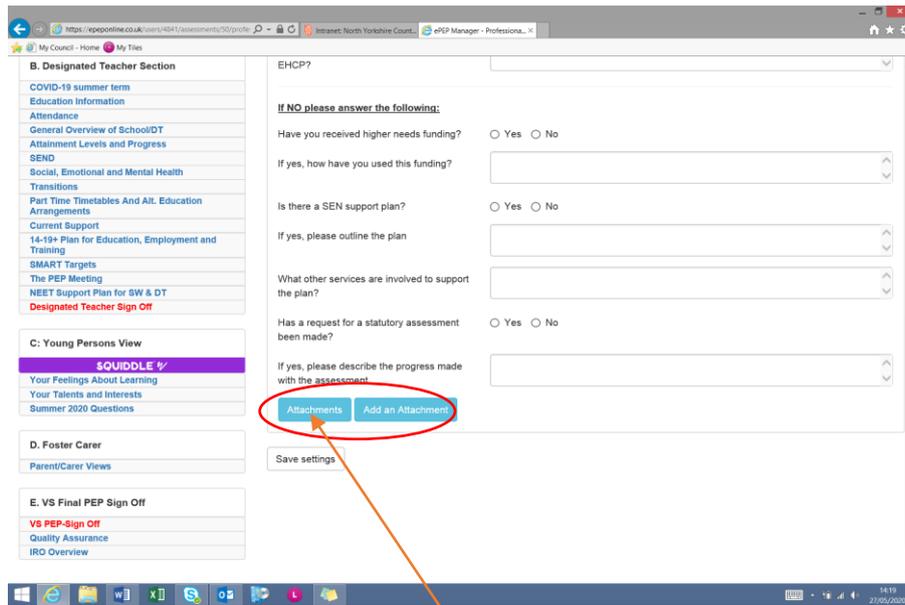
Have you received higher needs funding? Yes No

If yes, how have you used this funding?

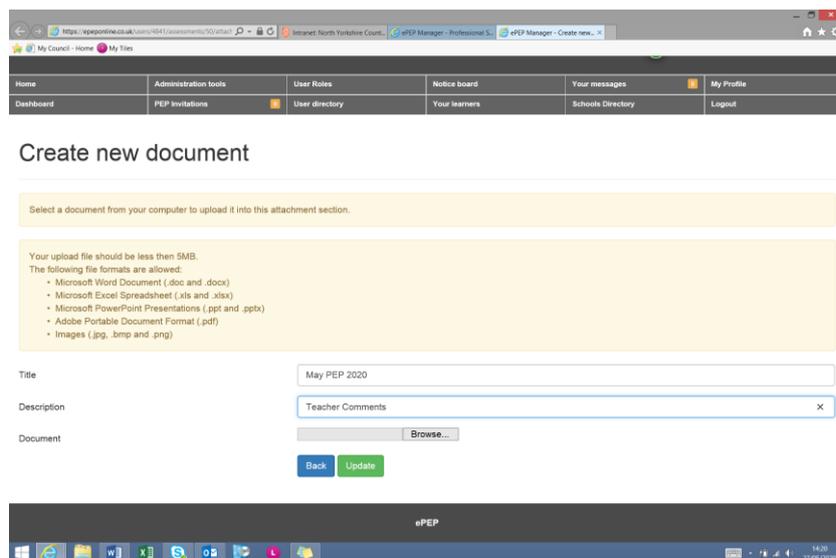
Is there a SEN support plan? Yes No

If yes, please outline the plan

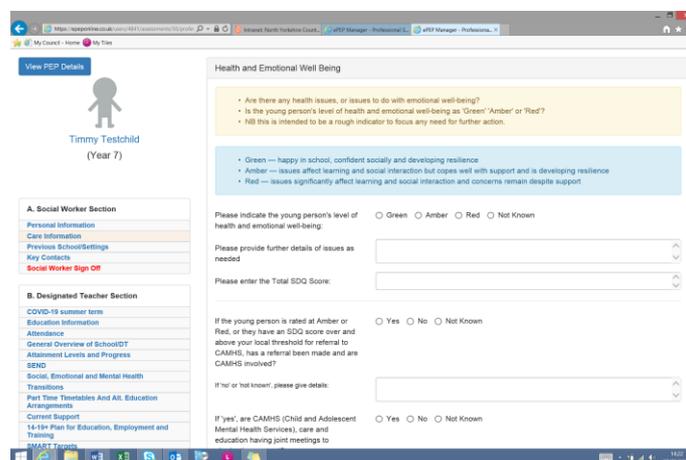
At the bottom of the SEND page you can attach a document such as an EHCP or Speech Report or any other information. You can also view what has been attached.



