Real outcomes for our children

A Model Personal Education Plan (PEP) Review Cycle for Designated Teachers

START OF TERM:

Review progress against last term's objectives using tracking data and work sampling that you can attach to the PEP. DT to consult with subject staff to set objectives that are specific and challenging. Set new targets to challenge the student to make progress this term. Attach exemplar work selected by subject staff that shows why these objectives have been set. Add in support the pupil is receiving this term and how PPG is being used. Add in pupil voice in terms of their thoughts on their progress and new objectives.

END OF TERM:

Make final comments on PEP, attach exemplar work that subject staff have selected against each objective to show how much progress has been made against targets. Add any further pupil voice that has been gathered and how the school has responded to any needs or issues. Add in further achievements by the pupil. Quality assure the PEP (recording judgements on the Virtual School quality assurance template as evidence) and submit.

AROUND WEEK 5:

Review the PEP to ensure that it still reflects the support that the pupil is receiving. Explain any changes or additions to the support. Add the achievements of the pupil to date. Add in pupil voice to reflect how they feel they are doing against their objectives, plus any issues that they need the school to address.

AROUND WEEK 10:

Review the PEP to ensure that it still reflects the support that the pupil is receiving. Explain any changes/additions to the support. Add in further achievements of the pupil. Add in pupil voice to reflect how they feel they are doing against their objectives, plus any issues that they need the school to address. Remind subject/class teachers of objectives. Clarify evidence required to demonstrate progress in the