

ePEP process

Ealing students personal education plan (PEP) will be hosted on Welfare Call from September 2024.

ePEP process repeats each term - Autumn, spring and summer. Deadline for PEP completion is at least 3 weeks before the end of academic term. Specific dates will be shared by Ealing virtual school.

Ealing virtual school quality assure the PEP document and inform designated teacher or social worker of PEP quality.

For any technical issues on Welfare Call please contact the Welfare Call support helpline on 01226 716333.

Here is the Ealing PEP process for the following:

- [Designated teacher](#)
- [Social workers](#)
- [Virtual school](#)

ePEP process for designated teacher

Prepare

- gather information from class teachers, gather attainment data and pupil voice
- check information in red sections of the PEP in Welfare Call for accuracy
- complete with information gathered.

Chair PEP meeting: Enter information from PEP meeting into red sections of the PEP including minutes of meeting recorded and agreed next PEP date.

Use Welfarecall

- check red sections are complete and accurate
- select DT button on front page of PEP to complete. This indicates to virtual school that PEP is ready for quality assurance.

When notified that PEP is complete view QA feedback in Welfare Call and download PEP for own record.

ePEP process for social worker

Prepare

- check attendance (available on Welfare Call)
- gather views from carer and young person

Begin mosaic episode for current PEP: Enter date of PEP meeting

Use Welfare Call

- enter data into key information tab 1 [Tab 1 Social worker Welfare Call \(youtube.com\)](#)
- check demographic and safeguarding information is up to date and correct if needed

Attend PEP meeting

- contribute views from above
- ask about progress, attainment and targets designed to promote progress and attainment
- agree and enter date and details of next meeting
- Select SW button on front page of PEP to complete

Upload PEP into Mosaic When notified by Welfare Call, upload PEP from Welfarecall into mosaic and close mosaic episode.

ePEP process virtual school

Prepare

- check details in Welfarecall and on central spreadsheet
- support school and social care with process

Attend

- attend PEP meeting if available
- advise PPPG spend and strategies to support CLA

Use Welfare Call

- chase designated teacher and social worker to ensure PEP completion
- support as necessary
- virtual school quality assure read PEP, check details with designated teacher and social worker as necessary. Ask for refinements if PEP is RED from QA process.

Feedback

- complete feedback section of PEP (for amber or green rating). This is available for designated teacher and social worker to view.
- support school and social worker with feedback.

Related content

[ePEP video guides](#)

Contact:

- **Ealing Virtual School:** ealingvirtualschool@ealing.gov.uk

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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