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Please ask for: Gail Hancock

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Our Ref: GH/jp

Date: 4th November 2021

Dear Colleagues

Re: Personal Education Planning – New electronic performance report

I hope you are keeping well and were lucky enough to enjoy some time off during the recent half-term holiday?

I am getting in touch to let you know about a new development regarding the functionality of Liquid Logic in relation to Personal Education Plans (PEPs) for children and young people in our care. As you know, the Leadership Team continues to progress developments to our Liquid Logic electronic recording system. This particular development supports enhanced data reporting about Personal Education Planning in relation to children and young people in care.

You may well recall that the Ofsted Focus Visit letter, published last year in November 2020, highlighted PEPs as an area requiring improvement to ensure that PEPs become “more ambitious, specific and measurable.” The development of Liquid Logic referred to here will help with this.

To confirm, it will remain the responsibility of the child's school to arrange the PEP meeting and make sure that the allocated social worker is invited to attend. It will also continue to be the responsibility of the child's school to complete the PEP record and send it to the Virtual School so that it can be quality assured.

When the allocated social worker receives the invitation to attend the PEP meeting it is important that this triggers the completion of the new PEP performance report template located within the child's education pathway in their Liquid Logic record.

The screenshot outlined on the next page shows what the PEP performance report looks like and as you can see this sets out a number of basic questions that help to confirm the individual child's education record and will also be used for PEP performance reporting purposes.

Print

Personal Education...

Personal Education...

Attachments (0)

All Looked After Children have a statutory care plan, which is drawn up and reviewed by the Local Authority that looks after them. The Personal Education Plan (PEP) is a legal part of the care plan; which is a statutory requirement for Looked After Children.
A PEP CAN NOT TAKE PLACE WITHOUT THE ATTENDANCE OF THE SOCIAL WORKER

Please Note: This is not the actual PEP, this is the social workers summary of PEP

PERSONAL EDUCATION PLAN REVIEW DATES

Personal Education Plan Planned Date

What school/education phase is the child in?
 Early Years
 School Age (reception - Year 11)
 Post 16

CHILDS/YOUNG PERSON'S IDENTIFYING DETAILS

Full Name	Bart (Test) Simpson
DOB	20-May-2010
Age	11 years
Current CLA Legal Status	

SOCIAL CARE INFORMATION

Allocated Case Worker Name	Mr Andrew Dowden
Allocated Case Worker Department	GCC ICS
Allocated Case Worker's Manager Name	Mrs Nat Porter

PEP DETAILS

Is this the first or subsequent PEP?
 First Subsequent

Which term does this PEP relate to?
 Term 1 (September-December) Term 2 (January-April) Term 3 (April-July)

Date of actual PEP?

Was the Social Worker in attendance?
 Yes No

Is the Child/Young Person making progress (age related expectations and academic/attainment)?
 Yes No
If no, there must be a PEP SMART target to address this need

Has the Child/Young Person got good attendance?
 Yes No
Attendance should be 90% or above. If its not, there must be a PEP SMART target to address this need

Have relevant SMART targets been set to address the child's needs?
 Yes No

Date of next PEP?
PEP should be reviewed every full term (Term 1 September - December, Term 2 January - April, Term 3 April - July)

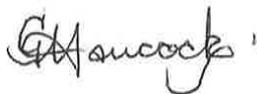
Please ensure that when the Virtual School have quality assured the PEP and sent this back to you, that this is uploaded into documents on the child's file.

I appreciate there are a number of changes and developments happening across the system at the moment and I would like to thank you for your continuing help and support with the improvements we are making. The new PEP performance report referred to here is an integral part of our planned improvement programme so please be assured that these things are essential and, most importantly, will help us to achieve the best possible outcomes for children and young people in our care. This functionality is now live in the system so please start to update this moving forward.

Please take some time to look at the screenshot below and to acquaint yourself with the new template in Liquid Logic. Please discuss this development with your colleagues and raise it in your team meetings and supervision sessions. If you have any questions or queries please contact Julie Miles, Head of Service in Cheltenham, or Jane Featherstone, Virtual School Head Teacher, who will be happy to assist.

Thank you for your continuing hard work and commitment, it is very much appreciated.

Kind Regards



Gail Hancock
 Interim Director for Children's Safeguarding and Care