Bristol Personal Education Planning (PEP) Process

The PEP should be a living, evolving, comprehensive and enduring record of the child’s experience, progress and achievement (academic and otherwise).

**1st PEP meeting**
- Convened by: Social Work Team
- Chaired by: Senior School Staff, Designated Teacher
- Always attended by: Social Worker, Designated Teacher, Carer
- Attendance considered: HOPE Virtual School (always invite) Parent, Child, Learning Mentor, Class Teacher, external agencies working with the child
- PEP documents circulated
- Within 8 days

**PEP recorded on CLA tracker & LCS**
- Within 3 months

**2nd PEP meeting**
- Should take place immediately before 6 monthly LAC review
- Social Worker should complete section 13 of the PEP ahead of the meeting
- Designated Teacher should complete section 3 of the PEP ahead of the meeting

**Subsequent PEPs every 6 months thereafter**
- Convened by: Social Work Team
- Chaired by: Senior School Staff/Designated Teacher
- Always attended by: Social Worker, Designated Teacher, Carer
- Attendance considered: HOPE Virtual School (always invite) Parent, Child, Learning Mentor, Class Teacher, external agencies working with the child

**Termly PEP Review completed by the school**
- Within 8 days

**Process re-starts IF child changes school or re-enters care**
- Child arrives in care or a school move is planned
- Virtual School receives BLAC from the child’s social worker
- Social Worker: should complete section 13 of the PEP ahead of the meeting
- Designated Teacher: should complete section 3 of the PEP ahead of the meeting

**CLA Tracker:** Designated Teacher

**LCS:** Social Work Team

**Circulated by:** Designated Teacher

**To:** Social Worker, Virtual School, Carer, Unit Coordinator, Independent Reviewing Officer

**Within 20 days**