



Telford & Wrekin Virtual School

Dream | Believe | Achieve

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

my Telford

View a history of your requests, track their progress and get local services and information based on your address.

i Login with your **MyTelford** or **Everyday Telford** account. If you sign in with your **Everyday Telford** account it will be upgraded to a **MyTelford** account that can be used to sign into both the app and this site.

Email Address

kerriann.hughes@telford.gov.uk

Password

.....

Login Register Forgot Password

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MyTelford

Logout

School Portal Menu

- Home
- School Rating & Inspection
- Select Register
- SDQ's (to be completed in Spring Term)
- MyPEP (before meeting)
- PEP Attainment & Progress (before meeting)
- PEP Target Review & Creation (at meeting)
- PEP Attendees & Scheduling (at meeting)

Kerriann, welcome to the Schools Portal

You are a registered User for Fakenham Infant & Nursery School. You have also been granted access to My PEP area of the schools portal. This is where the child's views about their education should be captured.

[School Rating & Inspection Date - click to show / hide](#)

Fakenham Infant & Nursery School

The current inspection rating category for Fakenham Infant & Nursery School is shown in the table below.

If you need to update the current inspection rating category select the new category from the drop down list. To change update the inspection date click and select the date from the calendar which will appear when you click into the date field. Once you have completed the alterations click on the Update button.

Thank you.

Fakenham Infant & Nursery School	Last Ofsted Inspection 05/06/2015	Rated Good
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Update School Rating and/or Inspection Date

Select new rating category from dropdown list <Select>

Select New Inspection date from the calendar when date field is clicked

Once you have completed the alterations click on the Update button Update

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.

 MyPEP
(before meeting)

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 member of staff who knows them best would be the most suitable adult to complete the MyPEP section.

Test 2 - Pre-School Under 3 - Autumn - 22/09/2020 10:52

MYPEP [Early Years - Under 3's]

Student Test 2	Attends Fakenham Infant & Nursery School	Key Stage Early Years	School Year Pre-School Under 3
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Number of Sessions 0	Date of Birth 15/09/2018	Age - when PEP Created 2yrs (age in months 24)
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All About Me
What you think about school and education is important and filling in this section with a person you trust will help us to understand your views

My friends

My favourite things to do

People I like to be with

Things that make me happy

Things that make me sad

People who help me.

I can . . .

This section must be completed

I can write my name Beginning	I play with friends Developing
I can dress independently Confident	I can use the toilet independently Beginning

I'm incredible because. . .

My teacher / key-worker thinks. . .

This is what I think. . .

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. . .

MYPEP Completed - Once section is completed please tick the checkbox and Save MyPEP

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 actually 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.

Early Years Progress and Attainment

Test 2 - Pre-School Under 3 - Autumn - 22/09/2020 10:52

It is the responsibility of the designated teacher to ensure that this section of the plan is completed prior to the PEP meeting. Supporting documents can be attached e.g School Report/IEP/Provision Map.

Test 2 - Fakenham Infant & Nursery School

Details from Assessment Record

Assessment Type	Term	School Year	Key Stage
PEP	Autumn	Pre-School Under 3	Early Years

Child Details

Please check the following information about Test is correct

First Language	SEND Status
Please Update <input type="button" value="v"/>	School Support <input type="button" value="v"/>

Preschool attendance

Attendance

Early Year Sessions

Please check the following session information for Test is correct

Session Time-table - 0 sessions

Morning Session	Attends	Afternoon Session	Attends
Monday Morning	<input type="checkbox"/>	Monday Afternoon	<input type="checkbox"/>
Tuesday Morning	<input type="checkbox"/>	Tuesday Afternoon	<input type="checkbox"/>
Wednesday Morning	<input type="checkbox"/>	Wednesday Afternoon	<input type="checkbox"/>
Thursday Morning	<input type="checkbox"/>	Thursday Afternoon	<input type="checkbox"/>
Friday Morning	<input type="checkbox"/>	Friday Afternoon	<input type="checkbox"/>

SEND Status Notes

Reception attendance

Attendance

TEST's Attendance Rate is 0.00 % for period 20/09/2020 to 21/09/2020

If attendance is below 95% please state reason

Exclusions Information

SEND Status Notes

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

Prime Areas	
Communication and Language	Working At
Communication and Language	Three and Four Year Olds <input type="button" value="v"/> On track <input type="button" value="v"/>
Physical Development	
Physical Development	Three and Four Year Olds <input type="button" value="v"/> On track <input type="button" value="v"/>
Personal, Social and Emotional Development	
Personal, Social and Emotional Development	Three and Four Year Olds <input type="button" value="v"/> Not on track <input type="button" value="v"/>

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.