Adding an attachment click on the Attachments tab and the following page will come up



Social, Emotional and Mental Health page



Current Support page.

Old information from the last PEP will carry forwards. Check and update where necessary.

The screenshot shows the 'Current Support' page in the ePEP Manager. The user is logged in as 'Timmy Testchild (Year 7)'. The page features a navigation menu on the left with sections A (Social Worker Section) and B (Designated Teacher Section). The main content area includes a 'Current Support' section with a table for recording support details. The table has columns for 'Area identified for development', 'How will this child be supported?', 'How will success be measured?', 'When will success be measured?', and 'Key Person(s) to oversee the task'. There is also a 'Save' button and an 'Add on Entry' link.

14 – 19+ Plan for Education, Employment and Training

The screenshot shows the '14 19+ Plan for Education' page in the ePEP Manager. The user is logged in as 'Timmy Testchild (Year 7)'. The page contains a form for recording information about the young person's education, employment, and training plans. The form includes fields for 'Name of careers advisor', 'Long term plans', 'Medium term plan', and 'Are you interested in an apprenticeship?'. There are also radio buttons for 'Yes', 'No', and 'Not Known' for several questions. A 'Save' button is visible at the bottom.

The screenshot shows the 'Transitions' page in the ePEP Manager. The user is logged in as 'Timmy Testchild (Year 7)'. The page contains a form for recording information about the young person's transition to post-16 education, employment, or training. The form includes a table for recording actions to support the plan, with columns for 'Action', 'To be done by [Name]', and radio buttons for 'Yes', 'No', and 'Not Known'. There is also a 'Save' button at the bottom.

SMART Targets.

To add a SMART target click on the blue tab

The screenshot shows the 'Targets' section of the ePEP Manager. A blue tab labeled 'SMART TARGET' is highlighted with an orange arrow. The page displays a table of current targets for a pupil named Timmy Testchild (Year 7).

Id	Created	Type	Smart Target	Funding status	Target Submitted	Date Signoff	Reviewed Date	Source of funding	
651	12/05/2020	Attainment & Progress	Maths - to learn tables	Funding Approved by VS	12/05/2020	12/05/2020		Pupil Premium Plus Autumn Term (£250.00)	View Delete
488	08/04/2020	Attainment & Progress	Literacy	Funding Approved by VS	08/04/2020	08/04/2020		Pupil Premium Plus Autumn Term (£200.00)	View Delete

Below the current targets, there are sections for 'ACHIEVED TARGETS' and 'NOT ACHIEVED TARGETS', each with a table header.

Record the target

The screenshot shows the 'Create a New SMART Target' form. The form is partially filled out with 'Attainment & Progress' as the area of focus and 'After school programme' as the intervention type.

Area of focus: Attainment & Progress

What is the SMART target?:

To be reviewed by:

If any comments are needed:

Current situation:

Improvement expected:

Intervention type: After school programme

Actions:

Who is responsible for supporting the young person to achieve this SMART target?:

Record the Pupil Premium Spending with the target

The screenshot shows the 'Create a New SMART Target' form with the 'FUNDING' section highlighted. The 'Pupil Premium' option is selected and circled in red.

Intervention type: After school programme

Actions:

Who is responsible for supporting the young person to achieve this SMART target?:

FUNDING

No Funding **Pupil Premium**

ON-GOING REVIEW OF TARGET

This can be completed at any time and will alert PEP reviewers to issues within the target. Achieved Not Achieved In Progress / Current

Any further comments:

[Save Target](#) [Cancel Creating a Target](#)

Save the target and click on submit the funding request

The screenshot shows the 'Create Target' form in the ePEP Manager. The form includes sections for 'Comments', 'IF AN ADDITIONAL FUNDING REQUEST IS BEING MADE FOR THIS TARGET', and 'ON-GOING REVIEW OF TARGET'. The 'ON-GOING REVIEW OF TARGET' section has radio buttons for 'Achieved', 'Not Achieved', and 'In Progress / Current', with 'In Progress / Current' selected. At the bottom, the 'Save Target' and 'Submit Funding Request' buttons are circled in red. A 'Cancel Creating a Target' button is also visible.

The funding will be approved by the Virtual School when they Quality Assure the PEP

The screenshot shows the 'Targets' page in the ePEP Manager. The page displays a table of targets, categorized into 'CURRENT TARGETS', 'ACHIEVED TARGETS', and 'NOT ACHIEVED TARGETS'. The 'CURRENT TARGETS' table has columns for Id, Created, Type, Smart Target, Funding status, Target Submitted, Date Signoff, Reviewed Date, and Source of funding. The 'Funding status' column is circled in red.

