Ealing Virtual school – PEPs on Welfarecall from Sept 2024

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Agenda

1. Purpose of a PEP.
2. PEP templates and changes from previous approach.
3. Getting started
4. Process overview.
5. live demonstration.

The slides will be made available after the session with the flow charts.

Further guidance can be found: Personal education plan (PEP) | Ealing Grid for Learning (egfl.org.uk)

ePEP video guides | Ealing Grid for Learning (egfl.org.uk)

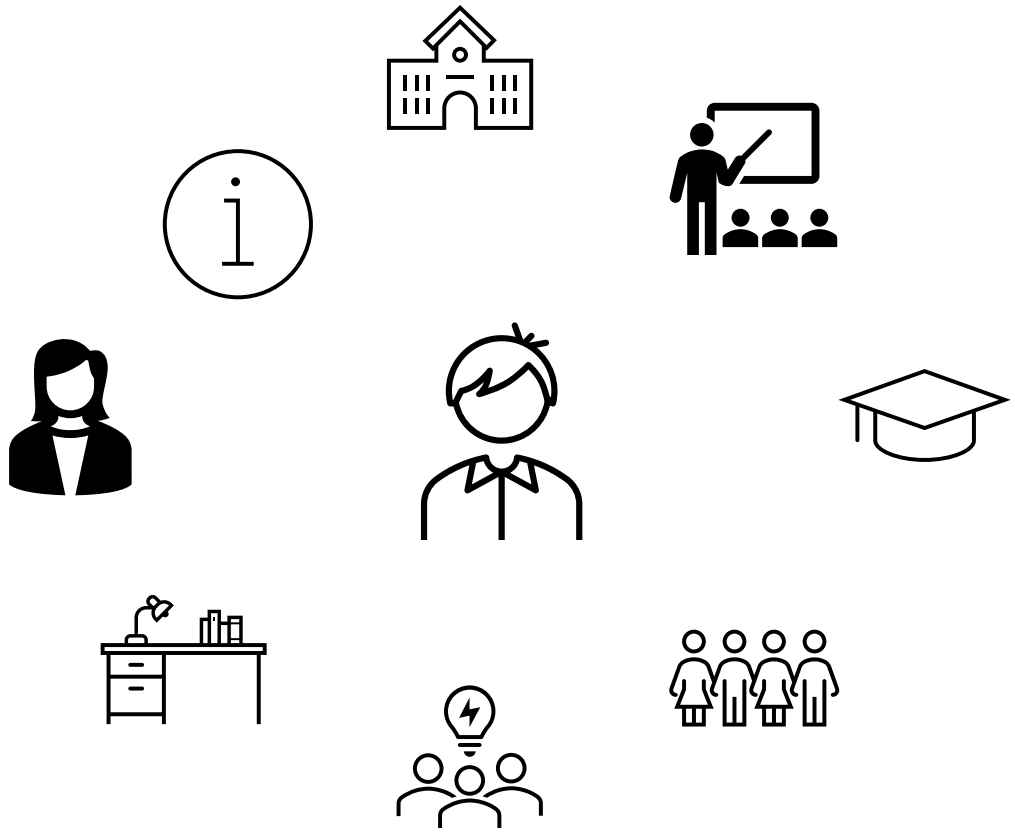
ePEP process | Ealing Grid for Learning (egfl.org.uk)

1. Purpose

Ensure PEPs are **meaningful**

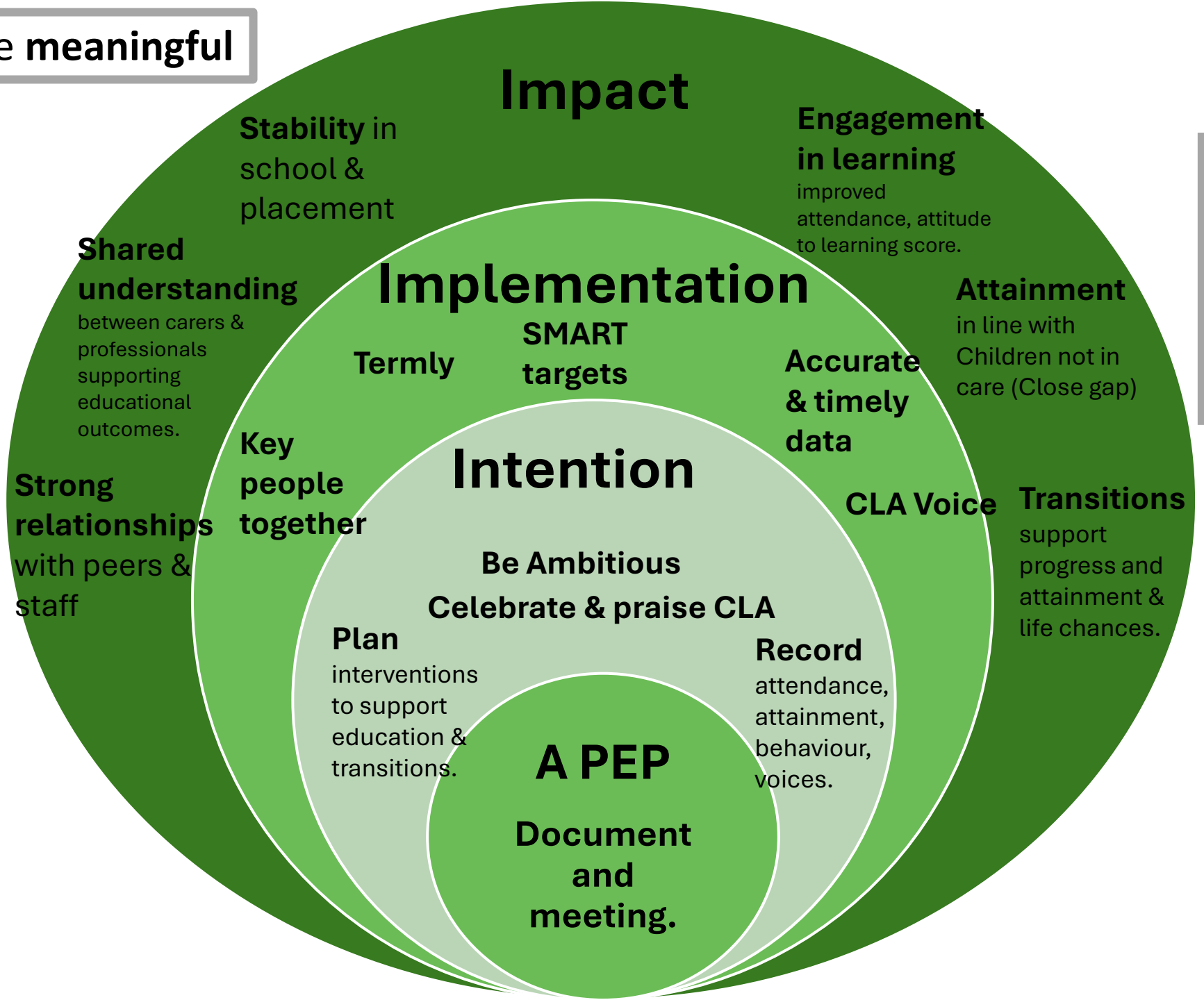
A PEP

Document and meeting.



Ensure PEPs are **meaningful**

Use of Pupil Premium Plus grant



SMART

Specific
Measurable
AMBITIOUS
Realistic
Timely: PEP to PEP

2. PEP templates

PEP types:

Early Years PEP.
Small number of CLA – but specific template will be used

Statutory School age PEP.
Majority of PEPs are on this template. Differences across template, depending on age of the child.
Eg – year have post 16 planning questions.
Student voice is adapted to be more age appropriate.

Post 16 (Careleavers to 18yo) in school/college.
Specific template will be available.

NEET young people to be held on Mosaic.
Questions are being developed where specific NEET/EET detail is to be entered by SW onto welfarecall. Increase accuracy of provision in place for young people.
This is process is still under development.

“Missing PEP” =

- Desktop PEP for children without a school.
  - To be completed with the Virtual School.
  - VST to act in the role of DT for these meetings.
  - All to be completed on welfarecall.

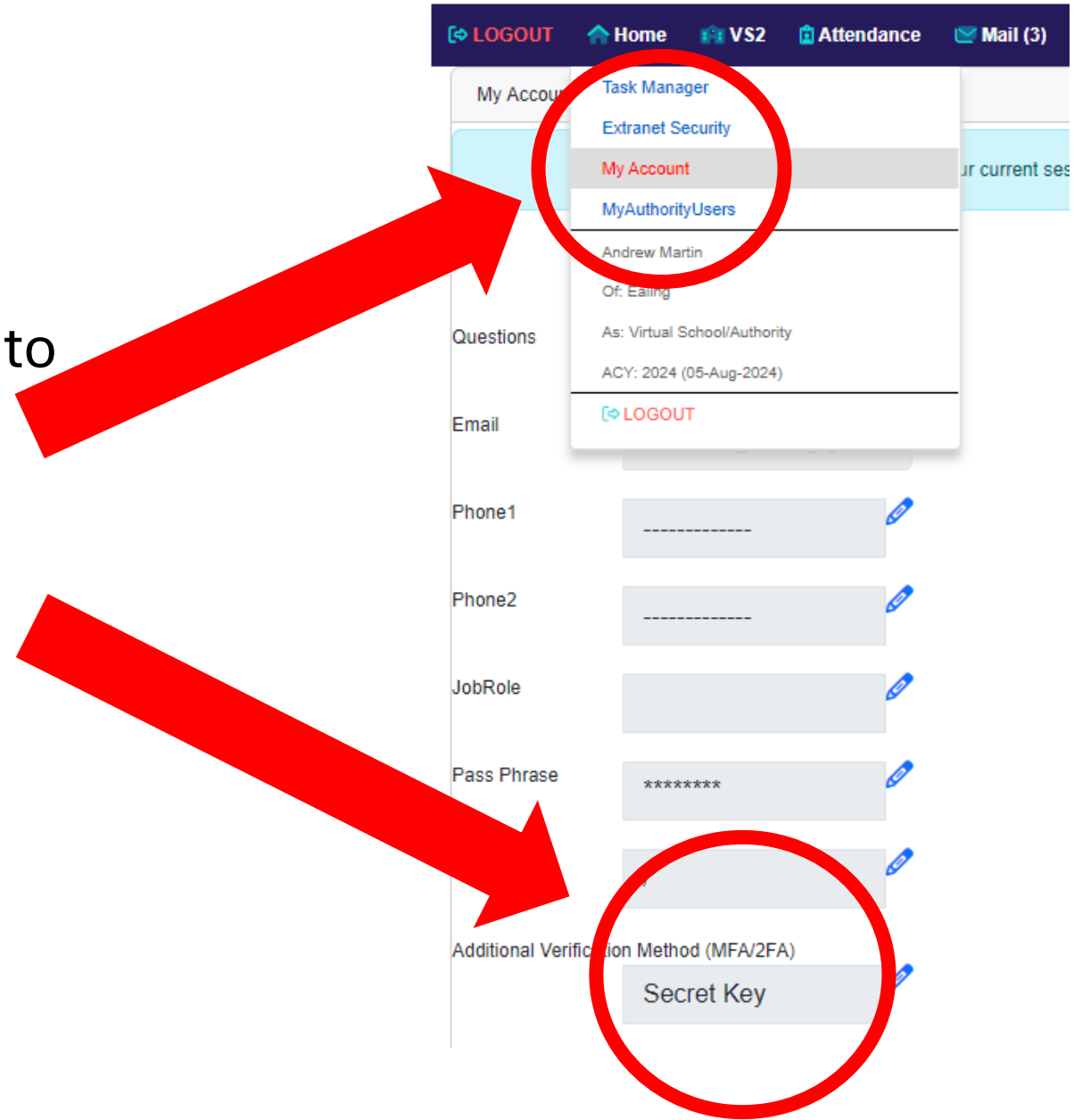
3. Getting started

Getting started on Welfarecall.

