



Personal Education Plan (PEP) Review Meeting Agenda

Pupil name: _____ Date: _____

Attendees: _____

1	Introductions <ul style="list-style-type: none"> - roles/responsibilities 	EPEP Section 1 Meeting Attendance Log
2	Changes in circumstance/information sharing <ul style="list-style-type: none"> - imminent change of carer/school - Changes to pupil's care status/parental responsibility - Prohibited contact - Health issues 	EPEP Sections 3 & 11 Pupil Details & Planning for a School Move

Pupil joins meeting

2	Pupil voice <ul style="list-style-type: none"> - Pupil speaks about what is going well/strengths/achievements. - Pupil shares a piece of work. - Adults share feedback from class and subject teachers re. English and maths including learning objectives for this term and check pupil understanding - Pupil speaks about difficulties/further help needed - Pupil speaks about change of school/secondary transfer/KS4 options as appropriate - Pupil speaks about future aspirations/career goals 	EPEP Section 4 Pupil Voice EPEP Section 7 Education Details and SEND Questions 33 and 35 EPEP Sections 11 & 12 Planning for a School Move & KS4 Transition EPEP Section 13 Careers Advice Information & Guidance
3	Review of previous term's PEP targets <ul style="list-style-type: none"> - Summary of progress made against targets and any additional progress? - What has worked well/what hasn't - Actions to carry forward 	EPEP Section 2 Record of Meeting Question 1

Pupil leaves meeting
(NB Score and record participation EPEP Section 2 Question 8)





<p>4</p>	<p>Attainment and progress</p> <ul style="list-style-type: none"> - Current attainment data – appropriate for age/ability? - Making expected progress considering prior attainment? - Consider feedback from Virtual School - Review school report/teachers comments/round robin - consider - Is Homework completed/recorded? Further support needed at home? 	<p>EPEP Section 9 Attainment EPEP Section 8 Virtual School Feedback</p>
<p>5</p>	<p>Curriculum interventions</p> <ul style="list-style-type: none"> - Review PP+ funded interventions and decide how to use funding going forward - School funded interventions 	<p>EPEP Section 7 Education and SEND Details Questions 38 and 39 Question 40</p>
<p>6</p>	<p>Emotional and social development</p> <ul style="list-style-type: none"> - Review pastoral support provided by school/interventions by other agencies - What is working well? What are the concerns? - SDQ score - Do we need a target re. pupil’s social or emotional development? 	<p>EPEP Section 7 Education and SEND Details Questions 41 & 42 EPEP Section 10 SDQ</p>
<p>7.</p>	<p>Exclusions</p> <ul style="list-style-type: none"> - Review details - Strategies in place to prevent further exclusions 	<p>EPEP Section 6 Attendance Records Questions 5,6 and 7</p>
<p>8.</p>	<p>Attendance</p> <ul style="list-style-type: none"> - Further support needed to improve punctuality and/or attendance 	<p>EPEP Section 6 Attendance records Questions 1 to 4</p>
<p>9.</p>	<p>Transition</p> <ul style="list-style-type: none"> - KS4 options confirmed? - School/college identified and place secured? - Visit by pupil and carer/interview arranged? - 	<p>EPEP Section 12 KS4 Transition EPEP Section 11 Planning for a School Move</p>
<p>9.</p>	<p>Summary: Priority areas for short, medium and long term targets</p> <ul style="list-style-type: none"> - What would we like to be able to do by end of term/by end of year/by end of key stage/ whenleaves school - Allocation of Pupil Premium Plus funding <p>Agreed supporting actions by professionals/adults</p>	<p>EPEP Section 2 Record of Meeting Questions 6 & 7</p>
<p>10</p>	<p>Date(s) for subsequent PEP Review meeting(s)</p>	<p>EPEP Section 12 (14 for secondary pupils) Next PEP Meeting</p>

