

Personal Education Plan (PEP) meeting agenda



1.	Teacher: Introductions & explanation of purpose of meeting
2.	Child/young person shares their views, including career aspirations, if age appropriate.
3.	Parent/ carer shares their views
4.	Social Worker shares update on Care Plan, contact arrangements, health, detailing any change in essential information including next LAC review dates
5.	Teacher reports on how child / young person is doing. ~ Teacher shares information on: <ul style="list-style-type: none">- Attendance- Punctuality- Effort- Behaviour- Progress in learning- Current levels- Target levels- Current support in place in school- Use of Pupil Premium- Transitions
6.	Teacher reviews last PEP targets and agrees new PEP SMART targets and actions with all present.
<i>NB: Some parts of a PEP meeting are not always appropriate for a child or young person to attend. Discretion should be used as to the most appropriate time to bring a child/young person into the PEP meeting.</i>	