1. Social Workers, Designated Teachers will receive log in emails from welfarecall.

Go to My Account in Welfarecall to set up security questions.

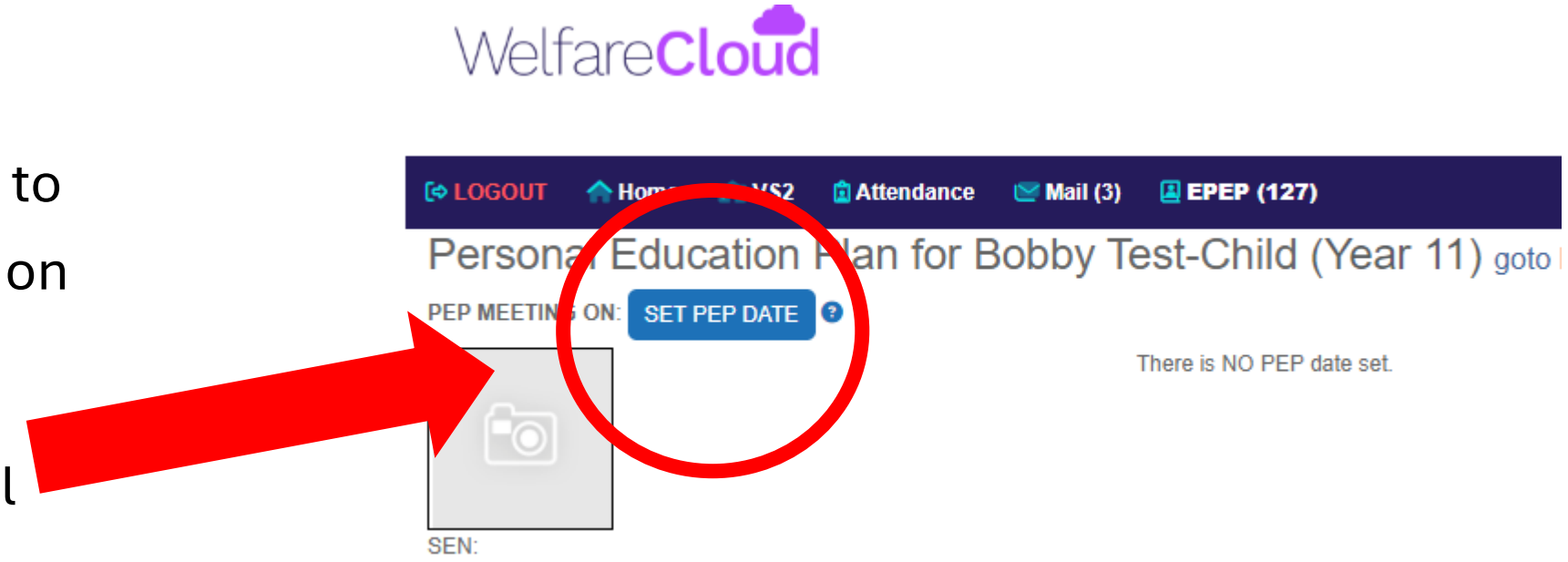
Set up 2 factor authentication, **secret key**.



Getting started on Welfarecall.

2. Meeting dates will need to be set for every ***first*** PEP on welfarecall.

This step is required for all CLA as we move to this platform but also, in the future, for all children who are new into care.



Training and updates

Ways to get help:

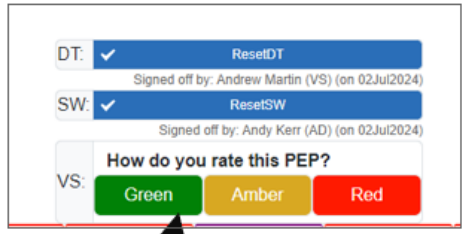
1. ask a VST (directly) or via ealingvirtualschool@ealing.gov.uk
   we can support 1:1 or provide team meeting briefing.

2. Book onto training (via CPD) BookNow
   Future dates: 5 Nov, 14 Jan, 11 Mar, 29 April, 10 June.

3. Social Workers: 25th September – in your diaries (delivered by welfarecall).
4. DT: To be confirmed ~ around half term ~ (delivered by welfarecall).

4. Process overview

Purple = ALL Orange = School & Social Care Red = School	Blue = Social Care Black = Virtual School Grey = Welfarecall/process



Preparation

Open mosaic episode Meeting

Meeting

Enter data

click complete

VS QA PEP.

Welfarecall saves PEP

notification sent to SW & DT

Close mosaic episode

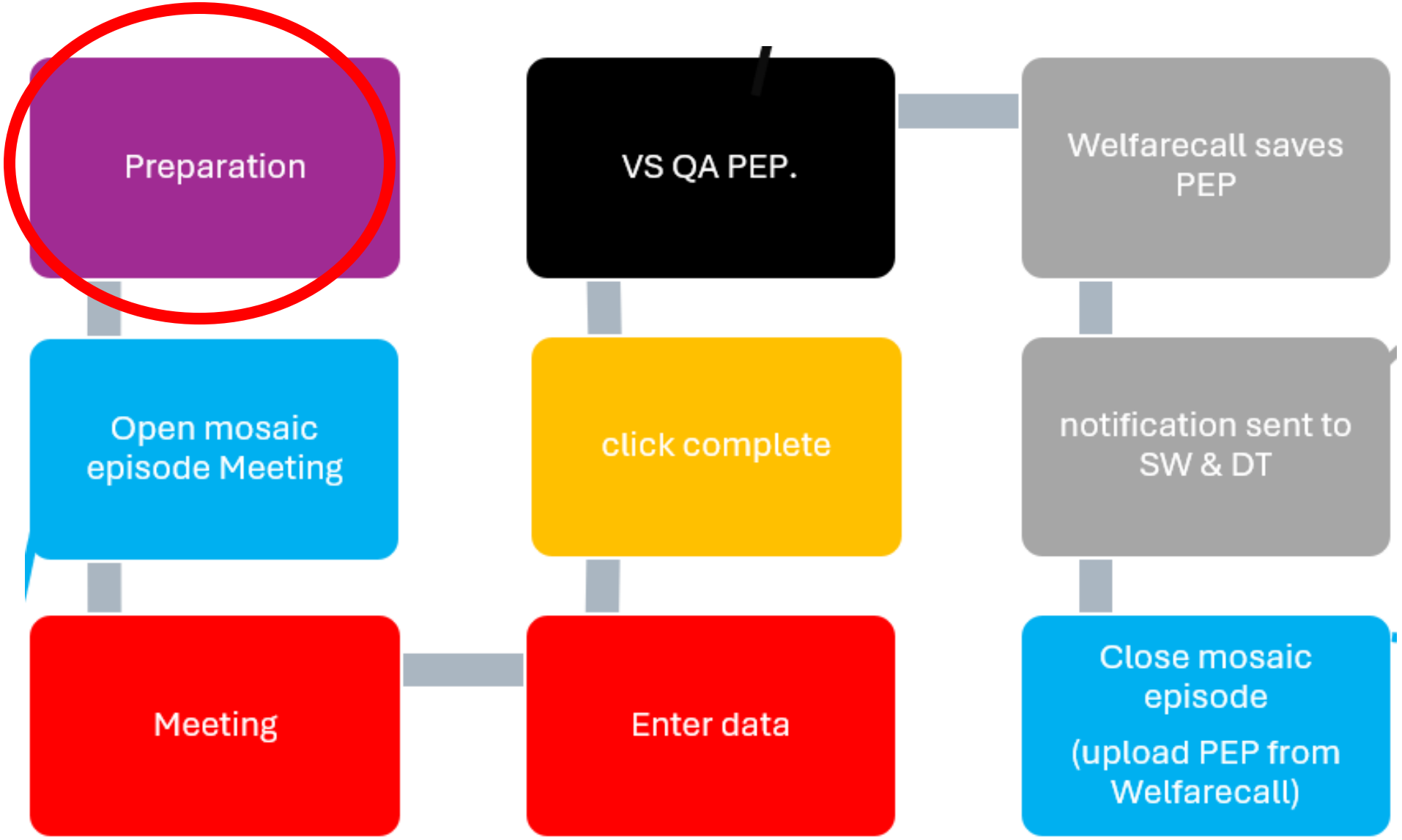
(upload PEP from Welfarecall)

Dear Andy Kerr

QA'd by Andrew Martin Virtual School/Authority,
This means the PEP has been QA'd from the Welfare Call Test Authority Virtual School..
Please check feedback in the child notes section or feedback tab (if applicable), if not then please discuss this further with your Virtual School contact for Ref:[326545]
https://extranet.welfarecall.com/epep/form/146334

ePEP Admin
Welfare Call (LAC) Ltd

Any problems or queries please do not hesitate to contact the Virtual School.


