

EY Designated Practitioner PEP User Guide (Portal)

Introduction

This guide is targeted at Telford and Wrekin EY Designated Practitioners.

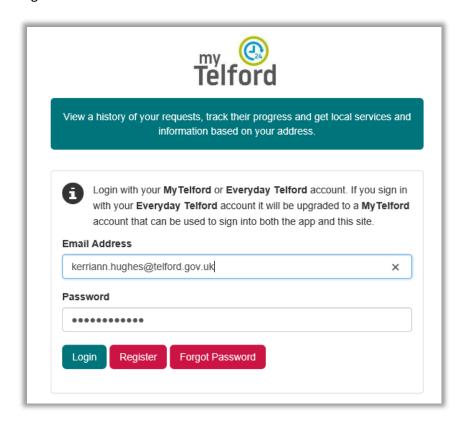
It shows chronologically through the activities that need to be carried out in order to create a Draft and Final PEP documents.

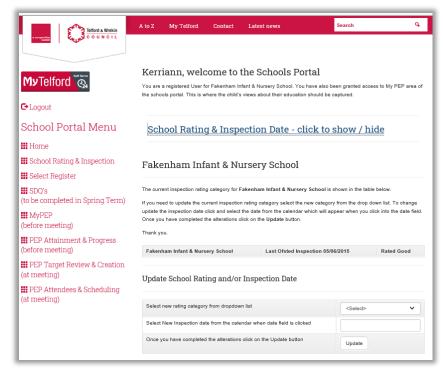
School Portal

Once a Telford and Wrekin Child in Care has been identified at attend your setting, you will be contacted by a member of the Virtual School team to confirm and explain our role. Your setting will then be set up on the My Telford School Portal.

You will receive an email from SENDandInclusion@telford.gov.uk with instructions on how to log for the first time and change your password. Along with details on how to add School Rating & Inspection information.

Log into School Portal





III School Rating & Inspection

Information on how to complete this section will be included in the email correspondence.

Select Register

Attendance registers are only available for compulsory school age children. Early Years settings do not need to access this area of the Portal

₩ SDQ's (to be completed in Spring Term)

SDQs are currently only completed by children who are in Year 1 and older. Virtual School will inform settings when this changes.

Prior to the PEP Meeting

Process starts the Designated Teacher/Lead, Social Worker and Education Adviser receive an automated email informing them a PEP has been generated and is available online to access. See below

Dear Kerriann Hughes,

A PEP Meeting has been scheduled.

Child: T.3 (DOB 10/09/2017)

School: Fakenham Infant & Nursery School

Date / Time: 21/10/2020 10:15

Please complete the PEP Assessment and MyPEP sections using the MyTelford Schools Portal.

Copy and paste the link below into your browser. DO NOT Click link.

https://dac.telford.gov.uk/SchoolAttendance/

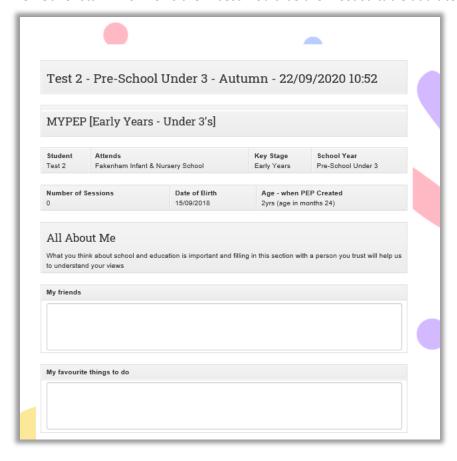
These sections should be completed 14 days before the meeting (or ASAP if we are already passed that deadline).

Yours Sincerely

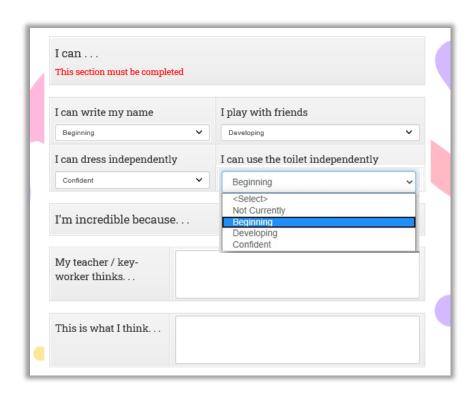
Telford and Wrekin Virtual Schools.



