The PEP Meeting
Guidance

PEP preparation checklist:
- Everyone has confirmed attendance.
- The social worker reviews and updates section A of the ePEP, views section B and the child’s views.
- The pupil’s voice is collected (via Child’s Module/Section C), DT and pupil have a discussion about the meeting e.g. who will be there, possible outcomes etc.
- DT completes/updates section B and sets draft SMART targets, views section A.
- Connexions PA/Careers advisor completes/updates last part of section B (relevant pupils only).
- Key documents (e.g. recent reports, IEPs) on hand and/or attached to the ePEP.

Most PEP meetings will take place at the child’s education setting with a laptop or computer on hand to enable the discussion to be recorded online at the time of the meeting. A whiteboard or screen enables all participants to view the PEP form, however this is not essential as the focus should be on the discussion at the meeting.

Welcome and Introductions
Decide who will chair, take notes and agree the timescale for the length of the meeting. Ensure everyone present is recorded on the ePEP.

Educational Achievements and Aspirations
Start with the pupil voice and carer voice – What is going well? What are the challenges? What are the needs and aspirations of the pupil and carers and/or parents? School view – what is going well? What progress has the pupil made? Where is support offered and/or needed?

Setting Targets
Outcomes should be specific to the pupil, support high aspirations and set high expectations, build on what is working well and address what is not working well. Make outcomes S.M.A.R.T. with a clear purpose. Identify actions that will support the achievement of the outcomes (interventions, provision etc). Record details of Pupil Premium expenditure linking them to the targets set.

Set Date of Next Meeting and Sign Off
Ensure the Meeting Completed button is clicked. Agree details of next meeting. Sign Off sections A, B and C - by selecting Mark Completed in the sign off section at the meeting or within 7 days at the latest.