Preparation
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Welfarecall saves PEP
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click complete
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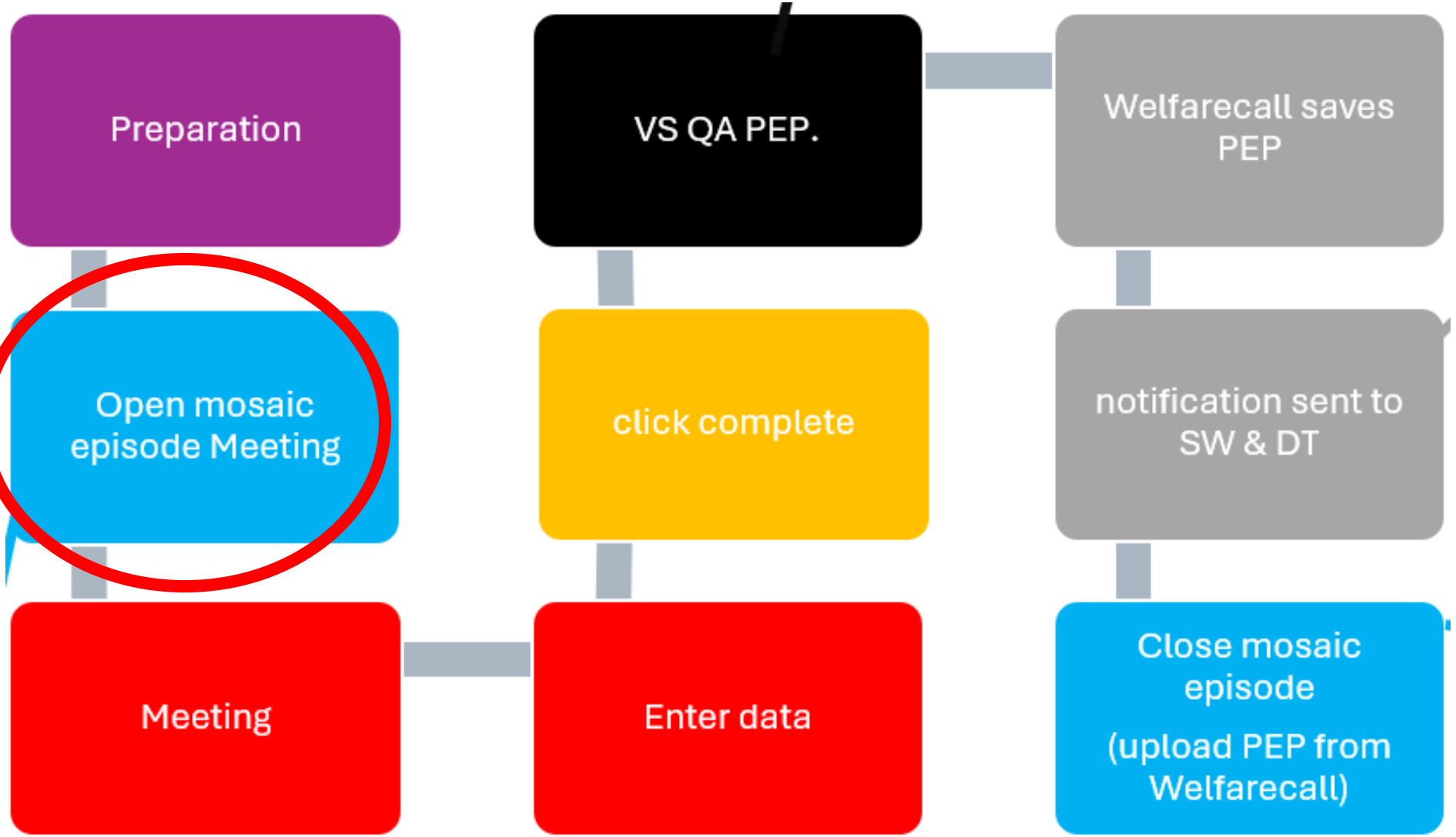
(upload PEP from Welfarecall)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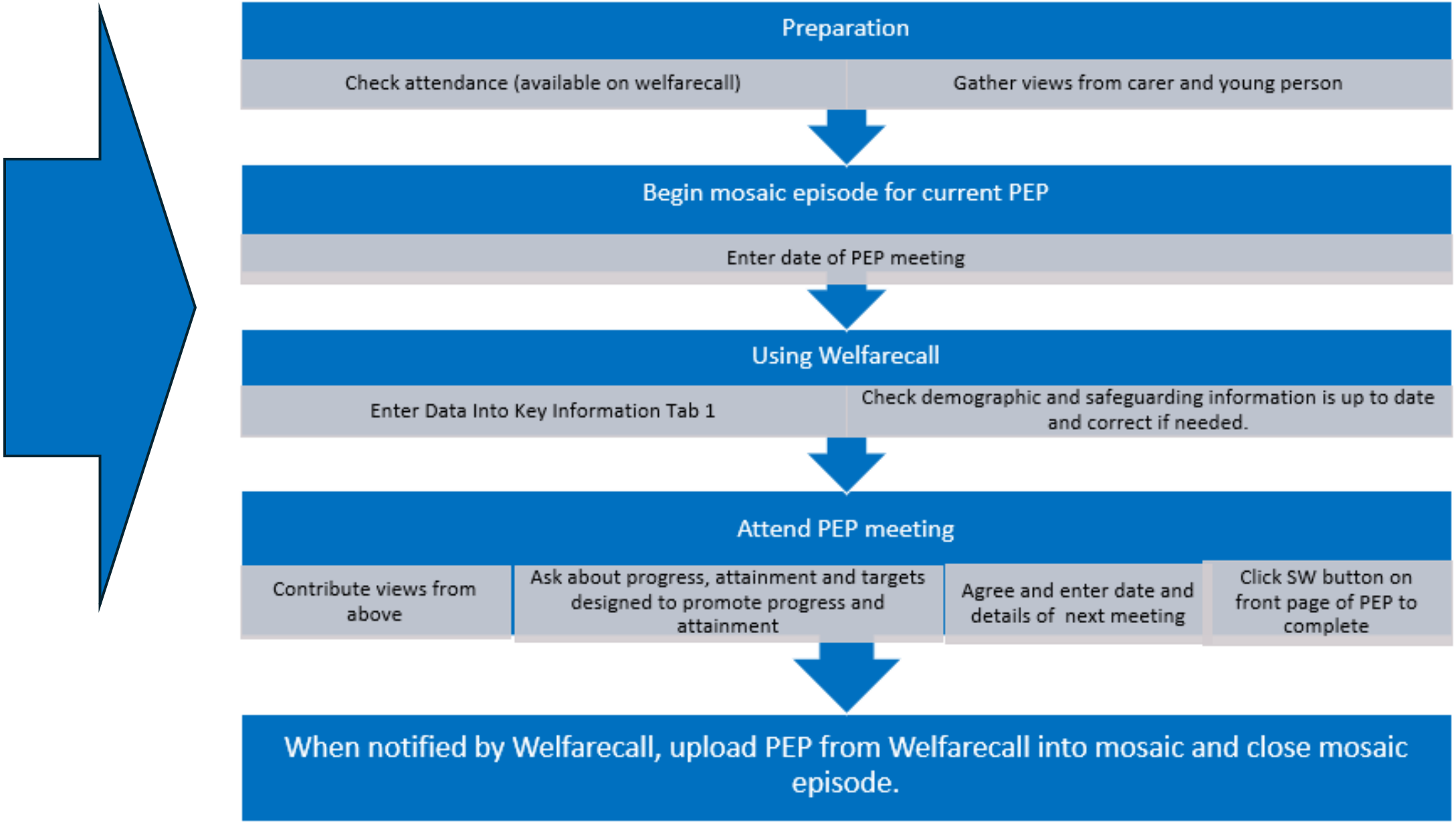
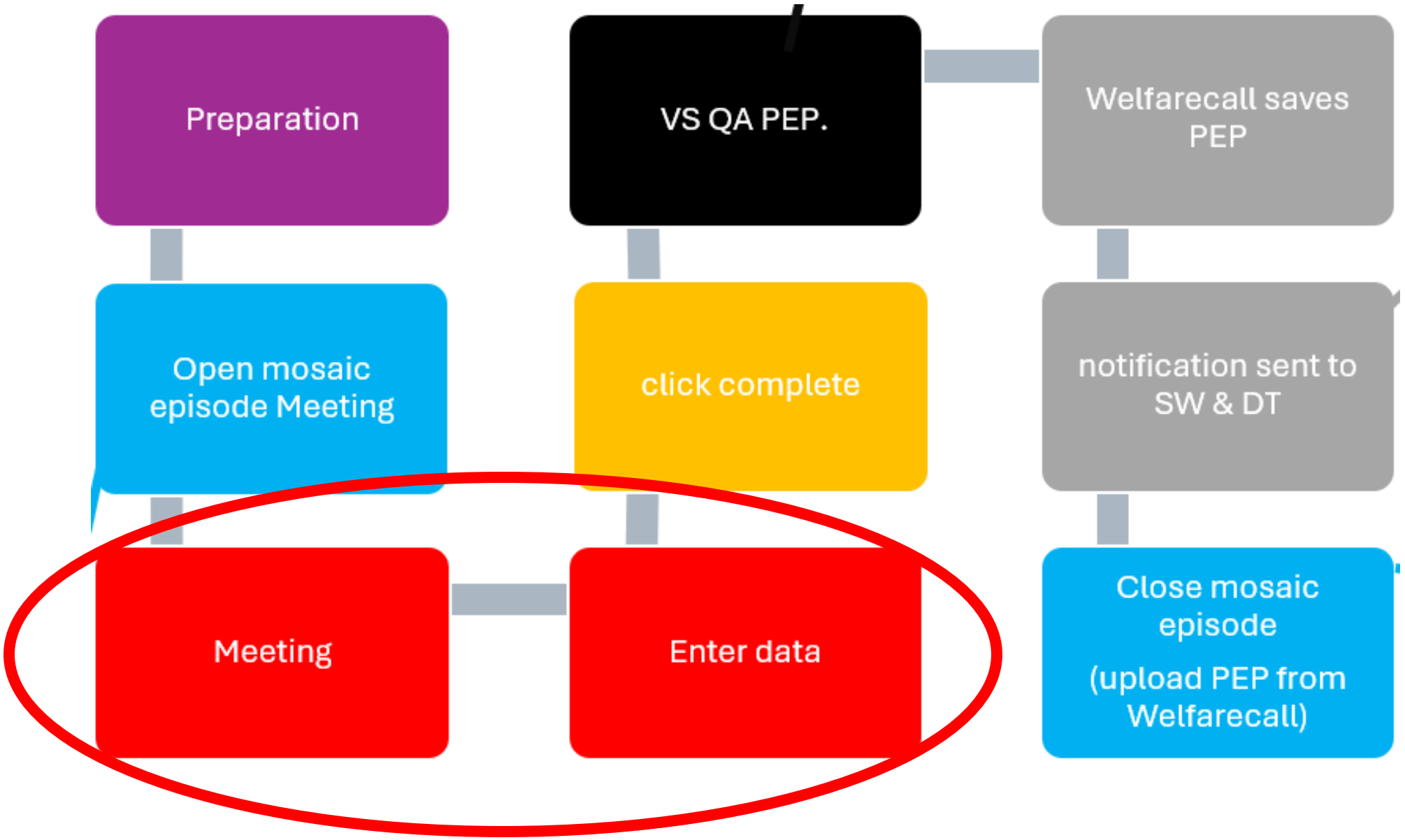
EALING PEP PROCESS (SOCIAL CARE)

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Welfarecall saves PEP
Open mosaic episode Meeting
click complete
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(upload PEP from Welfarecall)

EALING PEP PROCESS (DT)

Preparation - in WelfareCall

Gather information from class teachers, gather attainment data and pupil voice.

Check information in red sections, of the PEP in WelfareCall, 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

Using Welfarecall

Check Red sections are complete and accurate

Click DT button on front page of PEP to complete. This indicates to Virtual school that PEP is ready for QA

When notified that PEP is complete, view QA feedback in Welfarecall and download PEP for own records

Personal Education Plan for Test Child (Year 11) goto MyChild

PEP MEETING ON: 08-07-2024 Change meeting

SEN:

Last PEP: 01-07-2024
Last Doc Gen: 09-07-2024
Social Care ID: 256456
UPN:
DT:
SW:
DOB: 02-07-2008

DT: Mandatory fields incomplete
SW: Mandatory fields incomplete
VS:

Sign off buttons will appear once the DT and SW have signed off the PEP.

Ealing
www.ealing.gov.uk

Ealing Virtual School:
Nurturing relationships for educational success.