CURRENT TARGETS								
Id	Created	Type	Smart Target	Funding status	Target Submitted	Date Signoff	Reviewed Date	Source of funding
746	27/05/2020	Attainment & Progress		Awaiting Approval of VS	27/05/2020			0 0
651	12/05/2020	Attainment & Progress	Maths - to learn tables	Funding Approved by VS	12/05/2020	12/05/2020		Pupil Premium Plus Autumn Term (£250.00)
488	08/04/2020	Attainment & Progress	Literacy	Funding Approved by VS	08/04/2020	08/04/2020		Pupil Premium Plus Autumn Term (£200.00)

ACHIEVED TARGETS								
Id	Created	Type	Smart Target	Funding status	Target Submitted	Date Signoff	Reviewed Date	Source of funding

NOT ACHIEVED TARGETS								
Id	Created	Type	Smart Target	Funding status	Target Submitted	Date Signoff	Reviewed Date	Source of funding

The Current PEP Meeting

It's recommended that this section is completed by the Designated Teacher but the Social Worker could also complete this.

THE CURRENT PEP MEETING
This is the young person's meeting. Issues that need resolving between professionals may best be dealt with beforehand.

The whole of Section D is discussed at the current PEP meeting.

Current Meeting Date: 03/02/2020
Current Meeting Time: 10:00

Click [HERE](#) to reschedule the CURRENT PEP Meeting

ATTENDANCE AT THE CURRENT PEP MEETING
From the list below, check the boxes for the persons who attended the PEP Meeting.

At PEP meeting	U-Number	First name	Family name	Role/Relationship	Contact number
All other attendees					
Name of person completing this form					
I hereby confirm that this PEP meeting has taken place.					Confirmation of PEP Meeting

SUM UP THE YOUNG PERSON'S CURRENT ACHIEVEMENTS, NEEDS AND INTERESTS

SUM UP THE YOUNG PERSON'S CURRENT ACHIEVEMENTS, NEEDS AND INTERESTS

What's going well [based on all previous sections]

Is the Child / Young Person receiving a suitable education? Yes No Not Known

If No please give reasons why

Summary of support needs [based on all previous sections]

Are there concerns about the young person's school place or alternative provision? Yes No Not Known

If Yes, please provide details

Was the Child / Young Person Present at the PEP Meeting? Yes No Not Known

Record below the issues that were discussed at the PEP meeting, regardless or whether they resulted in a target being generated for the Child / Young Person.

The Current PEP Meeting Continued...

the PEP Meeting

Record below the issues that were discussed at the PEP meeting, regardless or whether they resulted in a target being generated for the Child / Young Person.

Are there any unmet needs? Yes No Not Known

If Yes what are these?

Who will follow up?

Next steps

ADULTS' VIEWS

Overall Scaling: Select on a scale of 0 to 10, with 0 being poor, and 10 being excellent.

Carer's Views

Carer's Views Overall Scaling 0

Parent's Views

The Carer, Social Worker and Designated Teacher can give a final overall comment in the Adult's Views and then give a Scaled Score about the child's education. A specific Scaled Score question/comment can be recorded in the 'view's' box. E.g. Carer – I'm very pleased with the additional 1:1 support my child is getting in maths. He's made a great deal of progress. Scaled Score 8

ADULTS' VIEWS

Overall Scaling: Select on a scale of 0 to 10, with 0 being poor, and 10 being excellent.

Carer's Views

Carer's Views Overall Scaling 0

Parent's Views

Parent's Views Overall Scaling 0

Social Worker's Views

Social Worker's Views Overall Scaling 0

Designated Teacher's Views

Designated Teacher's Views Overall Scaling

Select
0
1
2
3
4
5
6
7
8
9
10

This next section is for the DT & SW to collaborate on the PEP Sign off.

The Date, Time & Venue need recording

Designated Teachers' Views Overall Scaling

This next section is for the DT & SW to collaboratively decide the time and meeting date of the next PEP. It is important this is done, prior to the PEP Sign off.

LOCATION OF THE NEXT MEETING

Location

DATE FOR THE NEXT MEETING

Date

Time

REASON FOR THE NEXT MEETING

What are the reasons for this meeting?

- New Admission to Care
- Change of Care Placement
- Review Process
- Change of School Placement

Any other reasons:

Any other reasons:

INVITATIONS TO NEXT PEP MEETING

From the list below, check the boxes for the people to invite for this PEP Meeting.

