

# **\*\*TOP TIPS FOR TOP PEPS\*\***

## **BEFORE THE PEP MEETING**

1. Ensure you can access the Eclipse Platform. Contact SW/ VS if any issues.
2. Prepare for the meeting – round robin? Please ensure you have completed sections 2 and 3 of the Eclipse form ready.
3. Invest time in ascertaining \*quality\* pupil voice.
4. Invite relevant people feed into / attend/ feedback on detail – Importance of environmental factors/ Bigger picture.

## **DURING THE MEETING:**

5. Ensure CYP isn't overloaded with targets (consider IEP/ EHCP/Subject specific/ PSP etc), existing targets can be duplicated on the PEP and enhanced strategies supported by PP+ put place.
6. \*Think\* Target / Strategy/ Monitoring. What needs to be done? How do we help CYP to do that? How do we know it's working?
7. If target not achieved reflect on strategy, revisit/ amend/ fine tune target.
8. Involve child in discussion around support needed and confidence in ability to meet target.
9. Avoid 'static' targets.
10. Involve key staff/ subject specialist in details of target / support needed to achieve/ PP+ SPEND
11. Feedback on targets, remove when obsolete/ outcomes noted 1 cycle only needed.
12. Use a Solution Focussed approach... How can we? Vision? Small steps
13. Remember we are all working to the same goal and have shared interest – **keep the child at the centre.**
14. Discuss content / strategies with child – maybe use scaling to gauge confidence
15. Ensure PP+ accounted for previous and current
16. Close and **complete** the form in the meeting wherever possible.

## **AFTER THE MEETING:**

17. Inform staff working with the child of key points.
18. Download and share final copy with key professionals/ relevant others/ consider pupil friendly version for CYP
19. Ensure responsibilities are carried out / fed back on

**Final word : School / Social care/ Virtual School - we all have a role in making sure the PEP is effective. Let's work together to help each other, as professionals, to ensure our PEPs are the best they can be.**