Prime Areas		
Communication and Language	Working At	Attainment
Listening, Attention and Understanding	Children in Reception ▼	On track ▼
Speaking	Children in Reception ▼	Not on track ▼
Physical Development		
Gross Motor Skills	Children in Reception ▼	On track ▼
Fine Motor Skills	Children in Reception ▼	Not on track ▼
Personal, Social and Emotional Development		
Self-Regulation	Children in Reception ▼	On track ▼
Managing Self	Children in Reception ▼	On track ▼
Building Relationships	Children in Reception ▼	On track ▼

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.

Supporting Information
<p>Characteristics of effective learning - How does TEST like to learn?</p> <p>Playing and exploring . . . Active learning . . . Creating and thinking critically</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Relationships with others and possible impact on learning</p> <p>How does TEST 's engagement with others have a positive/negative impact on their school life?</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Other Achievements including extra-curricular involvement / hobbies / interests</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Other Issues or difficulties which may impact on learning</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Assessment Complete - Once section is completed please tick the checkbox and Save</p> <p><input type="checkbox"/></p> <p>Save</p>

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 Progress 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.

Student	Attends	School Year	Key Stage
Test 3	Fakenham Infant & Nursery School	Pre-School	Early Years

[New and Ongoing SMART Targets - click to show / hide](#)

[Completed SMART Targets - click to show / hide](#)

[Add New SMART Targets - click to show / hide](#)

Targets should be specific, measurable, achievable, realistic and time related esp. regarding attainment Designated Teacher and Social Worker should agree on frequency of their separate review of these targets with the pupil between PEP meetings. Who in school will set interim targets if needed due to PEP targets being achieved early? Class teacher/subject teacher/Designated Teacher?

Two Year Old Targets

SMART Target Title	Duration
<input type="text"/>	<Select>
Sutton Trust Category	
<Select>	
SMART Target (Intervention)	
<input type="text"/>	
Who Will Monitor	Envisaged Outcome
<input type="text"/>	<input type="text"/>

Add SMART Target

Three & Four Year Old Targets

SMART Target Title	Duration
<input type="text"/>	<Select>
Costing Category	<Select>
What will the EYPP be funding?	
<input type="text"/>	
Sutton Trust Category	
<Select>	
SMART Target (Intervention)	
<input type="text"/>	
Who Will Monitor	Envisaged Outcome
<input type="text"/>	<input type="text"/>

Add SMART Target

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

SMART Target Title	Duration
<input type="text"/>	<Select>
Costings	
Costing Notes here: Total Spend should be in decimal format 00.00. Costing Breakdown box to show spend per term / session	
Costing Category	Costing - Total Spend (if no cost enter 00.00)
<Select>	0.00
Costings Breakdown / Details	
<input type="text"/>	
Sutton Trust Category	
<Select>	
SMART Target (Intervention)	
<input type="text"/>	
Who Will Monitor	Envisaged Outcome
<input type="text"/>	<input type="text"/>
<input type="button" value="Add SMART Target"/>	

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.

New and Ongoing SMART Targets - click to show / hide

SMART Target Title: To work on speech sounds, especailly the 's' sound. Be able to say the 's' sound 50% of the time	
Duration: Short Term	
Date Target Set: 29/09/2020 15:25:34	Date Target Updated: 29/09/2020 15:25:34
Costing Category: Funded	SuttonTrust Category: Small group tuition
EYPP funding for: Small group sessions 4x weekly for five minutes developing speech sounds	
SMART Target (Intervention): Key worker small group sessions working on sounds. Phase one sound activities Forming differet mouth shapes, promoting the 's' sound especailly Looking for ad at objects that bi=egin with and conatin the s's' sound.	
Target Status: New	Who will monitor: Key worker DSL
Envisaged Outcome: Test 3 will be able to say the 's' sound accuratley for 50% of time	Target Outcome:
Progress:	
<input type="button" value="Edit SMART Target"/>	

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.

New and Ongoing SMART Targets - click to show / hide

SMART Target Title: To improve reading confidence	Duration: Long Term
Date Target Set: 29/09/2020 15:42:45	Target Updated: 29/09/2020 15:43:20
SMART Target (Intervention): To receive 1x 30 minute session per week with a Beanstalk Reader in order to improve confidence when reading and comprehension strategies	SuttonTrust Category: Reading comprehension strategies
Costing Category: Funded	Costing Breakdown / Details: £79 per term per pupil for Beanstalk Reader
Who will monitor: Class Teecher Designated Teacher	Costing - Total Spend: £79.00
Target Status: Ongoing	
Target Outcome:	Envisaged Outcome: Test Recp will develop confidence when reading a range of different books and be able to show improved comprehension of what he has read, resulting in him making progress in reading
Progress:	
<input type="button" value="Edit SMART Target"/>	

Edit Existing Targets

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

Edit SMART Target

SMART Target Title	Duration
To be able to share and take turns	Short Term

Sutton Trust Category

Behaviour interventions

SMART Target (Intervention)

Daily focus support to access and scaffold the continuous provision and activities within.
Shadowned by the TA to promote turn taking and sharing whilst playing with peers.
Modelling of turn taking by adults whilst playing

Who Will Monitor	Envisaged Outcome
Nursery Manager Key worker DT	Test 2 will develop positive friendships as a result of being able to take turns and share

Target / Intervention Status

Complete

<Select>
Ongoing
Complete

Outcome Details / Progress (if not complete)

Update SMART Target

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 incur an 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.

