

**ePEP Quick Guide**

**Login**

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| * Go to <https://epeponline.co.uk/shropshire>
* Enter your username (u number) and password
* If you have forgotten your password click on **Forgot your password?**
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**Initiating the PEP and Arranging the PEP Meeting**

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| * Initial PEP arranged in liaison with VS link. VS link will set up ePEP system.
* You will receive a message to attend the PEP which you can view, accept and reject by clicking on the PEP Meeting Invitations tab in the menu on the left.
* All future PEP meetings should be arranged at the PEP meeting. To rearrange a PEP meeting select: **Click HERE to reschedule the CURRENT PEP meeting** in the Summary of Meeting Discussion.
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**Before the PEP Meeting**

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| To support the pupil to complete their section:* On your Home Page click the **VIEW** button next to the child’s name to see the pupil’s overview page.
* Click on the **Young Person’s Module** to access the pupil’s illustrated questions bank. Please support the pupil to complete this. Use the SEN questions if appropriate.

To enter the pupil’s educational progress information* On your Home Page click the **PEP** button next to the child’s name.
* Complete all relevant questions in **Section B (Education section).** You can move between sections by clicking on the headings in blue on the left hand side. Always click the SAVE button at the bottom of each page before moving onto another section. This section now includes DT sign-off page.
* Set **draft** SMART Targets in section B by clicking on SMART Targets on the left hand side and then on the blue ADD SMART TARGETS button. (Reading Writing & Maths KS1&2, English and Maths KS3 and English, Maths and any relevant courses KS4) **ENSURE THAT YOU LINK PP+ SPEND TO THE INTERVENTIONS TO EVIDENCE HOW PP+ IS BEING USED TO RAISE ATTAINMENT**
* SAVE the target(s) NB do not submit targets at this stage as they should first be discussed at the meeting.
* You can view a log of any changes to the PEP, until the PEP is signed off, at the bottom of the pupil’s overview page.
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**At the PEP Meeting**

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| * Please have IT available in the meeting to access the ePEP system. **The Social Worker is responsible for ensuring that the Summary of Discussion in Section A is fully completed**
* On your Home Page click on the **PEP** button next to the child’s name.
* Click on Summary of Meeting Discussion on the left hand side under Section A.
* Record who is present at the meeting.
* Click on the **Confirmation of PEP Meeting** button to tell the Virtual School that the meeting has taken place.
* Complete all the relevant questions ensuring the discussion and individual views are recorded (Summary of achievements and interests, summary of support needs and carers views as a minimum)
* Enter the details for the next meeting (you can do this at the end of the meeting if you prefer)
* Click on SMART Targets on the left hand side
* Discuss and review previous targets, discuss and amend any draft and additional targets
* Once agreed:
* - click on SAVE for any targets which will use the termly Pupil Premium Plus allocation or if you are applying for additional funding.
* Click on Social Worker and Designated Teacher PEP-Sign Off page (at the end of your section)
* - If the social worker section (A), DT Section (B) and pupil’s section (C) are complete click on the MARK COMPLETE button as appropriate. The PEP will then be submitted to the Virtual School for review, quality assurance and final sign-off.
* - You have up to 7 days after the PEP meeting to complete all sections of the PEP after which the PEP may be closed by the VS.

Contact details: virtualschool@shropshire.gov.uk Tel: 01743 250124 |

 **The PEP Process**

Share and discuss the pupil’s voice (Section C)

Discuss main issues raised in Sections A & B

In Section A, Summary of Meeting Discussion, briefly record the discussion ensuring that the Pupil’s and carer’s views are included.

Ensure IT available / the Social Worker is responsible for ensuring that Summary of Meeting is completed

**After the Meeting**

SW indexes PDF of PEP onto system and sends copies to carers, parents etc if appropriate

DT and SW are notified via ePEP system and respond if necessary

VS reviews, quality assesses and signs off ePEP

When ready: SWs and DTs sign-off their sections completed, DT marks pupil’s section completed.

Set date of next termly PEP meeting

Agree and save SMART Targets, linking them to proposed Pupil Premium expenditure where relevant.

Submit PP funding proposals for agreement by VS

**At the Meeting**

**Before the Meeting**

SW reviews / updates Section A

DT completes / updates Section B and reviews previous targets and sets draft targets inc PP+

DT supports child to complete pupil’s Module

ePEP users (DT & SW) linked to the child, notified via the ePEP system

Other attendees notified directly by the VS, DT or SW as appropriate

Initial PEP set up by the Virtual School (VS) within 20 days of entering care or

PEP set at previous meeting or

PEP rescheduled by VS, SW or school (