The example below shows a MyPEP for Early Years. Please ensure a trusted person completes this section with the child, to ensure we have an accurate view of the child's 'voice'. If this is not possible then the child's key worker or memebr of staff who knows them best would be the most suitable adult to complete the MyPEP section.







The 'I can' Skills Grid must be completed for the My PEP to save. Leaving one of the skills blank will prevent My PEP from saving.



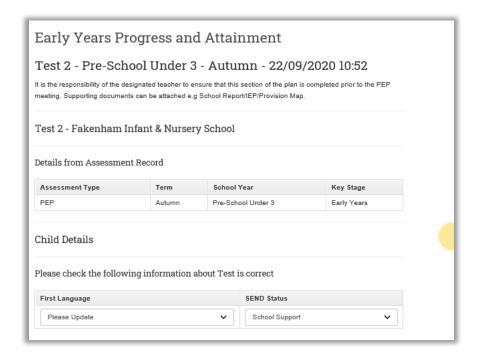
I'm proud of...

This can be tricky for younger children to comment on when asked directly. Perhaps think about what the child has done well and enjoyed getting praised for. Take the opportunity to talk this through with the child. They may be unfamiliar with the word proud, but acutally really loves getting praised for joining in with music.

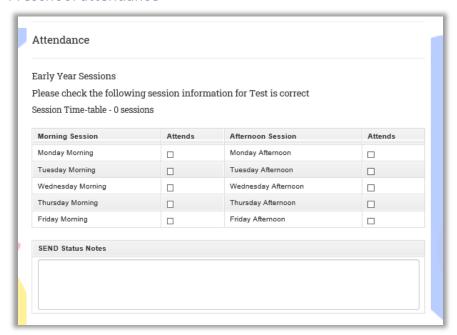
Once you are happy that the MY PEP section is completed in full, please tick the checkbox and select Save My PEP button.

PEP Attainment & Progress (before meeting)

Clicking the **Attainment & Progress** link will display a list of pupils with On-going Assessments: for whom you can add the progress and attainment for. All of the Progress and Attainment information can be updated and saved without submitting the assessment. Once you are happy with the details, tick the Complete Assessment box.



Preschool attendance



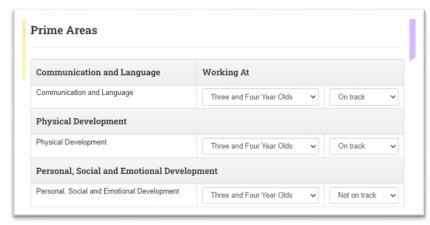
Reception attendance



The attendance for pre-school children is a simple tick box option to show which sessions they attend. For Reception Children the attendance rate is calculated automatically from the School Portal register. If the register is not up to date it will effect the information recorded in the draft PEP.

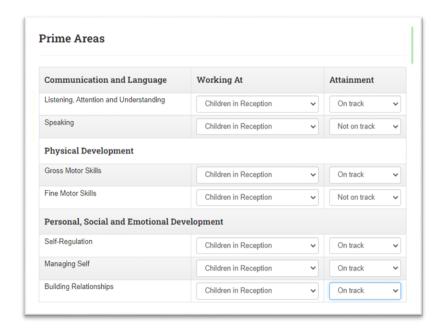
Please ensure that your including the Exclusion and SEND status, if not applicable please add N/A

Areas of Learning – Pre School & Reception

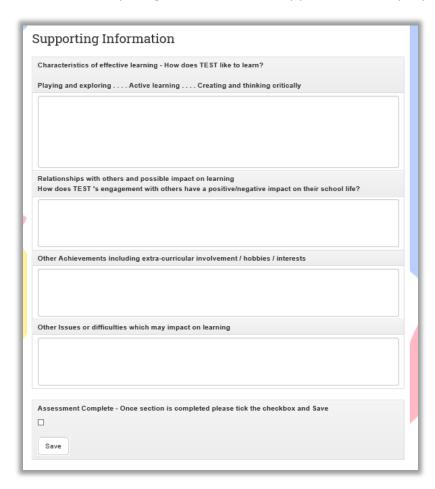


For the areas of learning please select from the drop down menu, recording on track or not on track. If you have been unable to gather observations, then please discuss this at the meeting and add to the other issues and difficulties which may impact on learning section.

From consultation with the EY team in Telford we have chosen to record using Development Matters. If your setting is using Birth to 5 matters, please share the information via email prior to the meeting so this can be discussed. This will also be uploaded alongside their PEP to the child's records.



