

(Please Insert School's Name)

Round Robin for *(Please insert name)*'s Personal Education Plan, Year (Insert year)

Dear Colleague

(Please insert name) has a Personal Education Plan (PEP) meeting on

(please insert date) This is a statutory 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:

Date:

Teacher:

1. What is the current working at grade for this subject?
2. What is the target grade for this subject?
3. What specifically needs to be done to reach the next sub level or grade? (please give specific examples based on skills needed to raise attainment.)

4. How will these improvements be measured?

5. What would be a realistic timescale to review any progress on this measure (e.g we may expect to see progress after 10 weeks, if not we need to review and plan another approach.)

6. Are there any other comments you wish to make and/or samples of work to celebrate/illustrate concern? 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)*