

The Personal Education Plan Checklist

Task	DT	SW	VSO	Done?
Before the PEP meeting				
Confirm date, time of PEP meeting and attendance of all professionals			✓	<input type="checkbox"/>
Create agenda and modify round robin as appropriate and circulate with a copy of the previous PEP to support preparation for forthcoming PEP meeting			✓	<input type="checkbox"/>
Ensure section A of EPEP is completed/updated fully		✓		<input type="checkbox"/>
Ensure section B of EPEP is completed/updated fully	✓			<input type="checkbox"/>
Make arrangements for child to be present at meeting and where the child does not wish to attend the pupil's views form has been completed to gather pupil voice.	✓			<input type="checkbox"/>
Ensure copies of the previous PEP and agenda are circulated in advance of the PEP meeting.			✓	<input type="checkbox"/>
Ensure copies of any additional documents including round robins, attendance certificate, school reports, attainment/progress data are photocopied in preparation for the meeting	✓			<input type="checkbox"/>
At the PEP meeting				
Before the meeting starts, undertake introductions			✓	<input type="checkbox"/>
Bring previous PEP and additional documents to the meeting	✓		✓	<input type="checkbox"/>
Review targets from the previous PEP	✓	✓	✓	<input type="checkbox"/>
Record the meeting - making clear, concise notes			✓	<input type="checkbox"/>
Use evidence to evaluate impact of previous interventions	✓			<input type="checkbox"/>
Celebrate the successes - identify contributing factors	✓	✓	✓	<input type="checkbox"/>
Identify barriers and find solutions to attainment/achievement	✓	✓	✓	<input type="checkbox"/>
Set Specific, Measurable, Achievable, Realistic, Timed targets based on attainment/progress data	✓	✓	✓	<input type="checkbox"/>
Discuss and identify interventions using Pupil Premium Plus specifically linked to SMART targets. Confirm amounts of PPP being requested	✓	✓	✓	<input type="checkbox"/>
Agree outline actions and assign responsibility - all should know what the next steps are	✓	✓	✓	<input type="checkbox"/>
Set date for next PEP meeting - ensure dates in diaries to start the cycle again	✓	✓	✓	<input type="checkbox"/>
After the PEP meeting				
Complete the write up on ePEP within 10 days of the PEP meeting			✓	<input type="checkbox"/>
Enter write up date on master spreadsheet to notify manager that the PEP can be quality assured.			✓	<input type="checkbox"/>
Distribute completed PEP via email to all relevant parties with a 7 day time frame for amendments/changes	✓	✓	✓	<input type="checkbox"/>
PEP signed off as complete and final version circulated to all professionals if changes are made, including Children's Resource Support Team to ensure document is uploaded to Civica			✓	<input type="checkbox"/>
Date for next PEP meeting: _____				