The Supporting information, includes Characteristic of effective learning, relationships with others, achievements, other issues. Completing this information really provides an indepth picture of how well the child is doing.



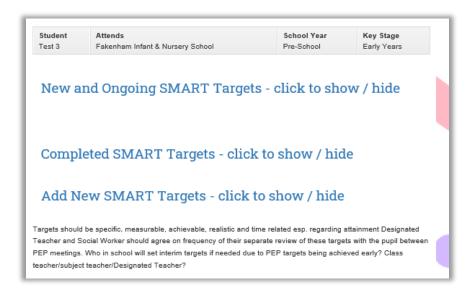
All of the MyPEP information can be updated and saved without submitting. Once you are happy with the details, tick the Assessment Complete box and then Save.

If both the MyPEP and PEP Attainment and Progress have been completed an email will be generated which will include the Draft PEP in PDF format. This draft will be emailed to the setting, the socai worker and the Education

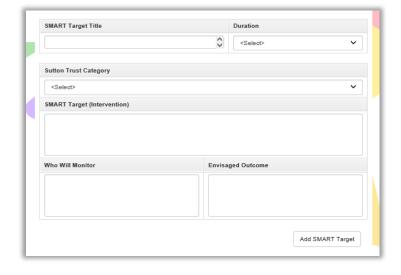
Adviser for Virtual School. If the MyPEP and/or Attainment and Progess are not completed 14 days before the meeting has been scheduled for, a reminder email will be sent to the Designated Teacher. A second reminder will be sent 7 days prior if they are still outstanding. This will include a cc to the Virtual School team. These emails will detail the outstanding task/tasks.

PEP Target Review & Creation (at meeting)

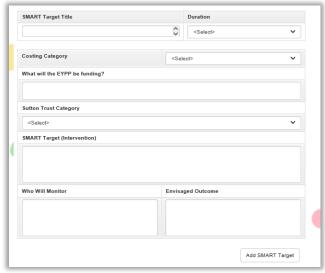
The PEP Targets Review and Creation page, displays the child's details at the top of the screen, followed by a table showing all existing/oustanding targets. If this appears as below it is because there are ongoing targets set for the child. The Add New SMART Targets section is for adding new targets.



Two Year Old Targets



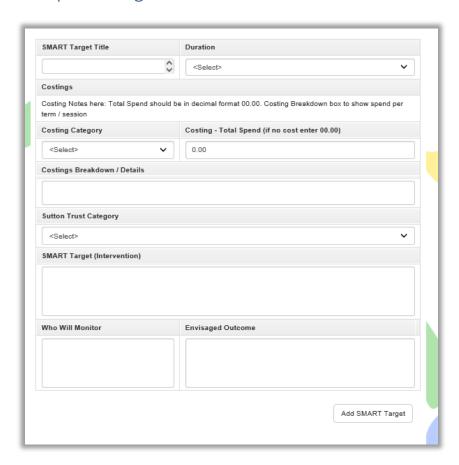
Three & Four Year Old Targets



Due to funding, there is no requirements for EYPP funding costings for two year old children.

Targets for Three and Four Year Old will need to reflect what the EYPP is funding. The Costing Category drop down box includes Funded or Commissioned. Most support would be 'Funded' through EYPP. Targets that include Costing Categories that are 'Commissioned' would be agreed at the PEP Meeting. The statement to show what support the EYPP is funding will be shared with the EY funding consultant for QA purposes.

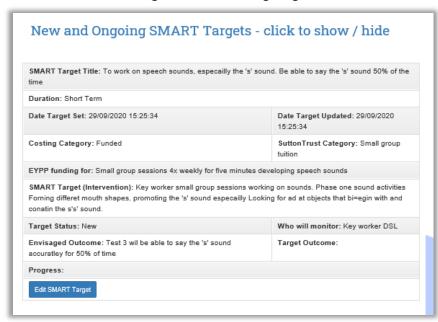
Reception Targets



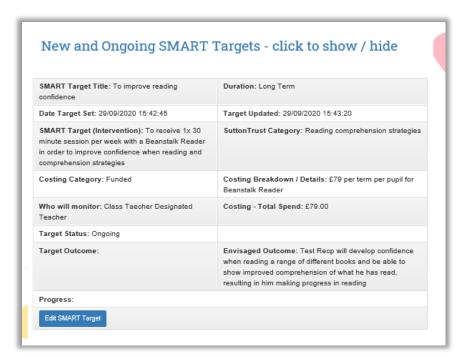
Please note the change in the Costings. The Virtual School is responsible for providing the PPG to schools. The Virtual School will release £450 per term per pupil (Correct in 2022). This will be released following the PEP Meeting providing the PEP shows how the PPG is being used to support the child. The Costing Category drop down box includes Funded or Commissioned. Most support would be 'Funded' through PPG. Targets that include Costing Categories that are 'Commissioned' would be agreed at the PEP Meeting and could include activities such as Pony Pals or Peer Mentoring.

