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## How you can prepare for the meeting:



**Talk** to your child about how they feel at school and how they feel at home. Chat about what they think they are good at, what upsets them, what helps them be calm and what helps them to learn.



**Talk** to your child about trusted adults they can talk to at school and home. Encourage them to draw around their hand and identify 5 trusted adults they can turn to when they feel scared, upset, angry, uncomfortable or worried.



**Think** about strategies you use at home to help your child and how you can help support school.



**Write** any ideas, comments or questions you have for school on the notes section.

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## Notes:



Use this section to write any questions, ideas, comments you may wish to share with school.

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# Personal Education Plan

## A guide for parents/carers



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[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)

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## Glossary of acronyms and words in this leaflet:



EHCP: Education, Health and Care Plan

SEN: Special Educational Needs

PLP: Personalised Learning Plan

SENDCo: Special Educational Needs and/or Disabilities co-ordinator

DHT: Deputy Head Teacher

PEP: Personalised Education Plan

LAC: Looked after child/ren

VS: Virtual Schools

SW: Social Worker

DTCLA: Designated Teacher for children looked after



## Special Educational Needs:

If the child has special educational needs, they may also have an EHCP or PLP. For further information, visit the school website for how Fairlands supports pupils and families:

<https://www.fairlands.herts.sch.uk/info/160-send-at-fairlands>

You can also find out more about the county's local offer by visiting:

<https://www.hertfordshire.gov.uk/microsites/local-offer/the-hertfordshire-local-offer.aspx>

Alternatively, please feel free to contact the school SENDCo for further help.

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## What is a Personal Education Plan?



It is a plan which all children looked after must have and it must be reviewed termly. It is a record of what is needed for a looked after child to reach their full education potential.



An initial meeting must be arranged within 14 days of a child coming into care.

Each term, the Virtual School arranges a meeting which social workers, a representative from the Virtual school, DTCLA, parents and foster parents are invited to attend. The DTCLA chairs the meeting and complete the educational provision and targets sections after consulting with the child's class teacher.

Before the PEP meeting, the DTCLA completes information online on an ePEP document which is securely stored and shared with the child's social worker and the VS. This records all attainment and progress information as the child goes through education. Targets are set at the PEP meeting and are agreed by all present.

After the meeting, all updates must be uploaded and saved to the system within 5 days of the meeting being held.

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## How is the child included?

Before each meeting, the DTCLA meets with the child and carries out a pupil voice activity. We ask the child a range of questions including: what helps them to learn, what they are proud of, their hopes and goals for the future, what they enjoy doing in and out of school and what they are proud of.



We feel it is important that the child feels they have control over what is discussed and how the information is presented. They are also invited to choose any learning they wish to be shared at the meeting.

Depending on the age and feelings of the child, they may attend a part of the meeting.

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## How are the foster carers and parents involved?



At each meeting, foster carers and parents are invited to review the targets and comment on all aspects of the meeting. It is important that everyone feels able to share their views and enable a full and clear picture of the child's educational provision to be created.