This **Personal Education Plan** must be used for any pupil looked after by **Suffolk County Council (SCC)** in an early years setting. **The Lead Person (or Designated Teacher)** should ensure this form is completed and submitted, as soon after the PEP meeting, and must be sent by **secure email** to: [suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk)

|  |  |
| --- | --- |
| **Child’s Name** |  |
| **Age** |  |
| **Date PEP Completed** |  |
| **Setting** |  |
| **Lead Person**  **Contact Details (email and phone)** |  |

|  |  |
| --- | --- |
| **Name of attendees at the PEP meeting** | **Role** |
|  | Lead Person (or Designated Teacher) |
|  | Carer |
|  | Social Worker |
|  | other person present |
|  | other person present |

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| --- | --- |
| **Does the child have Special Educational Needs? If Yes, please provide brief description** | Y/N |

**Review of last PEP/analysis of need:**

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| **Good News** as identified in EYFS, Areas of Learning and Development/Progress/Attachment. How has Early Years Pupil Premium helped? Were targets from the last PEP achieved? |
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| **Concerns** as identified in EYFS, Areas of Learning and Development/Progress. What are the key issues/needs still to be addressed? |
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| Are there other agencies/services involved with the child? What are their views? |
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| Is the child approaching, or have they experienced, a significant transition? What support is in place/planned? |
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**Target setting**

Based on the discussion of what has gone well, and any concerns identified, agree 1 short, and 1 long term, SMART TARGET this plan will aim to address, and plan how they will be met.

Please ensure TARGETS are SMART\*

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| --- | --- | --- | --- | --- |
| **S**pecific  **S**ignificant  **S**tretching | **M**easurable  **M**eaningful  **M**otivational | **A**greed upon  **A**chievable  **A**ction-oriented | **R**ealistic  **R**elevant  **R**esults-oriented | **T**ime-based  **T**angible  **T**rackable |

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| **\*SHORT TERM TARGET** include identified areas against development and educational needs |
| **What support will be provided to help the child achieve this? How could Early Years Pupil Premium help?** |
|  |

**Who is the best person to:**

|  |  |
| --- | --- |
| Provide this support, or arrange for it to be provided? |  |
| Monitor progress towards the target? |  |
| Keep others informed and call an early review meeting if necessary? |  |

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| **\*LONG TERM TARGET** include education and aspirations |
| **What support will be provided to help the child achieve this? How could Early Years Pupil Premium help?** |
|  |

**Who is the best person to:**

|  |  |
| --- | --- |
| Provide this support, or arrange for it to be provided? |  |
| Monitor progress towards the target? |  |
| Keep others informed and call an early review meeting if necessary? |  |

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| Date of next LAC review (Social Care statutory review of Care Plan) |  |
| Date of next PEP meeting *(next term, but must be within 6 months)* |  |

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| **Once completed**  **Please request a secure email from**: [suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk)  When you have received the secure email please open the message, attach the PEP and return to: [suffolkvirtualschool@suffolk.gov.uk](mailto:suffolkvirtualschool@suffolk.gov.uk) and cc [brokerageinbox@suffolk.gov.uk](mailto:brokerageinbox@suffolk.gov.uk)  More information about secure email and Office 365 Mail Encryption can be found at this link: [ICT-GD-0165-Sending-and-receiving-secure-email-using-OME (suffolk.gov.uk)](https://www.suffolk.gov.uk/asset-library/imported/ICT-GD-0165-Sending-and-receiving-secure-email-using-OME.pdf) |