New Needs and Actions - click to show / hide

For example transition between key stages

Need	Who will lead / action
Successful transition to Reception	Anna Loveland

What Needs To Happen

Invite DT at new school to next PEP to ensure smooth transition is in place

Add Needs/Actions

Updating Needs and Actions

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

Need	Who will lead / action
Successful transition to Reception	Anna Loveland

What Needs To Happen	Status of Plan
Invite DT at new school to next PEP to ensure smooth transition is in place	Ongoing

Edit Needs / Actions

Need	Who will lead / action
Successful transition to Reception	Anna Loveland

What Needs To Happen

Invite DT at new school to next PEP to ensure smooth transition is in place

Update Status

Complete

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

Care Plan - Brief outline of the care plan:

Other - Any other issues which may impact on learning (eg health or family contact):

Agree Targets - How will carers support the agreed SMART targets:

[Edit Additional Notes](#)

[Back to Pupil List](#)

Updating Additional Notes

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

Update Additional Notes

Care Plan - Brief outline of the care plan:

Other - Any other issues which may impact on learning (eg health or family contact):

Agree Targets - How will carers support the agreed SMART targets:

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 and Scheduling

The PEP Status will show as **Draft PEP** when the My PEP – How I think I am doing section and the Attainment and Progress section are complete. The draft will be e-mailed to you.

The Status of PEP **Completed** is when the SMART Targets and meeting attendance have also been completed. Then the completed PEP will be emailed to you.

Kerriann, only complete this part of the PEP once you are happy that every other section has been completed and that you are ready to close the PEP to create the PDF final copy.

PUPIL DETAILS	ATTENDING SCHOOL	PEP STATUS AND DATE & TIME OF MEETING	UPDATE
Test 3 School Year Pre-School - Key Stage Early Years	Fakenham Infant & Nursery School	PEP Status - Open 21/10/2020 09:15:00	PEP Meeting
TEST Recp School Year Reception - Key Stage Early Years	Fakenham Infant & Nursery School	PEP Status - PEP Closed 07/10/2020 10:00:00	PEP Meeting
TEST Recp School Year Reception - Key Stage Early Years	Fakenham Infant & Nursery School	PEP Status - Open 07/10/2020 10:00:00	PEP Meeting
Test 2 School Year Pre-School Under 3 - Key Stage Early Years	Fakenham Infant & Nursery School	PEP Status - Open 27/09/2020 12:00:00	PEP Meeting

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.

Attendees

Role	Name	Tick if Attended
Young Person	Test 2	<input type="checkbox"/>
Designated Teacher	Kerriann Hughes	<input type="checkbox"/>
Designated Teacher		<input type="checkbox"/>
Social Worker	Anna Loveland	<input type="checkbox"/>
Virtual School Education Advisor	Anna Loveland	<input type="checkbox"/>
Virtual School Head Teacher		<input type="checkbox"/>

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.

Role	Name	Email
Carer	Mrs Carer	mrecarer@gmail.com
Other	Mr Heath Visitor	mrhealthvisitor@hotmail.com
<Select>		
<Select>		
<Select>		
<Select>		

Scheduling Next PEP Meeting

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

Next PEP Meeting

Term Next PEP will take place in: Autumn

Date and Time Of Next Meeting: [Text Box]

Only Finalise the PEP, once the meeting has taken place and all sections have been completed as this will generate and send the Final PEP pdf.

Finalise PEP

[Back to PEP Meeting List](#)

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

PUPIL DETAILS	PEP DETAILS	ASSESSMENT
Test 2 Fakenham Infant & Nursery School Year Pre-School Under 3 (Early Years)	Status: Open Deadline: 11/10/2020 12:00:00	Early Year (Under 3's)
Test 3 Fakenham Infant & Nursery School Year Pre-School (Early Years)	Status: Open Deadline: 04/11/2020 10:15:00	Early Year (Pre-School)
TEST Recp Fakenham Infant & Nursery School Year Reception (Early Years)	Status: Request Revision Deadline: 21/10/2020 10:00:00	Early Year (Reception)

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.