Last VS Rating
On: 09-07-2024
Rating: Amber

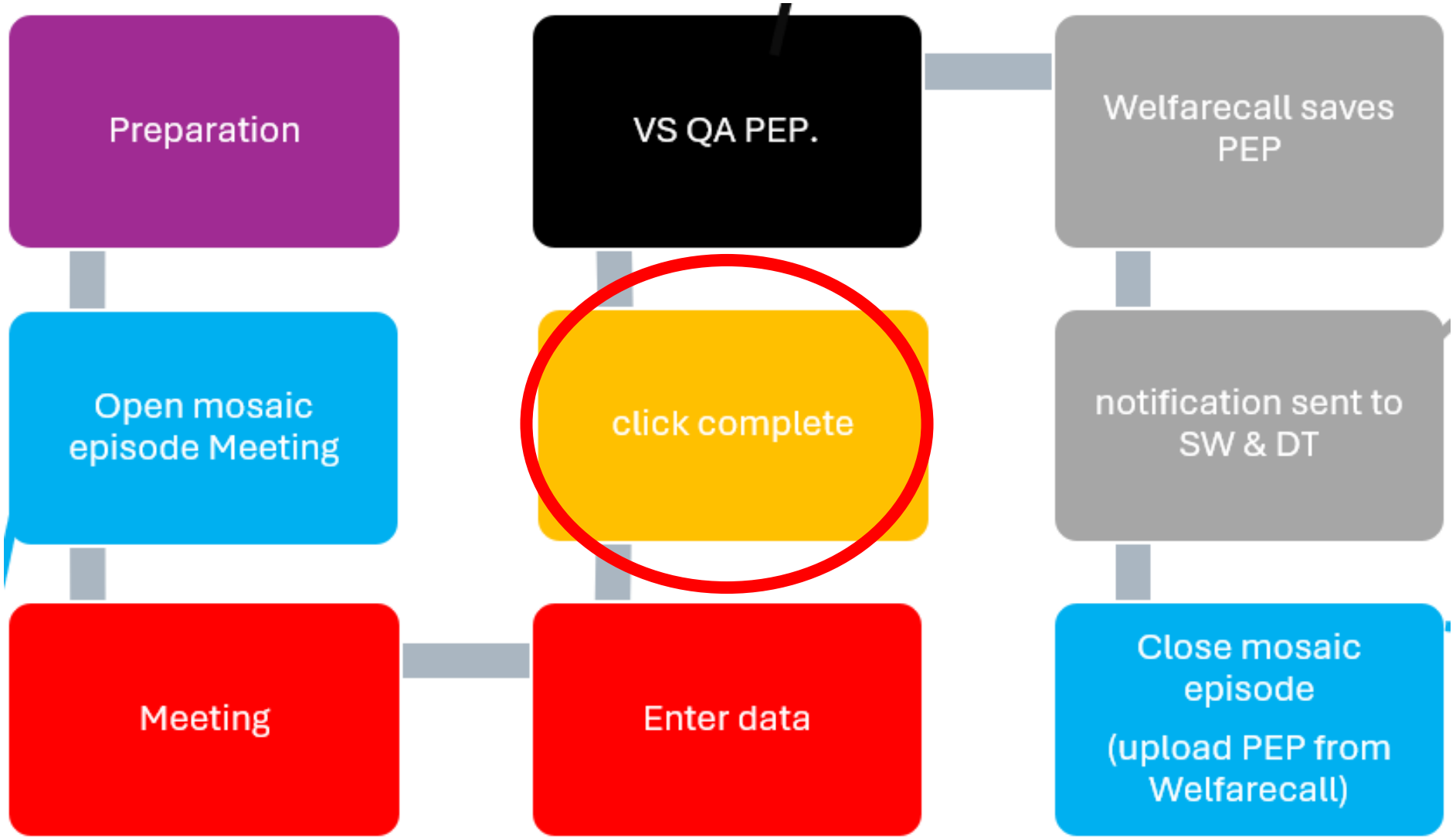
Attendance monitored by Welfare Call

Child menu options

Download options

Virtual school details

1.Key Information (SW) | 2.Designated Teacher Information | 3.Progress and attainment | 4.My Views, Wishes and Feelings | 5.The PEP meeting | 6.Future Needs, Targets and Intervention | 7.Next PEP Meeting | 8.Evaluation QA feedback | 9.VS ONLY Form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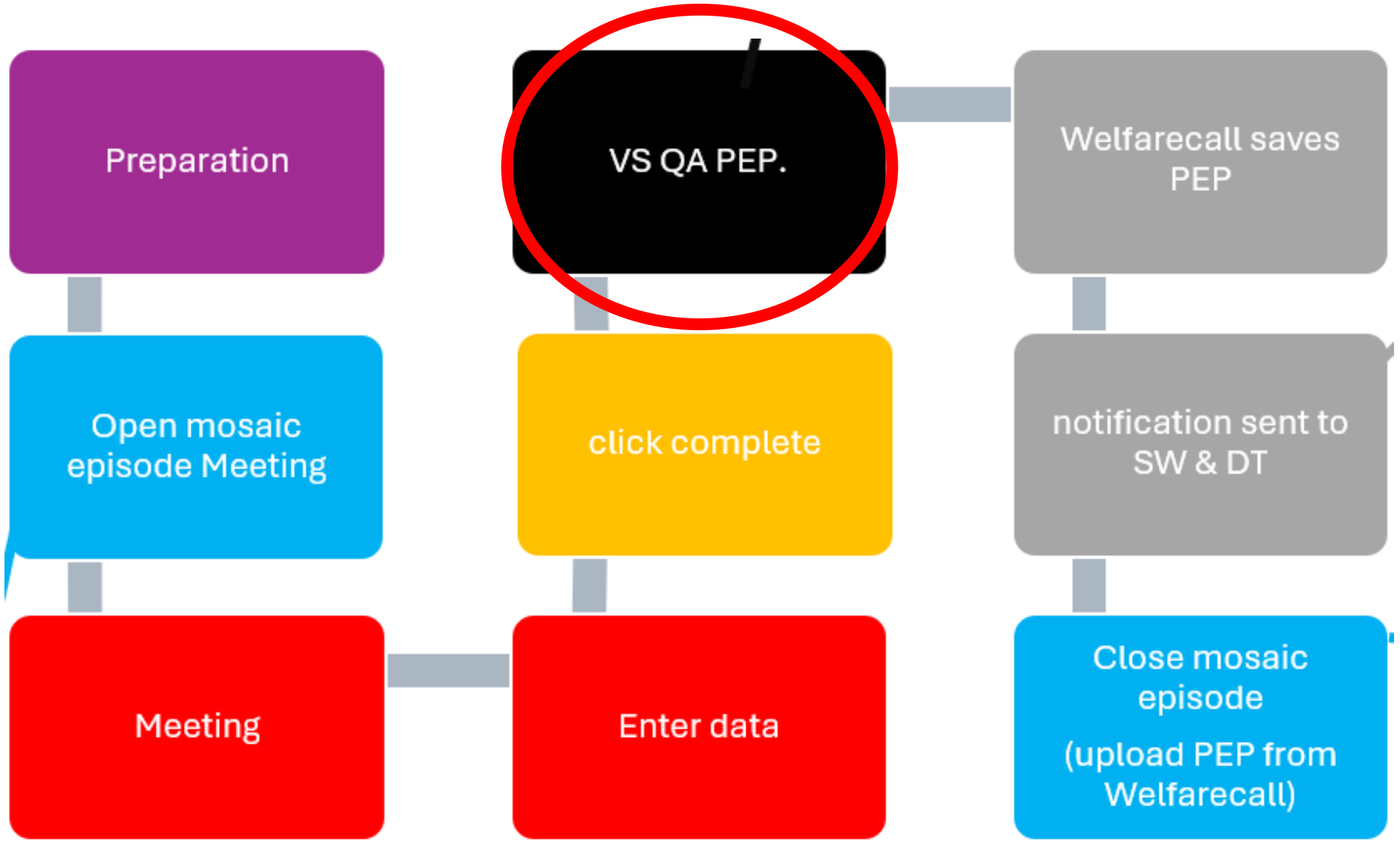
(upload PEP from Welfarecall)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(upload PEP from Welfarecall)

EALING PEP PROCESS (VS)

Preparation

Check details in welfareCall and on Central spreadsheet.	Support School and Social Care with process

Attend PEP meeting if available

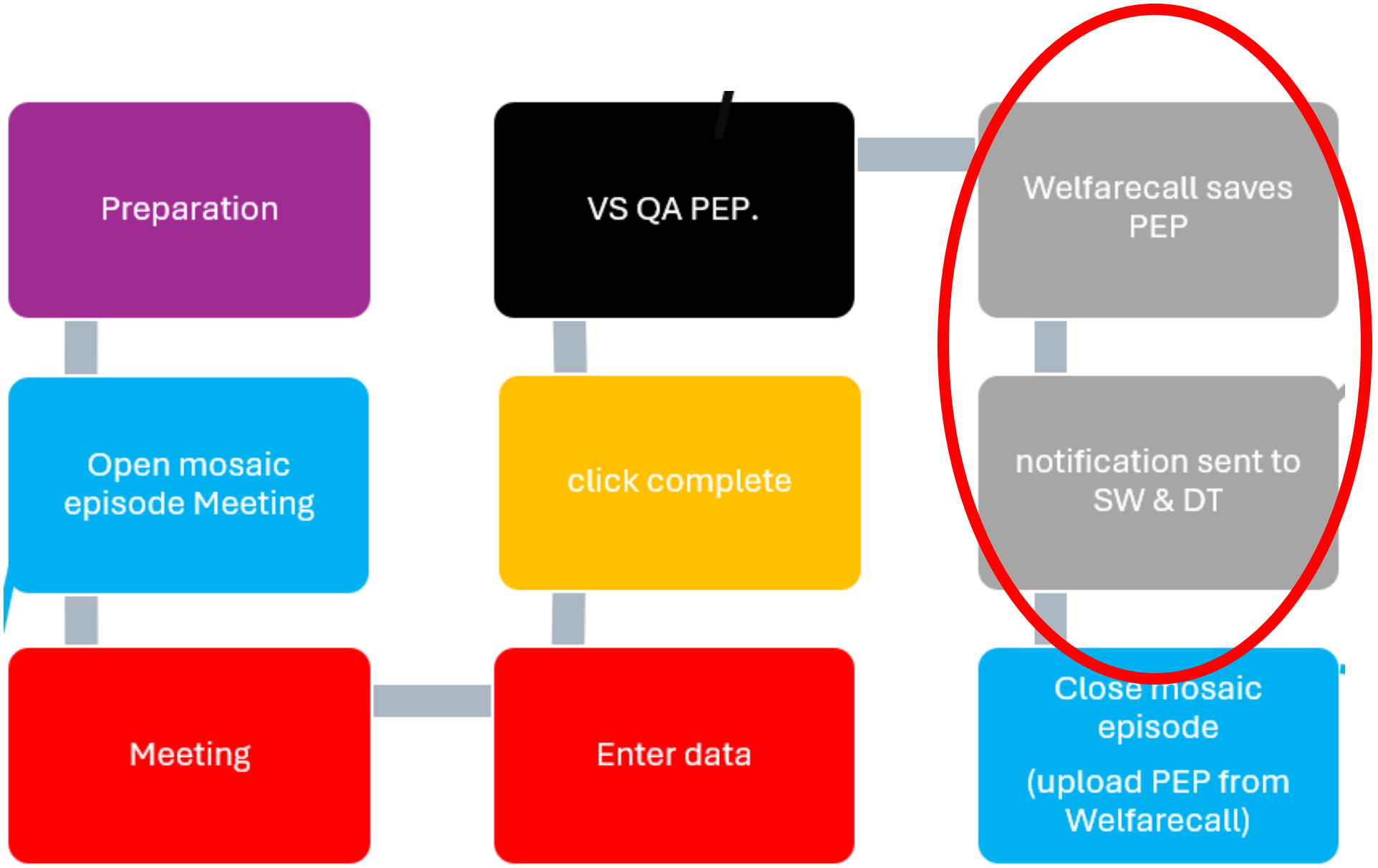
Advise -PPPG spend, strategies to support CLA

Using Welfarecall

Chase DT and SW to ensure PEP completion. Support as necessary.	VS QA-Read PEP, check details with Social Care and DT as necessary. Ask for refinements if PEP is RED from QA process

Complete PEP feedback section of PEP (for Amber/Green rating). This is available for Social Care and DT to View

Support School and Social Care with feedback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click complete
notification sent to SW & DT
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Enter data
Close mosaic episode
(upload PEP from Welfarecall)

EALING PEP PROCESS (SOCIAL CARE)

Preparation

- Check attendance (available on welfarecall)
- Gather views from carer and young person

Begin mosaic episode for current PEP

- Enter date of PEP meeting

Using Welfarecall

- Enter Data Into Key Information Tab 1
- 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
- Click SW button on front page of PEP to complete

When notified by Welfarecall, upload PEP from Welfarecall into mosaic and close mosaic episode.

