

# **Spring Term 2024 Newsletter for Designated Teachers and Suffolk Social Workers**

## **Suffolk Virtual School**

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This newsletter covers:

- Key ePEP reminders for the spring term
- How to access ePEP feedback for the autumn term ePEPs
- Suffolk Virtual Conference 2024 – 11 and 12 June 2024
- Virtual School Network Meetings for the spring term

Dear Colleagues,

Welcome to our spring term 2024 newsletter. Huge thanks for your incredible hard work in supporting our children in care during the autumn term and thank you for completing high quality and insightful ePEPs. We were very pleased to read about their achievements and progress, and the support that you have put in place to enable them to thrive and excel.

As you will be aware, we quality assure every single ePEP each term. For the autumn term the compliance was 96.5%, with 81.5% of all ePEPs rated at least effective (green).

We provide detailed feedback on all ePEPs which we would encourage you to read to both celebrate the strengths of the document and support any follow up actions for future ePEPs. To access the feedback, please go to the pupil's Document section on Welfare Call and click to open the Word version of the autumn term ePEP. It will open as a continuous document and the evaluation page will be near the end.

The Welfare Call ePEP now contains the Summary Page feature. This is automatically populated with information that is recorded in the ePEP during the term and can be used as a one-page profile to share with key stakeholders in the pupil's care plan, including the pupil themselves. You may wish to share this at their PEP meeting, CiC Review or, for those with an EHCP, at their Annual Review.

Please see below an example of both the Summary Page and the ePEP Evaluation:

[illegible][illegible]

## Key PEP reminders for the Spring Term 2024

1. Please complete the teacher SDQ questionnaire for this academic year, if you have not already done so, and record the score on the Personal Development Tab. This score should be used to inform the personal development provision in place for a pupil.
2. Record any actions agreed at this term's PEP meeting (and/or other meetings such as an EHCP Annual Review) on the Planning and Pupil Voice Tab. You can also record decisions and actions made during conversations and email dialogue. Please just select the relevant meeting type from the drop-down menu:

The screenshot displays the Suffolk Virtual School ePEP system interface. The top navigation bar includes links for LOGOUT, Home, MyChildren, Attendance, Portal (4), Mail, EPEP (563), Virtual School, V52(beta), and Reports. The user is logged in as Bobby Test, with a next PEP deadline of 01-May-2023.

**4 Review of actions from last term's planning meetings**

Previous decision/action	Actioned	Impact
Bobby and his French teacher to go through his recent mock assessments to identify areas for development	Yes	Bobby has worked on using a range of connectives in his sentences. This has made a big difference to the quality of his work and the last assessment exceeded his target grade.
Bobby to identify three possible options for his work experience placement	Yes	Bobby identified three engineering related placements that he would like to approach for his work experience placement. The school's Careers Lead will support Bobby with his applications in the autumn term.
Online tutoring to support Bobby make accelerated progress in Science to support aspirations in engineering	Yes	TLC Live lessons to take place weekly at home. Bobby is enjoying the sessions and fortnightly reports from his tutor state that he is engaging well. His Science teachers at school report that Bobby is using more complex explanations and terms in his

**5 Actions arising from this term's planning meetings**

Meeting Type	Date	Decision/action	Who will do this	By when
Actions and decisions agreed outside of formal meetings (i.e. phone calls/emails)	18-01-2023	Bobby to attend English sessions to support his	Mrs Biles	22-01-2023
		Bobby to further develop leadership skills in school	Ms Johnson-Thompson	16-03-2023
		Bobby to visit new school, ready for	Bobby, carer	19-02-2023
		xxxxxx		

**6** Please indicate what supporting evidence you have uploaded in the Documents

**7** If you have ticked 'Other', please specify the type of document/s you have uploaded

3. If a pupil moves school mid-term, please ensure the ePEP is filled in with details of their provision, experience and targets to date, so that the receiving school have a really clear picture of their strengths and needs and can then update the ePEP for the remainder of the term.

4. Complete the Attainment and Progress Tracking tab each term, with progress in all subjects recorded (regardless of whether a formal data drop has taken place during the term). Please collect progress feedback from the pupil's teachers so that we have an accurate picture of their performance each term. For pupils with EHCPs, please also record their termly progress against their EHCP outcomes on this tab.
5. For children with SEND, please ensure that the SEND Tab has been updated and SEND documents such as Annual Reviews, uploaded into the Documents section.
6. Please start populating the ePEP at the beginning of each term. The submission date for all ePEPs is set for two weeks before the end of each term which means that the spring term submission date is **Friday 15 March 2024**.

## **Suffolk Virtual School Conference 2024 – 'Know Me to Teach Me'**

**Tuesday 11 June 2024 – primary focus**

**Wednesday 12 June 2024 – secondary focus**

It was wonderful to see so many of you at our Virtual School Conference in June last year. We have booked Trinity Park in Ipswich again and, following the success of last year's conference, we will be inviting DTs, social workers, carers and other partners from across the LA (Local Authority) and education sector.

Each day will feature keynote speakers and a range of workshops designed to be thought provoking, interactive and provide delegates with opportunities to reflect and take away ideas about how their practice can help our children and young people to maximise their potential.

Further details about keynote speakers, workshops and joining instructions will be sent out by the end of January. Please do make a note in your diary and we look forward to seeing you there!

## Virtual School Network Meetings

We will also continue with our rolling programme of our Network sessions; please see our web pages for more information about this year's programme. All our Network meetings are also open to our colleagues in social care as well as CiC school governors/trustees. To sign up simply complete the booking forms available via this link [Spring term 2024 DT training booking form](#)

Each session is delivered twice on the scheduled day; you can select to attend a morning session (10-10.45am) or an afternoon session (3.45pm – 4.30pm):

- **Supporting children with a social worker: Tuesday 16 January 2024**
- **Supporting previously looked after children: Tuesday 6 February 2024**
- **Spring term ePEP check-in: Tuesday 27 February 2024**

Thank you in advance for your work to support our pupil(s) in care and we look forward to working with you.

For more information about the Suffolk Virtual School, please see our webpages: [The Virtual School for children in care - Suffolk County Council](#)