Add new SMART Target

When you are happy with the information you have added to the SMART Target click the Add SMART Target button. This will add the new Target into the Existing Target section towards the top of the screen.

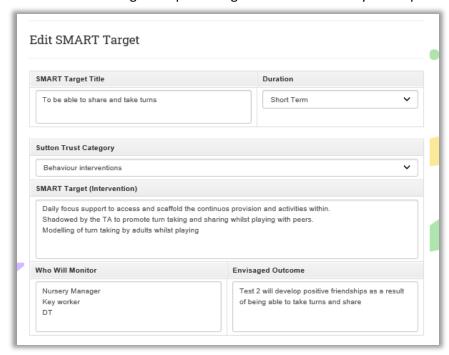


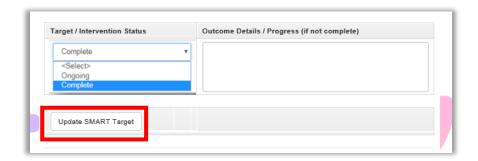
Targets which are ongoing will also appear in the New and Ongoing SMART Target section, in the order they were added. These Targets will move to completed SMART targets area of the Portal when completed.



Edit Existing Targets

Click Edit SMART Target to update targets. This will enable you to update all existing text:





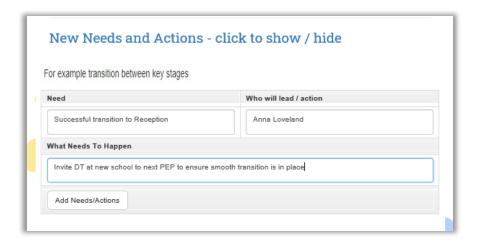
Changing the Status to Complete will show the Target Outcome section. It will also remove the Target from the Existing SMART Target section of the screen.

When all the alterations have been made click the Update SMART Target button.

Please note – it is crucial that each section in the SMART targets are completed. Any area of the target left blank may incurr and error or you simply may not be able to move onto the next section.

Adding New Needs and Actions

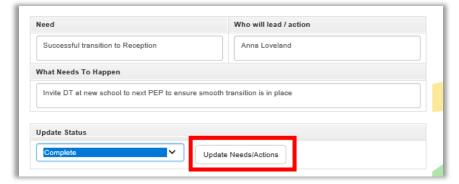
When you are happy with the details you have added click the Add Needs/Action button. This will add the new planning into the Ongoing Needs and Action section.



Updating Needs and Actions

Click the Edit Needs / Action button to update all existing text:





When all the alterations have been made click the Update Needs/Actions button

Adding Additional Notes

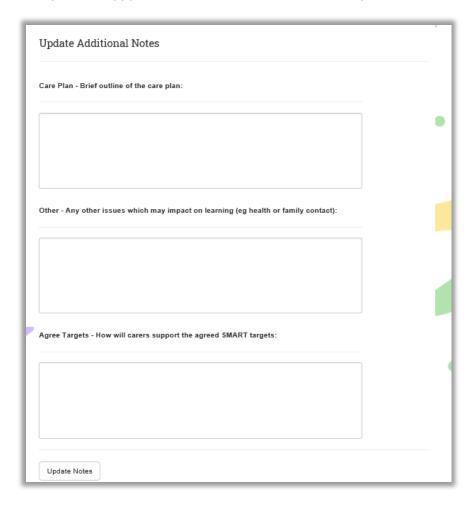
The Additional Notes section will always appear, unlike the Targets, Needs and Actions, they will remain visible from PEP to PEP. The only time the section below appears blank will be if it contains no data. Click Edit Additional Notes button to add/update to the notes.