PEP buttons and functionality:

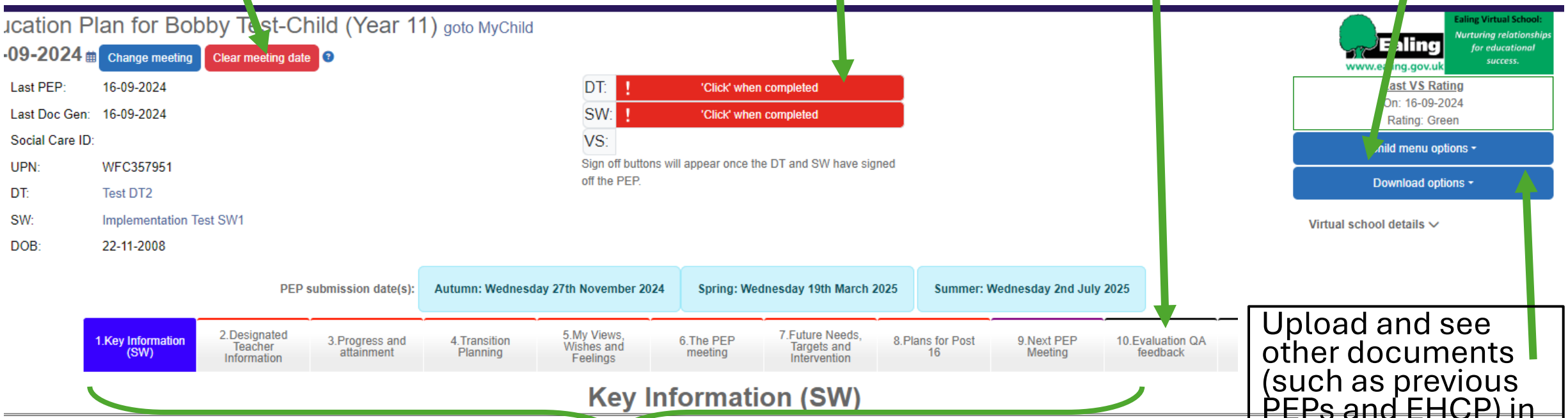
Seeing the date of the next PEP meeting (and if necessary changing it) is here:

When you have completed the information in all tabs, a 'click complete' button will be here.

You must click this.

QA feedback will be available here:

Attendance details will be available here:



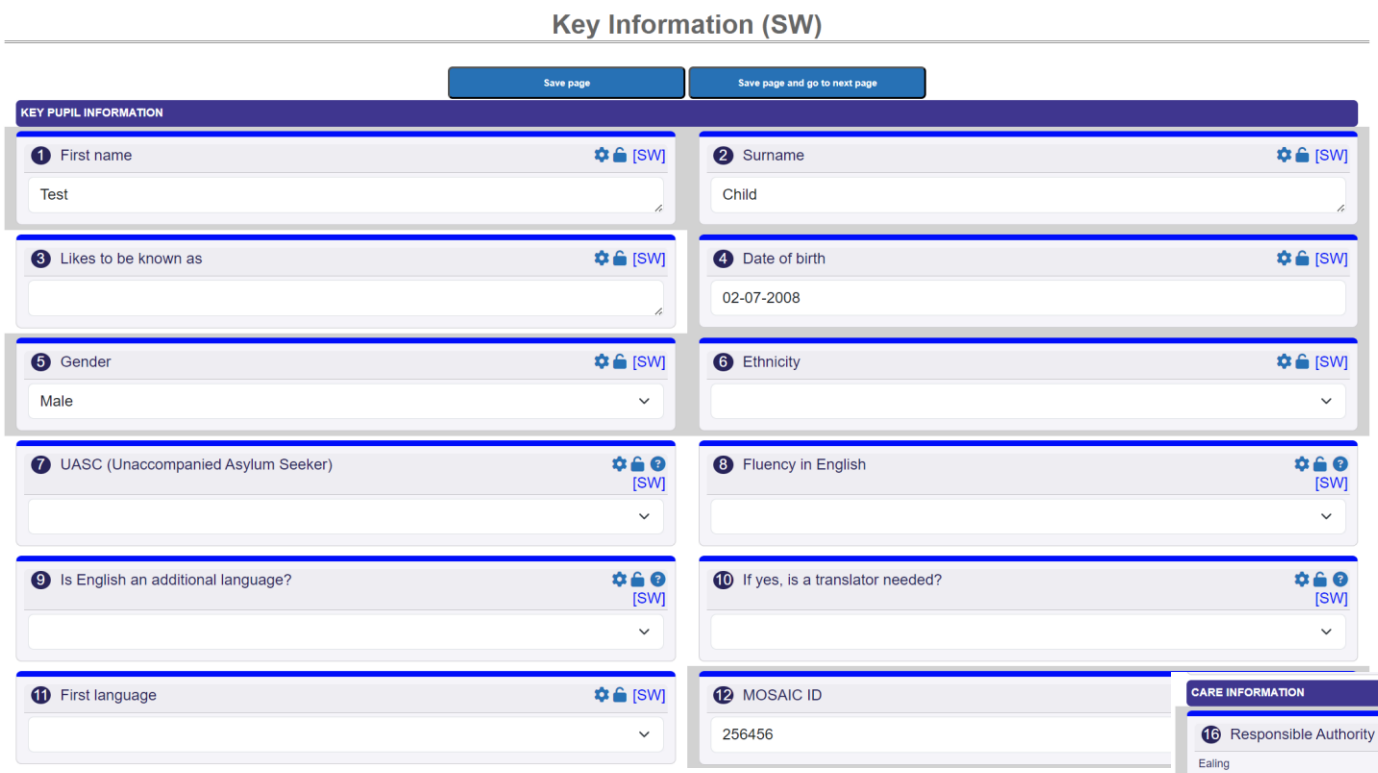
Tabs for DT and SW to complete – **each of these are detailed on the follow slides.**

Upload and see other documents (such as previous PEPs and EHCP) in the child's library here.

5. Live demonstration

- Please can everyone go to: www.welfarecall.com

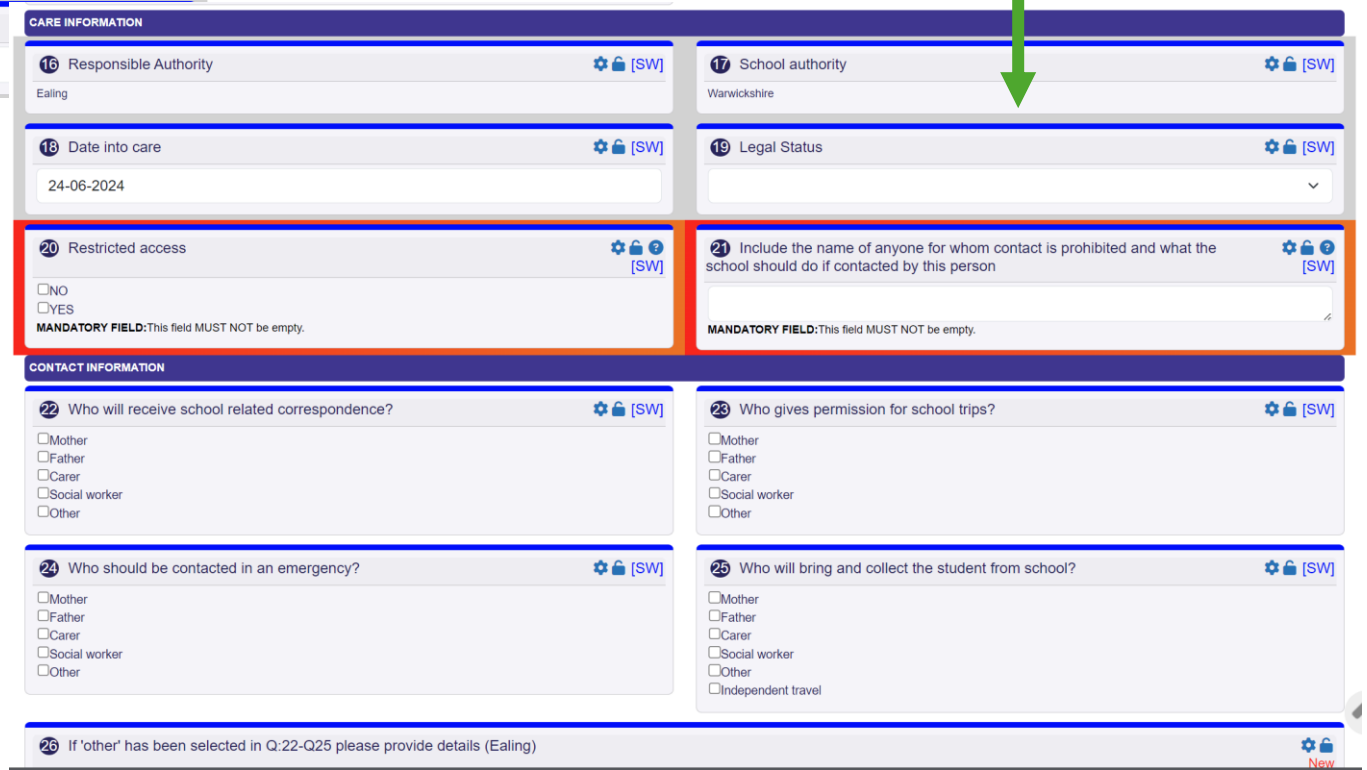
- The following slides are available for reference and can be viewed in training in the event of technical difficulties.



Social Care information populated from social care database and Social worker input.

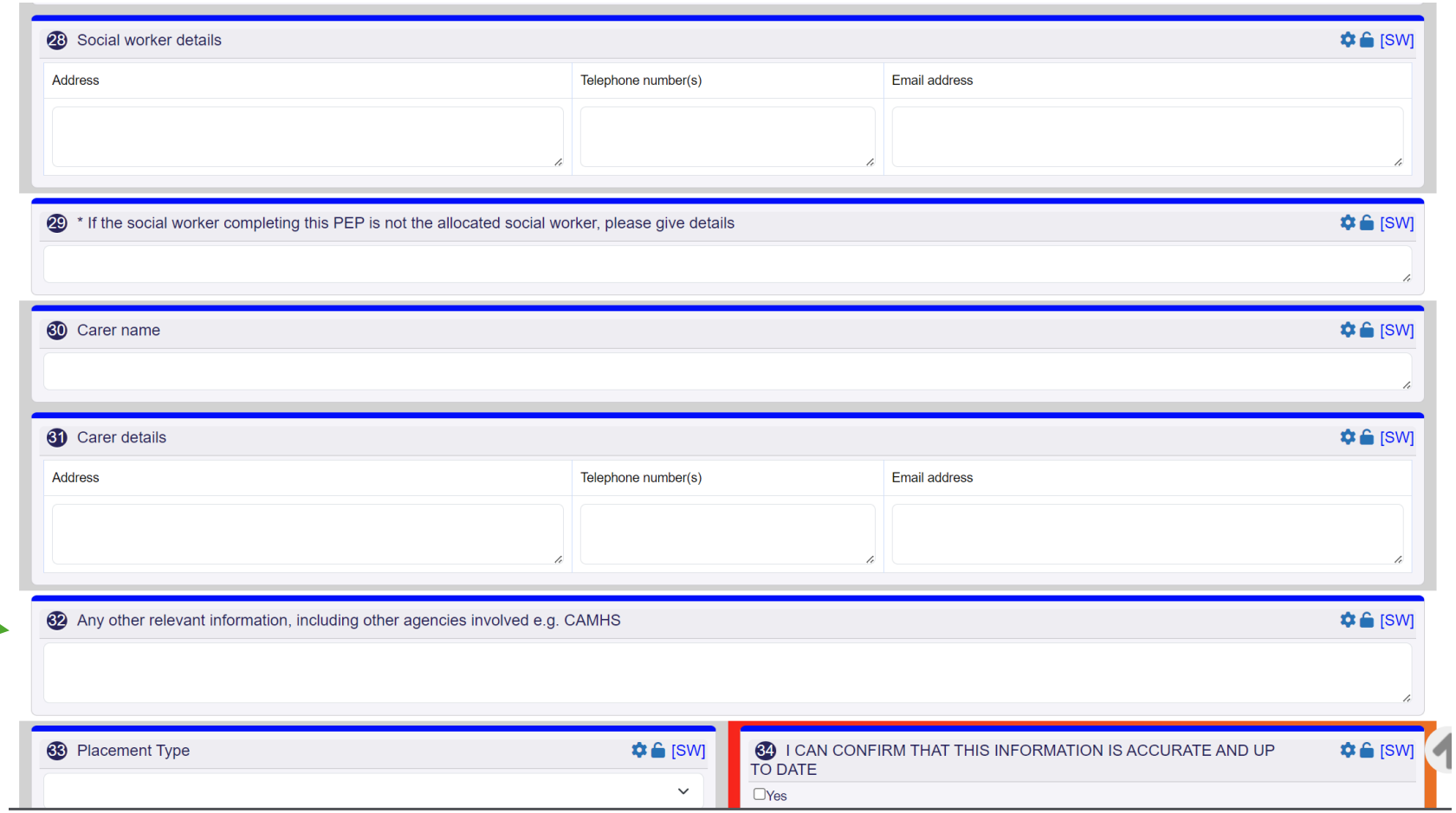
Mandatory (red) safeguarding question for social care about access to children and their records.

