

The PEP Meeting Guidance

PEP preparation checklist:

1. Everyone has confirmed attendance
2. Pupil voice collected, DT and pupil have had discussion about the meeting e.g. who will be there, possible outcomes
3. Attendance, progress and attainment data is to hand and has been completed on the ePEP. Round Robin template on website can be used to collect teacher information.
4. **Other key documents** e.g. recent reports, inclusion support plans, SEN documentation, provision mapping/individual tracking documents are available as needed
5. SEN and other relevant documentation should be attached to the ePEP.

The meeting:

Welcome and introductions

Decide who will chair (the DT), take notes and agree the timescale for the length of the meeting. Complete an attendance sheet with contact details if necessary.

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? Where is support offered and/or needed?

Outcomes and actions

Agree outcomes based on the previous conversation. Outcomes should be **specific to the pupil** and expressed from a personal perspective, not a service one. They should support **high aspirations** and set **high expectations** and build on what is working well and address what is not working well. Make outcomes SMART with a clear purpose. Identify actions that will support the achievement of the outcomes (interventions, provision etc)

Next meeting – set the date and time

Think about the best time for the meeting – don't pull pupils out of lessons unless absolutely necessary and talk to them about how best to secure their input. Attendance at the meeting is a decision that should be made by those people who best know them and their wishes. There is no 'must' and it should be 'as appropriate.'