

The Personal Education Plan Checklist



Task	DT	SW	FC	VS*	Done?
Before the PEP meeting					
Confirm date, time of PEP meeting and attendance of all professionals. Initial PEP: add date to ensure PEP creation ahead of the meeting		✓			<input type="checkbox"/>
Book room where interactive whiteboard is available where possible	✓				<input type="checkbox"/>
Ensure section A of ePEP is completed/updated fully		✓			<input type="checkbox"/>
Ensure section B of ePEP is completed/updated fully	✓				<input type="checkbox"/>
Make arrangements for child to be present at meeting where appropriate. Ensure section C of ePEP completed to gather pupil voice	✓				<input type="checkbox"/>
Ensure copies of the previous SMART targets are photocopied in preparation for the meeting or available via interactive whiteboard	✓				<input type="checkbox"/>
Ensure copies of any additional documents including attendance print outs, school reports, attainment/progress data are photocopied in preparation for the meeting	✓				<input type="checkbox"/>
At the PEP meeting					
Bring previous SMART targets and additional documents to the meeting/have available online	✓				<input type="checkbox"/>
Review targets from the previous PEP	✓	✓	✓	✓	<input type="checkbox"/>
Section B ePEP Meeting notes to be completed online at the meeting or make record of the meeting to complete section B after the meeting	✓	✓		✓	<input type="checkbox"/>
• Use evidence to evaluate impact of previous interventions	✓	✓	✓	✓	<input type="checkbox"/>
• Celebrate the successes/achievements	✓	✓	✓	✓	<input type="checkbox"/>
• Identify barriers to progress/needs	✓	✓	✓	✓	<input type="checkbox"/>
• Set Specific, Measurable, Achievable, Realistic, Timed targets based on attainment/progress data	✓	✓	✓	✓	<input type="checkbox"/>
• Discuss and identify interventions using Pupil Premium Plus specifically linked to SMART targets if appropriate	✓	✓	✓	✓	<input type="checkbox"/>
• Agree outline actions and assign responsibility - all should know what the next steps are	✓	✓	✓	✓	<input type="checkbox"/>
Set date and time for next PEP meeting - ensure date recorded on ePEP to start the cycle again	✓	✓	✓	✓	<input type="checkbox"/>
After the PEP meeting					
Complete the write up on ePEP within 5 working days of the PEP meeting, and sign off section B and pupil voice	✓				<input type="checkbox"/>
Upload any relevant documentation to pupils homepage on ePEP	✓				<input type="checkbox"/>
PEP quality assured and signed off on the system				✓	<input type="checkbox"/>

*Please note Virtual School consultants will be unable to attend all PEP meetings