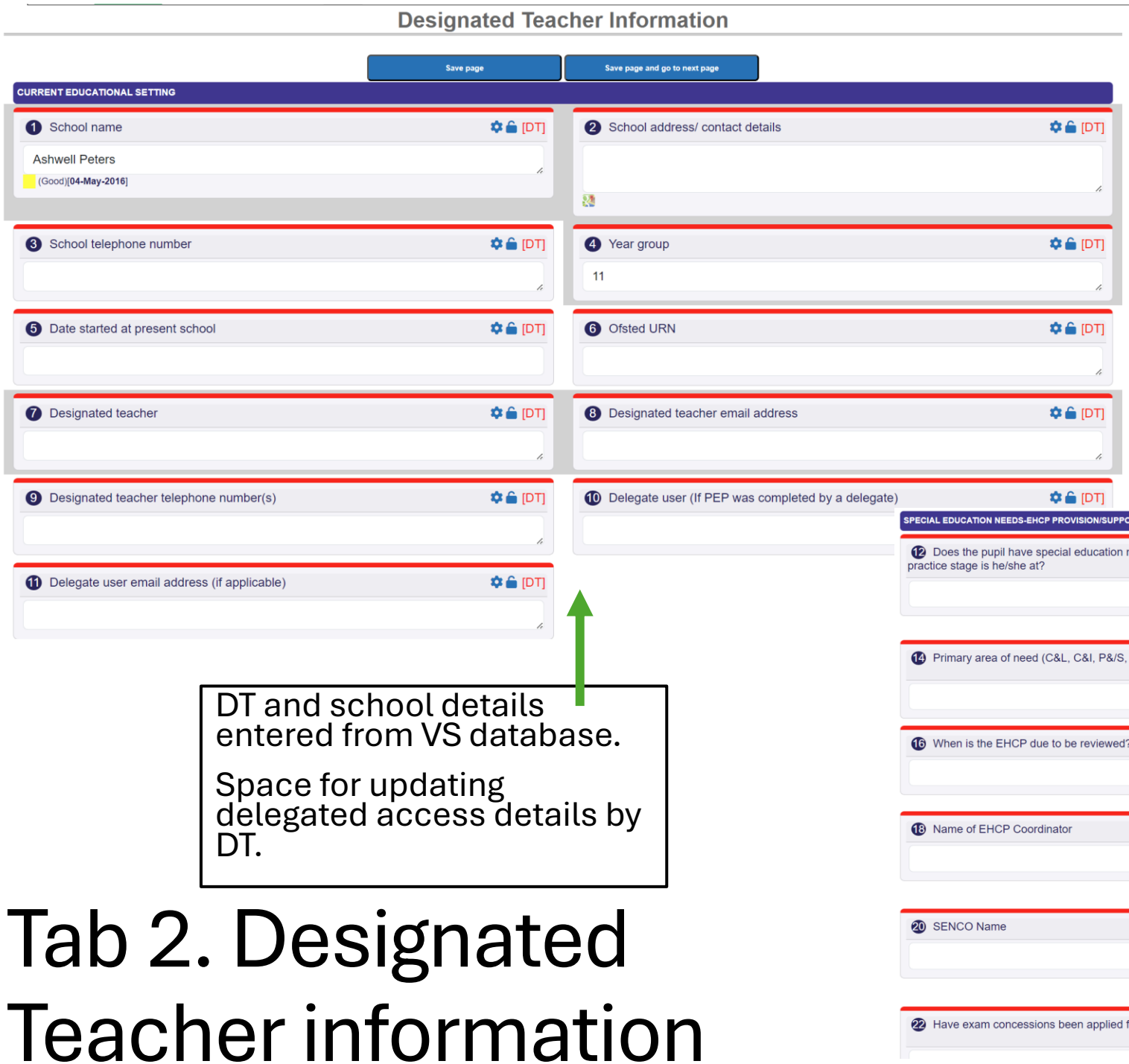
Also, details about permissions and attendance at school events.



Tab 1. Key information

Social worker details and sign off that the information on this tab has been updated – therefore DTs can update details on School MIS.





DT and school details entered from VS database.

Space for updating delegated access details by DT.

Information about SEND profile and needs of the child.

To be entered by DT in the Autumn term and subsequently updated when necessary.

Tab 2. Designated Teacher information

ATTENDANCE

26 Current academic year attendance to date [DT]

27 Are there any concerns regarding this child's attendance e.g. the child's attendance is less than 95%? [DT]

28 If there are attendance concerns, please give details (if not applicable, enter N/A) [DT]

29 If there are punctuality concerns please give details e.g. number of lates (if not applicable indicate N/A) New [DT]

30 Is the young person on a full time educational programme? (25 hours or more for compulsory school age young people) [DT]

31 If the pupil is not in full time education, please state why and what other arrangements are currently in place (if not applicable, enter N/A) [DT]

32 Is the young person receiving any form of alternative provision as part of their statutory 25 hours? [DT]

33 If yes, please give details of the alternative provisions attended (if not applicable, enter N/A) [DT]

34 What is the main or primary reason for the alternative provider? [DT]

35 Please provide the name and role of the person quality assuring the alternative provision and overseeing the young person's daily attendance and progress [DT]

36 Please list all qualifications or outcomes that the young person is working towards [DT]

37 What is being done to support the young person to return to full time programme, including timescales? [DT]

DT to provide detail around attendance.

This is to provide information to social care.

DT to provide update / summary of suspensions and exclusions. This forms important records for school transition/transfer.

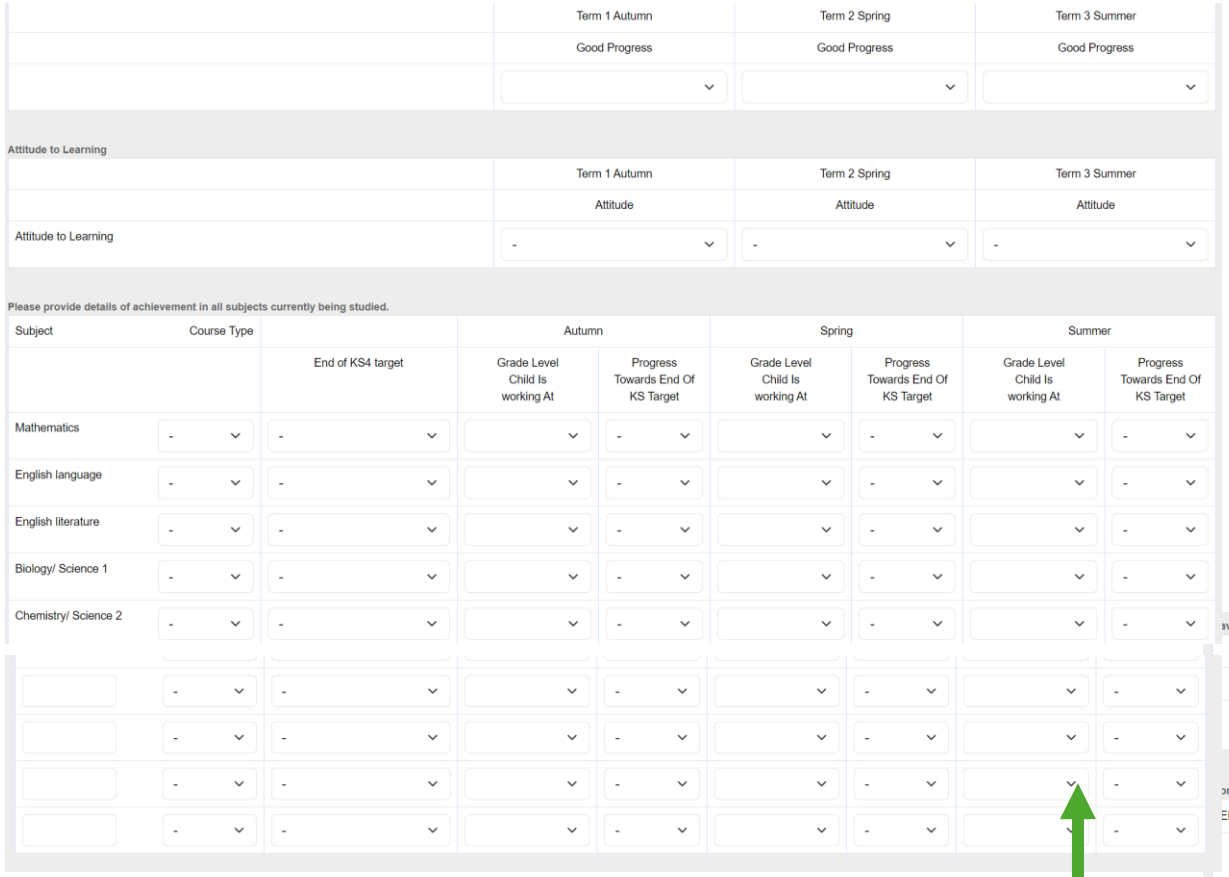
SUSPENSIONS (FTE)

39 Internal suspensions/exclusions [DT]

Date from	Date to	Details of suspension/exclusion

40 External suspensions/exclusions [DT]

Date from	Date to	Details of suspension/exclusion



DT to enter attainment and judgement around progress.

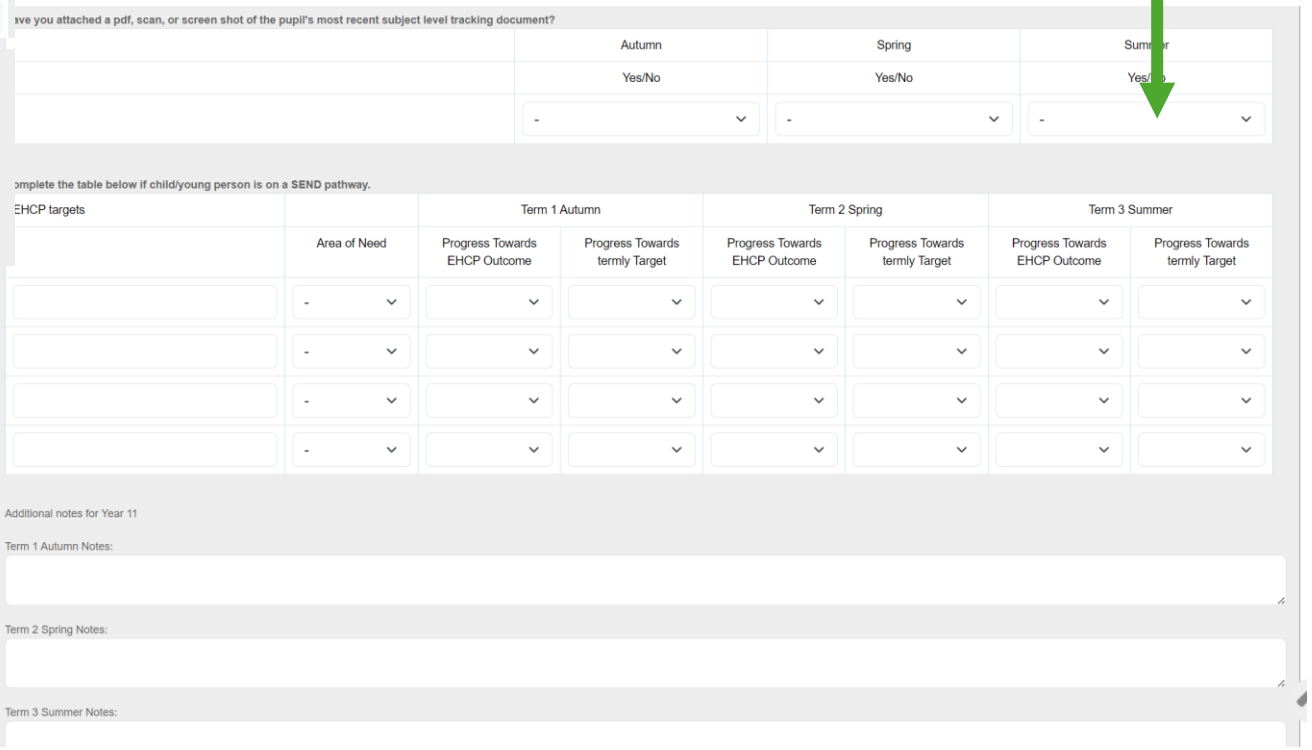
Guidance is provided at the top of the web page.

