



## Designated Teacher brief guide

### Wokingham Virtual School

- ❖ Championing the education of Care Experienced Children & Young People,
- ❖ Promote individual achievement & wellbeing,
- ❖ Provide, support, advice, challenge, and training,
- ❖ Facilitate access to early education.

### Our aim

To ensure all children are:  
 Successful  
 Thriving  
 Achieving and  
 Resilient



### Roles and responsibilities

#### Designated Teacher

- ❖ Completes the PEP document,
- ❖ Chairs the PEP meeting,
- ❖ Develop targets,
- ❖ Gain views of other professionals.

#### Social Worker

- ❖ Complete Social Worker section,
- ❖ Ensure PEP meetings are carried out,
- ❖ Attend all PEP meetings,
- ❖ Attend CIC meetings.

#### Virtual School

- ❖ Attend 1<sup>st</sup> PEP and Transition PEP
- ❖ Advise and support,
- ❖ Agree / allocate PPG funding,
- ❖ Sign off completed PEP.

### Safeguarding

The PEP process follows the signs of safety model ensuring that the focus is on celebrating success, looking at worries and developing a support plan to move forward.

All college's, school's and settings should follow their safeguarding policy when working with and supporting their young people.

### Personal Education Plan (PEP)

This is a working document describing a course of action to help a child or young person to reach their full academic and life potential.

It is a statutory document and should be carried out within the first 20 days of a child coming into care.

### Pupil Premium Plus

This funding some directly from the DfE which the Head of the Virtual School is responsible for managing.

School's can apply for PP+ through targets during the PEP meeting. All funding requests must be discussed with the VS PEP Officer before being submitted.

Funding requests must have an educational outcome attached to them with a focus on closing the gap in attainment.

### Support link and contacts

[www.wokinghamvirtualschool.co.uk](http://www.wokinghamvirtualschool.co.uk)  
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