

Dear Colleague,

(*Please insert name*) has a Personal Education Plan (PEP) meeting on (*please insert date*). This is a **statutory** meeting / document all Looked After-Children must have. The PEP ensures the knowledge a good parent would hold about their child is communicated with all relevant people and is used to inform any plans made.

The information you hold is vital in making sure well targeted plans are made and (*Please insert name*) has the best opportunity to reach their full potential. We would appreciate as much information in the following areas as possible. Many thanks for your time.

Subject:

Teacher:

Current Grade:

Target grade:

1. What is currently working well for the young person?
What are the areas of strength for your subject?
Please mention any topics or strategies that engage them.
2. What needs to be done to reach the next sub level or grade?
Please give specific examples, such as demonstrating a certain skill or applying a process.
3. How will these improvements be measured?
4. Do you have any concerns about barriers to this young person's academic progress?
5. What further support do you or your department offer/ could you offer?
6. Are there any other comments you wish to make and/or samples of work to celebrate/illustrate concern?
7. Please feel free to attach or tell us about anything you feel is relevant.

Many thanks.

Please return to (*insert name of relevant staff member*) by (*insert date*)