Invitation *	U-Number	First name	Family name	Role/Relationship	Contact number
* When you select a user the system will automatically send them an email invitation					
If the persons invited have any queries about this meeting, who should they contact?					
Name	<input type="text"/>				
Number	<input type="text"/>				

PENDING MEETING REQUEST

Name	Status	Comment
<input type="text"/>		

Save

Click SAVE !

NEET Support Plan

A PEP is still required for a young person who is NEET so it is essential that this is completed for Young People in year 11 and Post 16 where it is likely that they will be NEET to record their aspiration, what has been offered and what the barriers are. Social Workers may also have some input to this page.

The screenshot shows the 'NEET Support Plan' form in the ePEP Manager system. The user is logged in as 'Timmy Testchild (Year 7)'. The form is divided into two main sections: 'A. Social Worker Section' and 'B. Designated Teacher Section'. The 'Social Worker Section' includes fields for 'Summary of Current position - young person's view', 'Summary of current position - others' views', 'Young Person's Aspirations', and 'Information and advice from others re young person's aspirations'. The 'Designated Teacher Section' includes a 'Progress towards education, employment and training (EET)' status, which is currently set to 'Amber'. Below this, there is a legend for the EET status: 'Red' (Multiple significant barriers to engagement in ETE), 'Amber' (Significant barriers to engagement in ETE but engaging with support to overcome those barriers), and 'Green' (Ready to re-engage in ETE - awaiting suitable opportunity). The form also includes a 'Date' field and a 'SMART Targets' section.

When all relevant sections have been completed, click on the red Designated Teacher Sign Off then click on the Mark completed

The screenshot shows the 'Designated Teacher Section' form in the ePEP Manager system. The user is logged in as 'Timmy Testchild (Year 7)'. The form includes fields for 'Gender' (Male, Female, Not Known), 'Ethnicity' (A1 - White - British), 'Religion', 'Legal Status' (C1 - Interim Care order), '1st Language', 'Unique Pupil Number' (A12345678910), and 'Client ID Number' (7654321). A green 'Save' button is visible at the bottom of the form. The 'Designated Teacher Sign Off' button is highlighted in red.

The screenshot shows the 'PEP Sign Off' form in the ePEP Manager system. The user is logged in as 'Timmy Testchild (Year 7)'. The form includes fields for 'Social Worker has not yet completed PEP' (Mark completed), 'Next meeting date', 'Next meeting time' (E.g: HH:MM), 'Designated Teacher has not yet completed PEP' (Mark completed), and 'Young Person has not yet completed PEP' (Mark completed). The 'Mark completed' buttons are circled in red. Other fields include 'Virtual School Comments', 'RAG Quality and Completion' (Select), 'Virtual School' (Final Signoff), and 'Virtual School: Reject PEP' (Reject PEP).

Foster Carers have their own section to complete and also for the Young People

The screenshot shows the ePEP Manager interface. On the left, a navigation menu is visible with several sections. Section C, 'Young Persons View', is highlighted with a red circle and contains the following items: 'SQUIDDLE', 'Your Feelings About Learning', 'Your Interests and Hobbies', and 'Summer 2020 Questions'. Section D, 'Foster Carer', is also highlighted with a red circle and contains 'Parent/Carer Views'. Other sections include 'SMART Targets', 'The PEP Meeting', 'NEET Support Plan for SW & DT', 'Designated Teacher Sign Off', 'E. VS Final PEP Sign Off', 'VS PEP-Sign Off', 'Quality Assurance', and 'IRO Overview'. The main content area on the right is a form for 'Parent/Carer Views'. It includes fields for 'Contact phone number:', 'Contact email:', and 'Additional Information:'. Below these are several questions with radio button options for 'Yes' or 'No': 'Is the child/young person being educated within their care placement?', 'Do they have suitable IT/internet access?', 'Who will feedback on the work they have completed?', 'Will they be set work at regular intervals?', 'Who will be maintaining contact with the child/YP?', 'How will this be done?', and 'How frequently?'. A section titled 'If YES, please complete the following:' contains text input fields for 'What resources are being provided?' and 'Who will be set work at regular intervals?'. The Windows taskbar at the bottom shows the date as 27/05/2020.

