

Questions that carers might ask in PEP meetings to support the progress of children in care

Section 1: People at the meeting

Remember it can't be a PEP without the child's social worker! As the child's carer, you really need to be there too so if the meeting is arranged for a time you can't make, ask for it to be changed so you can attend.

Section 2: Discussion of Last PEP's actions: Ensure actions from the last PEP are discussed; any outstanding actions are recorded in the box provided and referred to in the S.M.A.R.T Action Plan.

Suggested Carer Action

- Take a copy of the last PEP with you and check off the actions from the Action Plan, that these have been completed or if not ask why not.
- If actions still relevant and not complete ask them to be written here and carried forward to the Action Plan at the end (make a note of this so when the actions are summarised you can check everything has been included).

Section 3: The Child's/Young Person's Voice: The young person's voice remains central to the PEP process and this section needs to record his/her views; not adults' interpretations of the young person's views. Ensure enough time is given to enable this section to be completed well before the meeting by whoever the young person wants to talk to about it. Consider if an interpreter may be needed.

If the young person doesn't want to speak at the meeting, s/he could elect someone to read on his/her behalf.

Suggested Carer Action

- Check with your young person they have thought about what they want to say and encourage them to participate so the meeting hears their voice and can follow up what is needed.
- If they have talked to you about something but they didn't mention this on their contribution ask a question (if appropriate).
- Celebration and rewards - ask school how that compares to others in the year. If there are no rewards ask school what are the rewards and celebrations available in school.

Section 4: School's Contribution – Achievement and Attainment: All data should be completed prior to the meeting. Secondary school pupils need to have all the subjects they are studying listed after English and maths.

Suggested Carer Action

Ask about the data if you do not fully understand it - you will not know how all schools report data (no one does!) and it is a very reasonable question to ask for clarification. What you need to know:

- Is your young person making progress, how does this progress compare to young people in their year group

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- What are the exams or attainment 'targets' and again how does this compare to the others in their year, are they on track to meet these expectations - if not make a note of this and raise in the Action Plan at the end if not addressed
- Ask when the next school report or assessment point is and request that you are sent a copy
- Ask when parents' /carers' evening is

Section 5: School's Contribution – Reports from teachers: Teachers should complete the report based on their knowledge of the child's learning in each curriculum area. There is also space to write a commentary about the child's progress in this section.

Suggested Carer Action

- Question what is said so that you are confident you know how your young person is doing and what they need to do if they need to catch up
- Ask about subjects that are not mentioned

Section 6: School's Contribution – Transitions: Transitions are often difficult for CiC and it is vital that any transition is well planned. Key transitions include a change of key stage, or school or of key adult.

Suggested Carer Action

- Raise any changes you know about and ask they are considered
- All changes matter and share what is useful for school to know
- Ask about plans for next academic year
- Ask about career education or IAG- Information, Advice and Guidance available to pupils

Section 7 Attendance Schools bring the latest print out from the electronic register

Suggested Carer Action

- Ask what is the total attendance – remember 90% is the persistence absence threshold, so children in care have to be aiming for 100% (90% is similar to talking a day off every fortnight- they will miss too much!)
- Check any absences- how are they recorded? All absences should be authorised by you so any unauthorised absences need discussing
- Make sure there is an action about improving attendance if not at 100%!

Section 8: School's Contribution – Support: The Graduated approach table is for the school to record how the child is being supported. It may be one or more boxes in this table have N/A entered, but at least one needs to be filled in. Pupil Premium expenditure and anything outside the school's core offer should not be recorded in this table.

Suggested Carer Action

- Ask about what small group or individual teaching your child is receiving
- Make sure you know and ask about any other support such as counselling that is part of your young person's timetable

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Section 9: School's Contribution – Special educational needs and disabilities: Only complete the SEND table if applicable. If the child is on your SEND register, please ensure that your SENCO is aware that s/he is a child in care.

Suggested Carer Action

- If your young person has a 'statement' or EHCP- Education, Health and Care Plan make sure you:
 1. Have a copy of and understand their individual plan and ask about progress to their 'targets'.
 2. Ask when the next review meeting is
 3. Ask when the annual review meeting is
 4. If you do not have a copy of their 'statement' or EHCP- Education, Health and Care Plan ask for one
- If an EHCP needs to be considered discuss this at this point.

Section 10: Additional Contributions: This is a new section of the PEP form. You may need to let the other adults know that their views will be called upon and recorded. The action plan should reflect how the school is going to support/address the comments from the additional contributors.

Suggested Carer Action

- Prepare what you want to say and say it!
- Add anything that has come up in the meeting so far
- Emphasise any requests that you have regarding support for progress and/ or attainment

Section 11: Pupil Premium: Refer to the examples given and be as detailed as possible in the information you record. Important questions to ask when discussing Pupil Premium are: 'Will spending this money in this way increase the attainment/progress of this child?' 'Are you happy to be held accountable for this expenditure by your governing body and The HOPE Virtual School?'

Suggested Carer Action

- Check that you understand where Pupil Premium funding is being spent
- Make sure that previous Pupil Premium spend has made a difference and that this impact is making a difference on progress and/or attainment
- Make sure that the planned future Pupil Premium spend will make a difference and that this impact is measurable- ask how will you know it's been spent well?

Section 12: S.M.A.R.T. Action Plan: S.M.A.R.T. actions are **s**pecific, **m**easurable, **a**greed, **r**esults-oriented and **t**ime bound. The S.M.A.R.T. Action Plan is the place to record all of the actions to be carried forward from the previous PEP meeting and the 'Actions to carry forward' tables in the earlier sections of the form. Ensure all the columns are completed for each action listed.

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Suggested Carer Action

- Check all the things discussed are that require action or ongoing support are fully recorded
- Ask who is going to do this and by when?
- Make sure you fully understand any actions assigned to you- question anything you need explaining
- Communication with school often goes here- can be to keep good systems going or improving communication e.g. an email to you at the end of each week

Section 13: PEP Essential Information Record: The date of the next PEP meeting should be set at this meeting. If this is a first PEP meeting, the next one needs to be in 3 months' time; otherwise the interval is 6 months (assuming there are no significant changes in the meantime). The school needs to complete the **School History** or ask the child's social worker to do so if the school does not have the complete history.

The child's social worker needs to complete all of the information relating to the **Corporate Parents** on the final two pages of the form. The box about the young person's attendance pre-care only needs to be completed for the first PEP meeting.

Suggested Carer Action

- Check school have your contact details
- Also know what you can sign for and what parents/social worker needs to sign for

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