Drop downs provide grades and progress measures.

Additional subjects can be entered.

For children with EHCPs, a brief note about progress towards EHCP targets can be recorded.

This can be an evidence base for EHCP annual reviews.



Tab 3. Progress and attainment

The attainment and progress page is designed for each Key stage. This is the KS2 version.

Overall am I making good progress regardless of my attainment

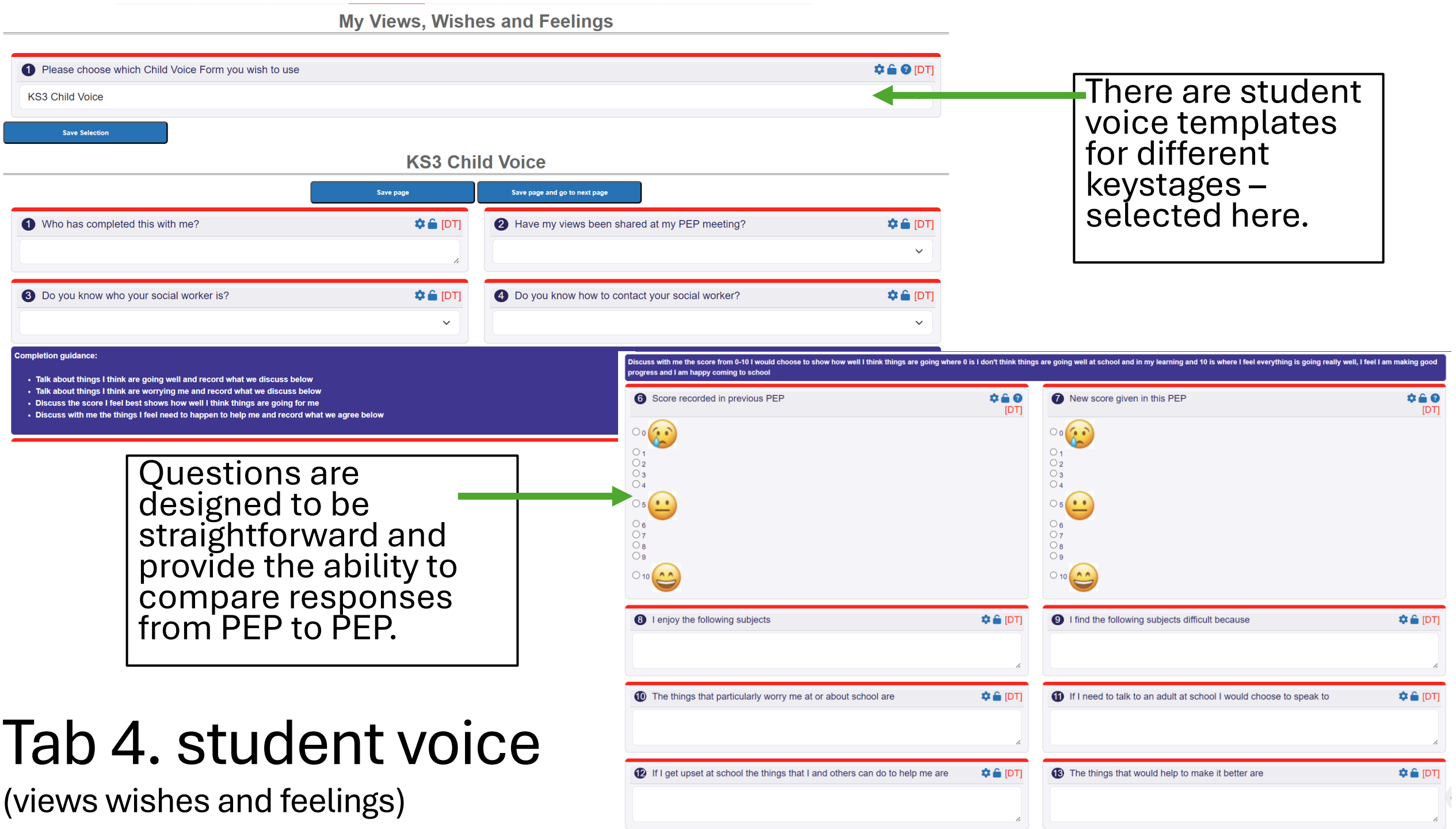
	Term 1 Autumn	Term 2 Spring	End of Key Stage 2 Results
	Good Progress	Good Progress	Good Progress

Attitude to Learning

	Term 1 Autumn	Term 2 Spring	End of Key Stage 2 Results
	Attitude	Attitude	Attitude
Attitude to Learning	-	-	-

Please provide current End of Key Stage targets, the levels the child/young person is currently working at and the progress being made towards End of Key Stage Targets.

Subject		Term 1 Autumn		Term 2 Spring		End of Key Stage 2 Results	
	End Of KS Target	Year Level Child Is working At	Progress Towards End Of KS Target	Year Level Child Is working At	Progress Towards End Of KS Target	Year Level Child Is working At	Progress Towards End Of KS Target
Reading	-	-		-		-	
Writing	-	-		-		-	
Mathematics	-	-		-		-	
[GPS] Grammar, Punctuation and Spelling	-	-		-		-	
Science	-	-		-		-	



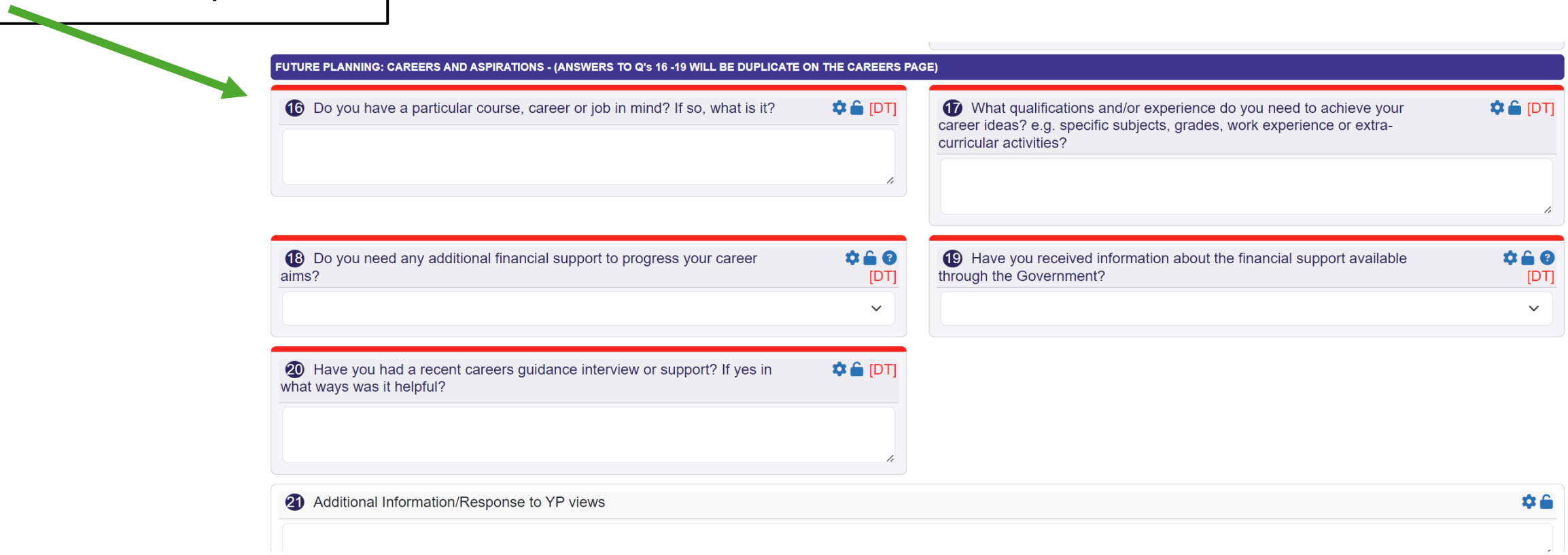
There are student voice templates for different keystages – selected here.

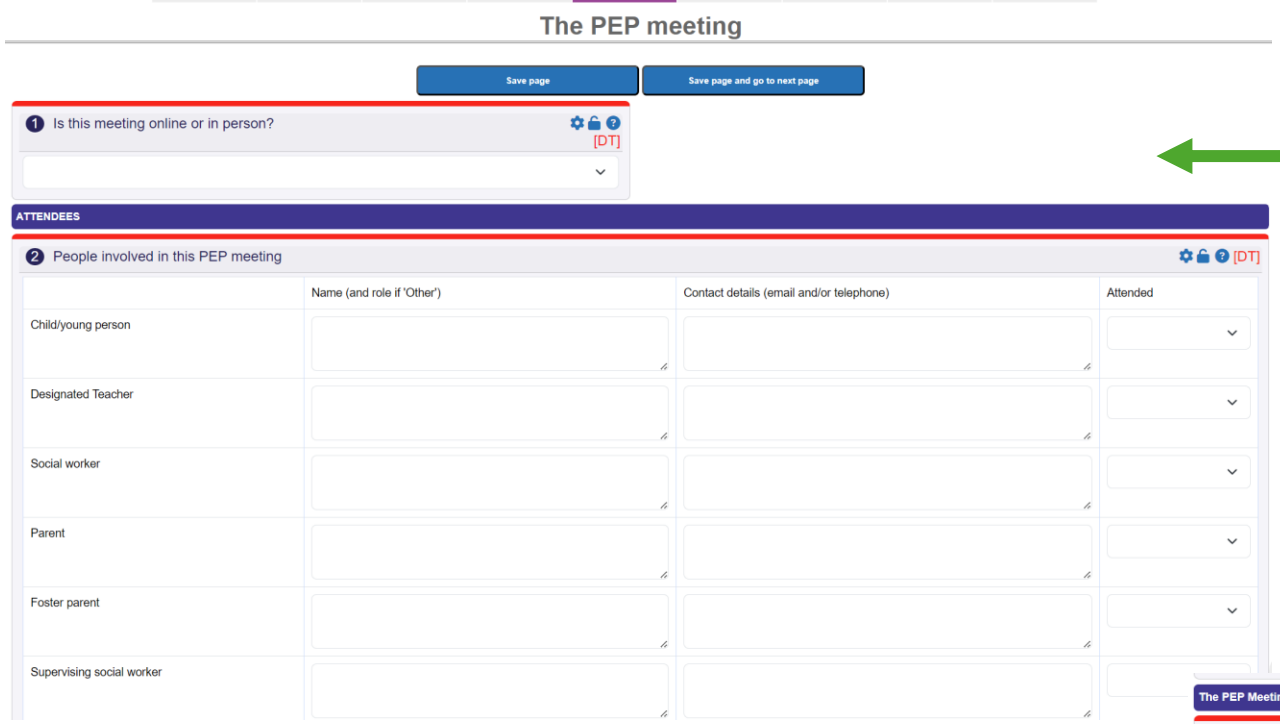
Questions are designed to be straightforward and provide the ability to compare responses from PEP to PEP.

