

# Personal Education Plan (PEP) Review Meeting Agenda and ePEP Completion for social workers



## Introductions

- General Information sharing: Legal/imminent changes
- Contact/placement changes
- Health issues
- Section 9 completed

## Education, SEND

- Checked and up to date information?
- SEND EHCP processes up to date
- Update professionals on any review dates.

## Carer/Parent Views, Attendance, Exclusions

- Assist Carer/Parent to express their views.
- Questions and concerns raised.

## Please note:

- DT will check that all sections are completed
- Please ensure that all **blue sections** of the ePEP are complete
- Sign off section 14 and upload ePEP to Mosaic

The child's/young person's views about their education is central to the PEP process. Ideally, they will attend part of the meeting.

## Child young person invited to the meeting

- Child shares general views
- Child/young person share any concerns/achievements and shares work.

## New PEP Meeting date agreed

- Additional professional actions clarified. Agreed ePEP completion date (10 days after meeting) agreed between SW and DT. Concerns raised.

## Outcomes: Child remaining is optional

- Success of previous term outcomes discussed/ agreed.
- Form for laptops, change of school placement and Welfare Call information is on the Virtual School [website](#).

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Main points for discussion:

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Outcomes:

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Other:

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