PEP Checklist

When you receive a PEP back from a school/setting, you should perform some checks before you reassign it to PEPS Business Support. If we receive a PEP with missing or incomplete information, it will be returned which will delay the process.

**PERSONAL INFORMATION AND MY HEALTH SECTIONS**

|  |  |
| --- | --- |
| * PEP Meeting date and term included * All questions in Personal Information Section updated and answered fully * All questions in My Health section updated and answered fully * SDQ up-to-date and included | * All of the medical contact names, addresses and contact details have been included for the CLA nurse, GP and School Nurse. These are up to date. * Medical details are included and up to date * The emotional health and wellbeing box is completed with a good level of detail and it has been updated for this PEP. |

**MY VOICE / CHILD'S VOICE**

|  |  |
| --- | --- |
| * It has been collected * The Parent/Carer comments have been included and to a good level of detail | * It is an acceptable level of detail * The Social Worker comments have been included and to a good level of detail * It includes strengths and celebratory information |

**LEARNING AND ATTAINMENT/MY EDUCATION, EMPLOYMENT AND TRAINING**

|  |  |
| --- | --- |
| * It been completed and updated. You can see this if there are \* next to the section or just a "c" if it has been copied over. * It contains the previous and current attainment data | * The RAG-rated progress check boxes have been completed for the relevant terms. |

**MY PLANS / FUTURE PLANS**

|  |  |
| --- | --- |
| * Last term's targets have been evaluated and this reflects the discussion in the PEP review meeting. * How any PPG+/EYPP funding has been spent is included. | * New targets for this term have been set. They are SMART and reflect the discussions in the PEP review meeting. * How my parent/carer and social worker will support me to meet my targets is included. |

**ATTENDEES AND NEXT PEP MEETING**

|  |  |
| --- | --- |
| * All attendees at the PEP Review meeting have been included. | * The next PEP review date has been included. |

**Please check the school/setting have submitted the form back to you before you reassign it to PEPs Business Support.**