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| ***This is guidance for students in Year 12 and 13 up to the age of 18 years. Care Leavers older than 18 can (should) be part of this process if agreed in monthly supervision.*** | | | |
| **SGS or City of Bristol College** | **School or College**  ***(Not SGS or COB)*** | **Apprenticeship** | **NEET/Working** |
| Document Required  **SGS/COB**  **PEP FORM**  ***(Held by Colleges)***  Recording: Put on Mosaic by Social Worker or Personal Advisor | Document Required  **POST 16**  **PEP FORM**  ***(Held by Steve Claypoole and Claire McHugh)***  Recording: Put on Mosaic by Social Worker or Personal Advisor | Document Required  **POST 16**  **PEP FORM**  ***(Held by Steve Claypoole and Claire McHugh)***  Recording: Put on Mosaic by Social Worker or Personal Advisor | Document Required  **EET PLAN**  ***(Held by Claire McHugh)***  Recording: Put on Mosaic by Social Worker or Personal Advisor |
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| **Term 1**  **Aug – Oct** | **Term 1**  **Aug – Oct** | **Term 1**  **Aug – Oct** | **Term 1**  **Aug – Oct** |
| **Pen Portraits**  Virtual School send Pen Portraits to colleges as soon as destinations are known.  \*Emergency PEP | **PEP Meeting**  Social Care and School/College decide who is chairing and minuting these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **PEP Meeting**  Social Care need to chair and minute these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **EET Plan**  Students who are NEET have an EET Plan which is reviewed regularly.  Students who are working will have circumstances reviewed regularly via the EET Plan Process. |
| **Term 2**  **Nov – Dec** | **Term 2**  **Nov – Dec** | **Term 2**  **Nov – Dec** | **Term 2**  **Nov – Dec** |
| **Desktop PEP1**  Colleges send first Desktop PEPs to Virtual school.  **Recording**  Virtual School send to workers to put on Mosaic  **Action**  Virtual school to advise workers if additional PEP meeting or contact with college is required.  \*Emergency PEP | **Email and/or Phone Call**  Social Worker or Personal Advisor to communicate with key staff in college or school to ensure student is on track.  **Recording**  Conversation recorded on Mosaic by worker.  **Action**  Emergency PEP to be arranged if student is not on track.  \*Emergency PEP | **Email and/or Phone Call**  Social Worker or Personal Advisor to communicate with key staff in college or work to ensure student is on track.  **Recording**  Conversation recorded on Mosaic by worker.  **Action**  Emergency PEP to be arranged if student is not on track.  \*Emergency PEP | **EET Plan**  Students who are NEET have an EET Plan which is reviewed regularly.  Students who are working will have circumstances reviewed regularly via the EET Plan Process. |
| **Terms 3 and 4**  **Jan – April** | **Terms 3 and 4**  **Jan – April** | **Terms 3 and 4**  **Jan – April** | **Terms 3 and 4**  **Jan – April** |
| **Email and/or Phone Call**  Social Worker or Personal Advisor to communicate with key staff in college to ensure student is on track.  **Recording**  Conversation recorded on Mosaic by worker.  **Action**  Emergency PEP to be arranged if student is not on track.  \*Emergency PEP | **PEP Meeting**  Social Care and School/College decide who is chairing and minuting these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **PEP Meeting**  Social Care need to chair and minute these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **EET Plan**  Students who are NEET have an EET Plan which is reviewed regularly.  Students who are working will have circumstances reviewed regularly via the EET Plan Process. |
| **Terms 5 and 6**  **May – July** | **Terms 5 and 6**  **May – July** | **Terms 5 and 6**  **May – July** | **Terms 5 and 6**  **May – July** |
| **Desktop PEP 2**  Colleges send first Desktop PEPs to Virtual school.  **Recording**  Virtual School send to workers to put on Mosaic  **Action**  Virtual school to advise workers if additional PEP meeting or contact with college is required.  \*Emergency PEP | **Transition PEPs**  Year 11 students and students changing courses will need a meeting to ensure that transition is secure.  Social Care and School/College decide who is chairing and minuting these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **Transition PEPs**  Year 11 students and students changing courses will need a meeting to ensure that transition is secure.  Social Care need to chair and minute these meetings  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor  \*Emergency PEP | **EET Plan**  Students who are NEET have an EET Plan which is reviewed regularly.  Students who are working will have circumstances reviewed regularly via the EET Plan Process. |
| \*Emergency PEP  If there are concerns about a student’s welfare or academic progress an emergency PEP can be called by any professional or student.  The SGS/COB PEP Form needs to be used for this.  Social Care and College decide who is chairing and minuting these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor | \*Emergency PEP  If there are concerns about a student’s welfare or academic progress an emergency PEP can be called by any professional or student.  Post 16 PEP Form needs to be used for this.  Social Care and School/College decide who is chairing and minuting these meetings.  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor | \*Emergency PEP  If there are concerns about a student’s welfare or academic progress an emergency PEP can be called by any professional or student.  Post 16 PEP Form needs to be used for this.  Social Care need to chair and minute these meetings  **Recording**  Completed PEP to be put on Mosaic by Social Worker or Personal Advisor |  |
| ***It is advised that workers have regular contact with key staff in college/school/work via email and/or phone calls.*** | | | |