Additional Notes - click to show / hide



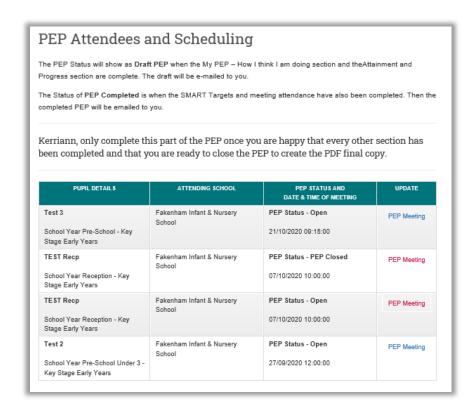
Updating Additional Notes

Once you are happy with the information held, click the Update Notes button.



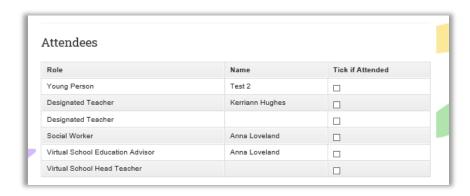
PEP Attendees & Scheduling (at meeting)

The PEP will be finalised when the SMART Targets and meeting attendance have both been completed. Then the completed PEP will be emailed to the young persons Designated Teacher, Social Worker and the Virtual School Team.



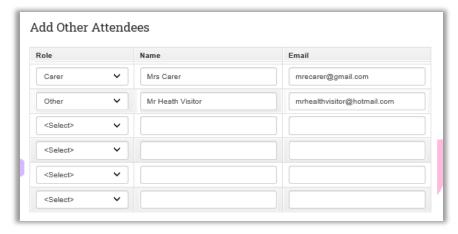
PEP Attendees

The Attendee column should be completed at the meeting to indicate who was present. Click on the relevant checkbox to tick / un-tick. You will be unable to un-tick the Invited boxes. The Designated Teacher, Social Worker and Education Advisor will appear on the final PEP document as being invited. It is important that the Attended box is ticked to show who did attend the meeting, if the box remains un-ticked the PEP will show the person as not attending.



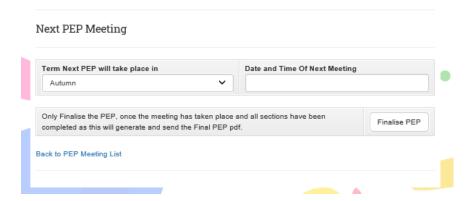
Adding Other Attendees

Add the role of any additional attendees from the drop down list, then use the free text boxes for Name and Email. These will appear on the final PEP document as being invited and attended.



Scheduling Next PEP Meeting

It's important you complete the Next PEP Meeting section, as this forms part of the Final PEP document.



First indicate the Term the meeting will take place in. Select option from dropdown list. Then add the date and time of the meeting.

Once you are happy that all sections of the PEP Document are complete. Click on the Finalise PEP. An email will be generated which will include the Final PEP in PDF format. The email will be sent to the Designated Teacher, Social Worker and Virtual School Education Adviser, this will also include a cc to the Virtual School team.

Once the Update PEP Meeting button has been selected, you will be returned to the PEP Attendees and Scheduling screen, you will notice that the completed PEP no longer appears on your list.

PEP Revision

The Virtual School team, will check that the Final PEP has the relevant level of detail required. If the PEP needs to be altered an email will be sent

Example of the email wording

Dear Designated Lead,

Child: Test 2 (DOB 29/04/2018)

School: Fakenham Infant & Nursery School

Date / Time: 28/09/2020 13:30

We are asking for the recent PEP you have completed to be revised for the following reason/s.

Attendees not correct PPG not equal to £500

You can edit the PEP by copying and pasting the following link and revisiting the required sections. https://dac.telford.gov.uk/SchoolAttendance

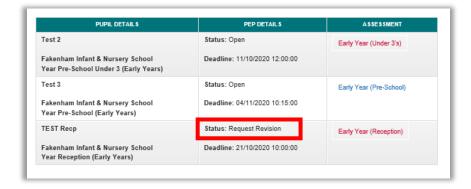
If you would like further clarification about what is required please contact your Virtual School Case Worker - Anna Loveland .

Email: anna.loveland@telford.gov.uk

Thank you

Virtual School Team

Telford and Wrekin Council



You will be then able to re-open the PEP document and make any amendments. The functionality is the same as while the PEP was originally Open, however the record will now appear with the Status of Request Revision.

Once the revision has been completed, you will be able to finalise the PEP document once again.