DESIGNATED TEACHER NEWS OCTOBER 2014

Dear Colleagues

New Statutory Guidance for DTs
Please see the guidance attached. You should make yourself familiar with this and discuss with us if you have concerns. We are always happy to meet with you and talk through individual or strategic issues.

A key issue for Designated Teachers is to ensure all your young people know who you are, what you do and how you can support them. A recent Midlands consultation showed that only 30% of children in care knew their Designated Teacher..

Electronic Personal Education Plans

The ePEP system will be live again from 13th October. As you will be aware a few technical issues led us to suspending the use of ePEP. These issues have now been resolved.

We will continue to improve the system and want to work with you to do so. Your feedback and ideas are always very welcome.

Key information

Key Contacts
Designated teachers are responsible for ensuring all the key contacts connected with education are entered in the ePEP. Social care will check their contacts. This list of people must be checked at the meeting. Please note that there is an obvious major risk should the wrong person details be entered.

Attainment
I have discussed assessment without levels with DTs at our last briefing. Our shared view was that until new systems become clear and 'bed down' we would use the 'old' levels and grades system. We felt we needed a clear currency and benchmark and certainly I would be worried if we did not have this. As new and individual systems come in, we will look at building these into ePEP. If you have concerns re this please contact us.

Young Person's Section
The young person's section of ePEP must be completed. For some young people a login [they would only have 'write' access to their section] may be appropriate. In this case the social worker decides and contacts Diane Crook.

Termly ePEP meetings
In line with best national practice, ePEPs now require a termly meeting in school.

Completing the ePEP in draft before the meeting
Prior to the meeting the whole of ePEP can be completed and then edits can be made in the meeting. For the actual meeting to run smoothly it is important that the education information section of the form is completed beforehand.

The room to be used should have internet access. This allows the whole ePEP to be completed within the meeting itself.

Pupil Premium
The Pupil Premium is provided to improve outcomes for an individual child. Creative and innovative approaches are welcome and we do not want to micro manage this but money must be linked to SMART targets for improvement.

We assume that meeting challenging targets require resources. We will not want to scrutinise the use of resources providing agreed support is provided and targets are SMART. If thereafter support is not provided, or targets are not being met, clearly we would need to discuss via ePEP reviews.

To claim Pupil Premium:
We are reviewing the target section of the form, so for now please do the following:

- Select area of focus
- Provide clear, SMART strategy in area of focus
- Leave intervention type blank
- Tick medium for length of target
- Select main area of focus for this target [other areas will be linked of course e.g. poor literacy and attendance
- Quantify improvements
- In 'Improvements expected' add any other linked improvements
- Select 'one off funding' [not 'no funding' or 'regular']
- Select 'Pupil Premium' [not PEA]
- Indicate use of funding
- Request £1000 this term and £500 thereafter.
- Click 'submit target'

See example in appendix

NB
After submitting the targets and Pupil Premium funding request please move on to the PEP sign off section and click Mark Completed. Any uncompleted sections of the ePEP will be highlighted at this point. The date of the next PEP meeting must be entered, if this date is not yet known please enter the last day of the next term (ie for Spring 2015 term please enter 02/04/15), this can be amended at a later date.

If PEA is applied for this should be done in the
'IF AN ADDITIONAL FUNDING REQUEST IS BEING MADE FOR THIS TARGET PLEASE COMPLETE THE AREA BELOW.' Section

PEA is discretionary. It covers the sorts of things that a parent might do to boost their child's learning
e.g.
- after school one to one tuition
- cultural trips
- extra-curricular activities – sport, creative

So be imaginative and ambitious and ask. We all know of life changing positive experiences and we want our young people to have these.

PEA does not cover the basics: clothing, transport etc.
It can be used for ICT equipment once every three years [the life of a standard piece of ICT equipment]. Other ICT equipment should be bought through the foster carer allowance.
Rewards for working hard sound good but beware of the law of diminishing returns, using extrinsic motivation rather than core motivation…

How to get access to ePEP
You will be receiving your User ID for ePEP by email with a web-link directing you to a secure web address (this is your login page).

Once you click on this page you can request an 'unlock key', which will be sent to your email address. When you receive your unlock key you will be asked to revisit the login page and click the button:

"I have an unlock key" on the page and this takes you to a page where you choose your password once you submit your user number and unlock key. Your password must be a minimum of five characters and contain a one capital letter and two numbers.

From this point on your user number and password gets you access to ePEP, where you will be to see your young people and their ePEPs

For further information you can click on to the ePEP user manual which can be found at the top of your homepage.

Help and Training
Please contact your Virtual School Administrator Diane Crook [diane.crook@stoke.gov.uk or 01782 237948] if you have not received your ePEP login details, need help with the system or want to book onto one of our training sessions. Please note that those who will write ePEPs will have priority for training, however we will endeavour to provide training for all those who want it.

ePEP Online

TARGET ID: new

Area of focus:

Attendance ▼

What will be done to improve the focus area (target)?

of anxiety.
Take part in Y7 Booster programme
Shared support plan school written by

Target date create:

Who will support the young person to achieve the target?

☐ Diane Crook (ePEP Administrator)

☐ EWEN TEST (Designated Teacher)

Intervention Type

[   ] ▼

Length of Target

○ Short ◉ Medium ○ Long Term

IMPROVEMENTS EXPECTED

◉ Attendance ○ Internal Exclusions ○ External exclusions ○ Subjects

Improvement in attendance

Current   [30] %

Target   [80] %

Improvements Expected

Improvement area [e.g. young person's self-assessed well being in school]

Test will feel happier and safer in school
to be tracked via his weekly mentor

ePEP Online

Current level

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Happy in school 10% of the time.
Reading and writing 3C
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Expected level after intervention

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Test says he is happy 80% of the time
Reading and writing 4B [end Y7] C Y11
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FUNDING

○ No Funding   ◉ One Off Funding   ○ Regular/Ongoing Funding

One Off Funding

Source of funding?   Pupil Premium ▼

What will the funding
purchase?   Additional support: mentor, EP, Y7 Booster program

How much funding is
needed?   £ 1000

Comments

TARGET TO AWAIT APPROVAL BY VIRTUAL SCHOOL   **Submit Target**   **Save**

**BY CLICKING THE SUBMIT TARGET BUTTON ABOVE YOU ARE HEREBY CONFIRMING THIS TARGET IS
TO AWAIT THE APPROVAL BY THE VIRTUAL SCHOOL.**