**LANCASHIRE VIRTUAL SCHOOL FOR CHILDREN LOOKED AFTER**

# Personal Education Plan Support Allowance (PEPSA) LAPTOP & ICT ONLY

**(updated June 2020)**

To be completed by the child/young person's Social Worker and/or Personal Advisor. Please note this request form should not be completed by the education setting.

Requests for funding must relate to the **current** financial year and approval must be **sought prior to expenditure being incurred**.

Impact statements must be submitted prior release of any further funding.

We expect where an application for funding is made this will be scrutinised and evaluated before submission. Due to limited funding the maximum amount that can be claimed is £400 in any one financial year but this will be evaluated on a case by case basis. **PEPSA funding is not an entitlement and can only be applied for where there is a need.**

Please submit completed application forms by email to: [virtualschool@lancashire.gov.uk](mailto:virtualschool@lancashire.gov.uk%20)

I can confirm I have read the above guidance and the agreement on page 4 of this document before completing this form.

|  |  |
| --- | --- |
| LCS Case No. |  |
| Name of child/young person |  |
| Date of Birth |  |
| Name of Social Worker/Personal Advisor |  |
| Contact Email |  |
| CSC Team District |  |

Is this request for;

A pupil/young person in Year 10 or above for a Laptop or ICT equipment ­­­­­\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| PEP/Pathway Plan Meeting Date |  |
| PEP/Pathway Plan Review Due Date |  |
| CLA Review Due Date |  |

For school aged pupils in Year 10 and 11;

|  |  |
| --- | --- |
| School Year Group |  |
| School/PRU/Other Provider |  |
| Name of Designated Teacher |  |
| Designated Teacher contact Email |  |
| UPN |  |

PEPSA request is for;

**Laptop, Microsoft office and security package.**

A laptop will be chosen for you based on value for money. This laptop will be dependent on stock availability at the time of ordering. It will be a minimum of 4GB and 64GB memory so suitable for assignment work at school/college. It will be light weight and can fit into a backpack or school bag.

If a specific laptop request is required for a particular course then please state below requirements needed.

The laptop will be delivered by Argos as approval is made and delivery is the same day or next day. A mobile number is needed in case the driver needs to contact them and will provide delivery updates.

Delivery Address:

Delivery **mobile** number:

Name of the mobile owner:

Relationship to young person:

Why and how will this benefit the CLA? *Please note this should be recorded in the PEP or Pathway plan*

Date this information is included in the PEP/Pathway plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why and how will this benefit the CLA?

How much will this request cost / amount of funding requested?

Time period for the funding requested, start & end date

……………………………………………………………………………………………..

How and when will the impact of the PEPSA funding be reviewed? *Impact statement must be completed and returned to Virtual School mailbox (*[*virtualschool@lancashire.gov.uk*](mailto:virtualschool@lancashire.gov.uk)*)*

|  |
| --- |
| **Payment Method – Please Select**  ***(Please note if this section has not be completed, it will be returned prior to approval being sought)***  Procurement ✓ |

|  |  |  |
| --- | --- | --- |
| **Signatures:** |  | **Date:** |
| Child/Young Person |  |  |
| Social Worker/Personal Adviser |  |  |
| **It is the referrer's responsibility to share the Laptop Agreement on page 4 of this document with the young person/carers.** | | |
| CSC Team Manager (if applicable) |  |  |

**Return completed application form by email to:** [virtualschool@lancashire.gov.uk](mailto:virtualschool@lancashire.gov.uk)

**Please note if the request is not being submitted by the social worker using a @lancashire.gov.uk email account then it must be sent in a secure format.**

FOR ADMINISTRATION USE ONLY

|  |  |
| --- | --- |
| Approved – Yes / No |  |
| Amount approved | £ |
| Date |  |
| Virtual School Consultant Initials |  |

**PEPSA Laptop Agreement**

You have been provided with a laptop by Lancashire Virtual School to help you access learning from home. The laptop is now your property and must be treated accordingly including adding to household insurance (if necessary) as you will be responsible for any repairs or replacement. Lancashire Virtual School will not be responsible for any repairs or replacement and cannot fund any further requests. This laptop is expected to be used for the next 3 years for education or employment.

Please make yourselves aware of safer internet use and keep yourself safe online as in the attached information. <https://www.lancashire.gov.uk/children-education-families/online-education/#section2>