This screenshot displays the 'Parent/Carer Views about the young person's school and education' section for 'Timmy Testchild (Year 7)'. The left-hand navigation menu is expanded to show 'A. Social Worker Section' (Personal Information, Care Information, Previous School/Settings, Key Contacts, Social Worker Sign Off) and 'B. Designated Teacher Section' (COVID-19 summer term, Education Information, Attendance, General Overview of School/DT, Attainment Levels and Progress, SEND, Social, Emotional and Mental Health, Transitions, Part Time Timetables And Ait. Education Arrangements, Current Support, 14-19+ Plan for Education, Employment and Training, SMART Targets). The main form area contains several questions with radio button options for 'Yes' or 'No': 'Do you have a named person in school to whom you can address queries or problem?', 'If Yes, please fill the name of the person who helps:', 'Are you kept informed of your child's progress?', 'If Yes, please fill how. E.g email, phone call, home/school book', 'Are you satisfied with the education / support that your child is receiving?', and 'If No, please identify the issues'. There are also text input fields for 'What's Going Well?' and 'Areas of Concern:'. The Windows taskbar at the bottom shows the date as 27/05/2020.

This screenshot shows the 'Summer 2020 Questions' section for 'Timmy Testchild (Year 7)'. The left-hand navigation menu is expanded to show 'A. Social Worker Section' (Personal Information, Care Information, Previous School/Settings, Key Contacts, Social Worker Sign Off) and 'B. Designated Teacher Section' (COVID-19 summer term, Education Information, Attendance, General Overview of School/DT, Attainment Levels and Progress, SEND, Social, Emotional and Mental Health, Transitions, Part Time Timetables And Ait. Education Arrangements, Current Support, 14-19+ Plan for Education, Employment and Training, SMART Targets). The main form area contains several questions with radio button options for 'Yes' or 'No': 'Are you still attending school?', 'How are you feeling about being away from school?', 'What are you enjoying learning about at home?', 'What is your daytime routine at home for learning?', 'Who do you talk to at home about how you feel?', 'Are you learning any new skills while not in school? What are these?', 'What do you miss when not in school?', 'Do you have a calm space to learn from at home?', 'Is someone from school staying in touch with you? Can you share your work with them? Do they give you feedback on your work?', 'Is your school sending work home for you that requires you to use a computer or internet?', and 'Do you have access to a computer or...'. There are also text input fields for 'How are you feeling about being away from school?', 'What are you enjoying learning about at home?', 'What is your daytime routine at home for learning?', 'Who do you talk to at home about how you feel?', 'Are you learning any new skills while not in school? What are these?', 'What do you miss when not in school?', 'Do you have a calm space to learn from at home?', 'Is someone from school staying in touch with you? Can you share your work with them? Do they give you feedback on your work?', and 'Is your school sending work home for you that requires you to use a computer or internet?'. The Windows taskbar at the bottom shows the date as 27/05/2020.

The Virtual School

The PEP is quality assured by the Virtual School staff and then the Final Signoff.

This includes signing off the Pupil Premium

The PEP is RAG rated either Red, Amber or Green depending on what key information has been recorded

The screenshot shows the 'PEP Sign Off' section of the ePEP Manager. On the left, there is a navigation menu with sections A through E. Section B, 'Designated Teacher Section', is expanded, showing various sub-sections like 'COVID-19 summer term', 'Education Information', 'Attendance', 'General Overview of School/DT', 'Attainment Levels and Progress', 'SEND', 'Social, Emotional and Mental Health', 'Transitions', 'Part Time Timetables And All. Education Arrangements', 'Current Support', '14-19+ Plan for Education, Employment and Training', 'SMART Targets', 'The PEP Meeting', 'NEET Support Plan for SW & DT', and 'Designated Teacher Sign Off'. The main content area contains a 'Date of PEP' field, a 'PEP Type' dropdown, and six numbered questions with radio button options for 'Yes', 'No', and 'N/A'. Below these are a 'RAG' dropdown menu and a text area for 'Please state elements which you feel evidence outstanding practice or comment on any unmet criteria.'

The screenshot shows the 'PEP Sign Off' section for a specific pupil, Timmy Testchild (Year 7). On the left, there is a navigation menu with sections A through E. Section A, 'Social Worker Section', is expanded, showing sub-sections like 'Personal Information', 'Care Information', 'Previous School/Settings', 'Key Contacts', and 'Social Worker Sign Off'. The main content area contains a 'PEP Sign Off' section with several fields and buttons: 'Social Worker has not yet completed PEP' with a 'Mark completed' button; 'Next meeting date' and 'Next meeting time' (with a 'E.g: HH:MM' example) fields; 'Designated Teacher has not yet completed PEP' with a 'Mark completed' button; 'Young Person has not yet completed PEP' with a 'Mark completed' button; 'Virtual School Comments' text area; 'RAG Quality and Completion' dropdown menu; 'Virtual School' with a green 'Final Signoff' button; and 'Virtual School: Reject PEP' with a red 'Reject PEP' button.

For further help and support with ePEP please contact the Virtual School

VirtualSchool@northyorks.gov.uk

Tel. 01609 533231