Tab 4. student voice

(views wishes and feelings)

Student voice also includes age appropriate questions about ambition, future plans and aspiration.

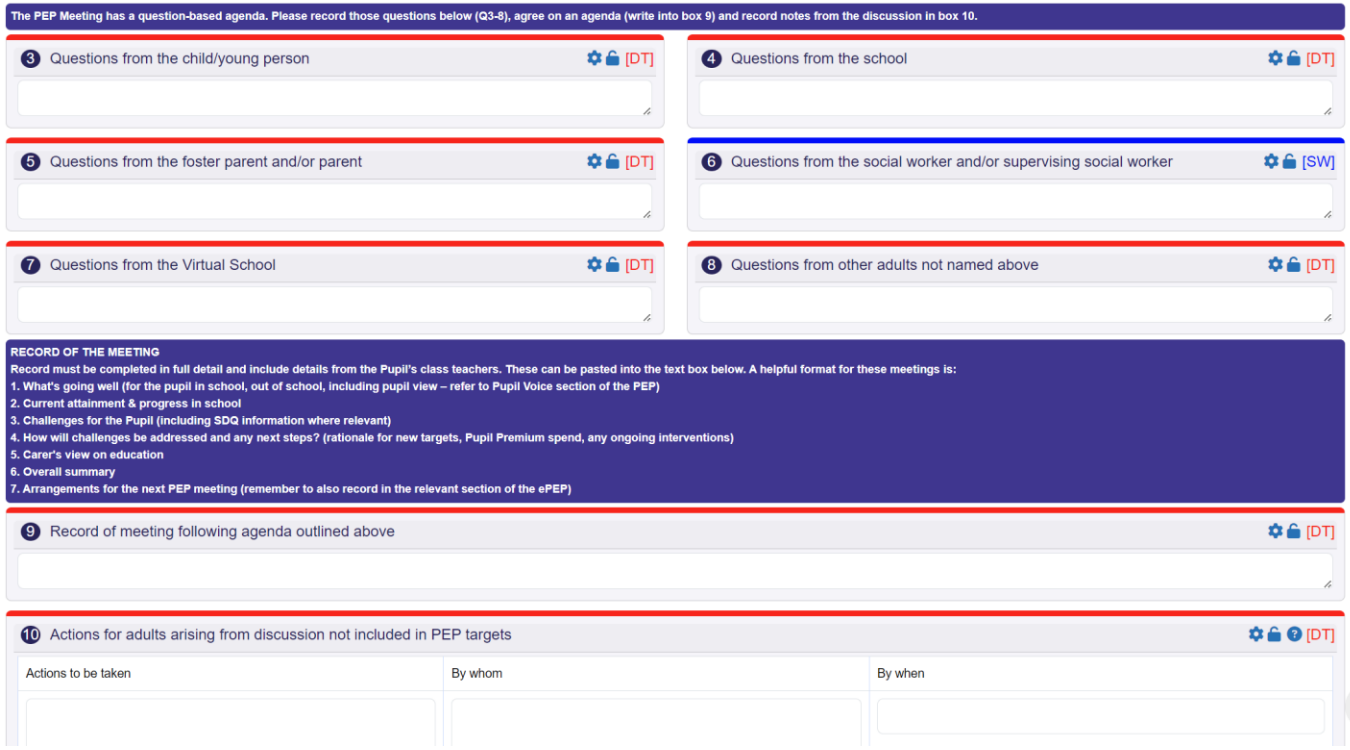




Meeting type (online or in person) can be recorded with attendees.

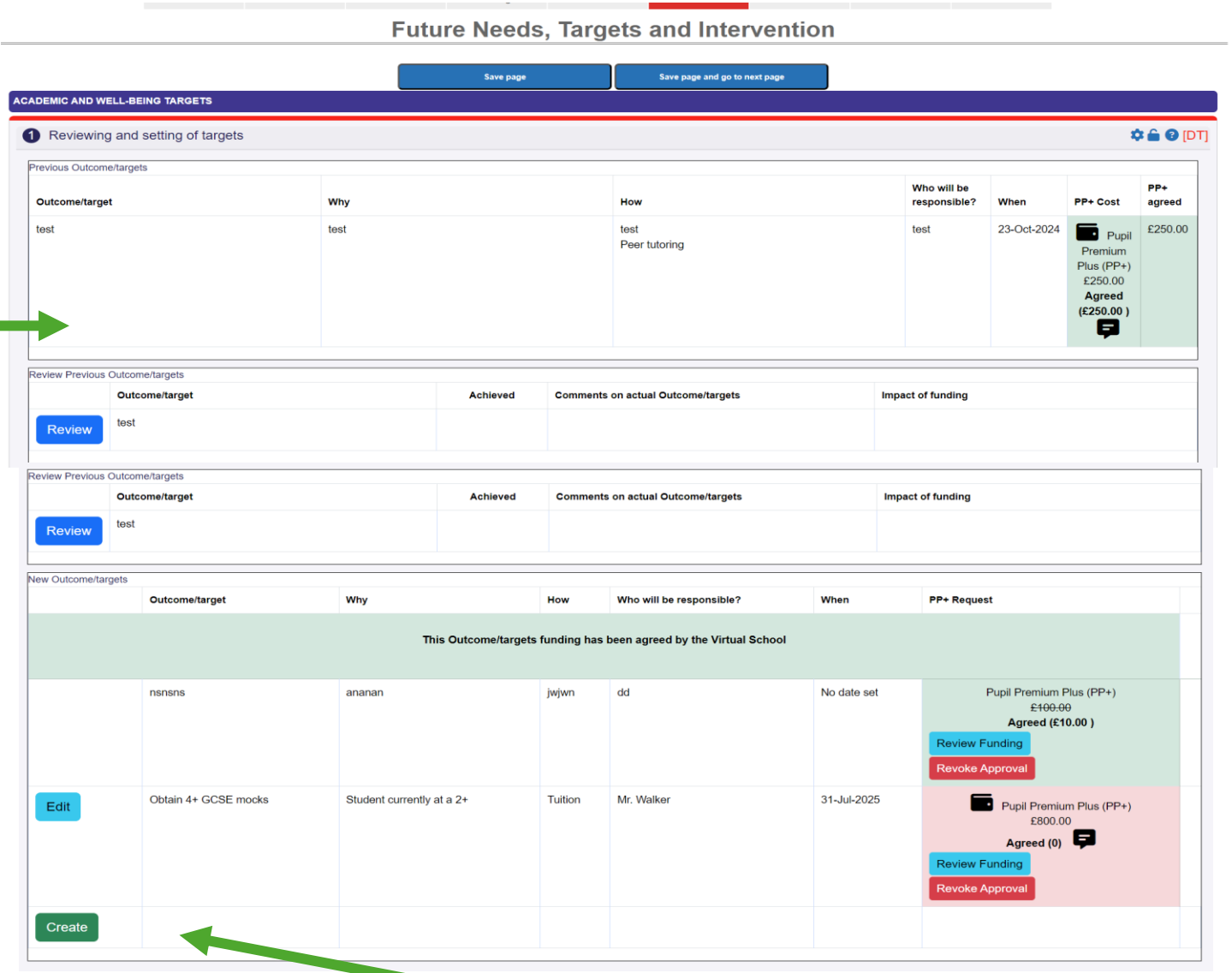
Space for preparation questions, notes for the meeting and actions for the adults.

Guidance is available in the blue box.



Tab 5. PEP meeting

Previous PEP targets recorded on welfarecall, (this will be blank for the first welfarecall PEP) will be reviewed here:



PEP targets are set here.

DTs use the CREATE button and then completes details in the pop-up box.

PPPG can also be recorded within this section.

The intention for Sept 2024 is to release PPPG funds in termly allocations to schools. This means that schools will have immediate access to and control over spend.

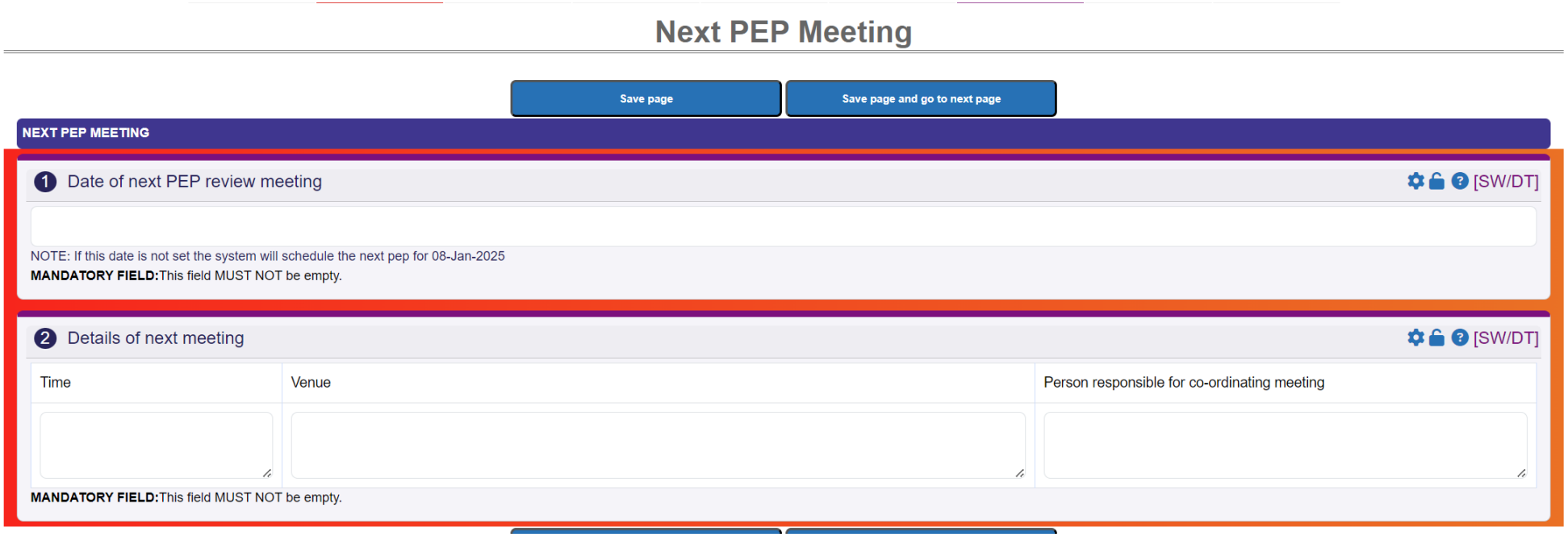
(The buttons on the right of the screen shot – where it is pink - are for Virtual School use only)

Tab 6. Targets and interventions

How many targets?

- **At least 3.**
  - 2 targets to be academic focused – linked to learning and attainment .
  - 1 target linked to social / peer skills or wider needs of the child. This target should be linked to detail elsewhere in the PEP – such as student voice.

- **Pupil Premium Plus**
  - Schools will receive £450 per term to support each Ealing CLA on roll. The spend of that money should be evidenced on this tab.



The PEP record cannot be completed without the date of the next PEP being entered.

Therefore, do not end the PEP meeting without setting this date.

Welfarecall sends reminders to DT and SW from two weeks before the scheduled date.

Please look to book PEPs within 3 weeks before or after a half term holiday.

Tab 7. Next PEP meeting