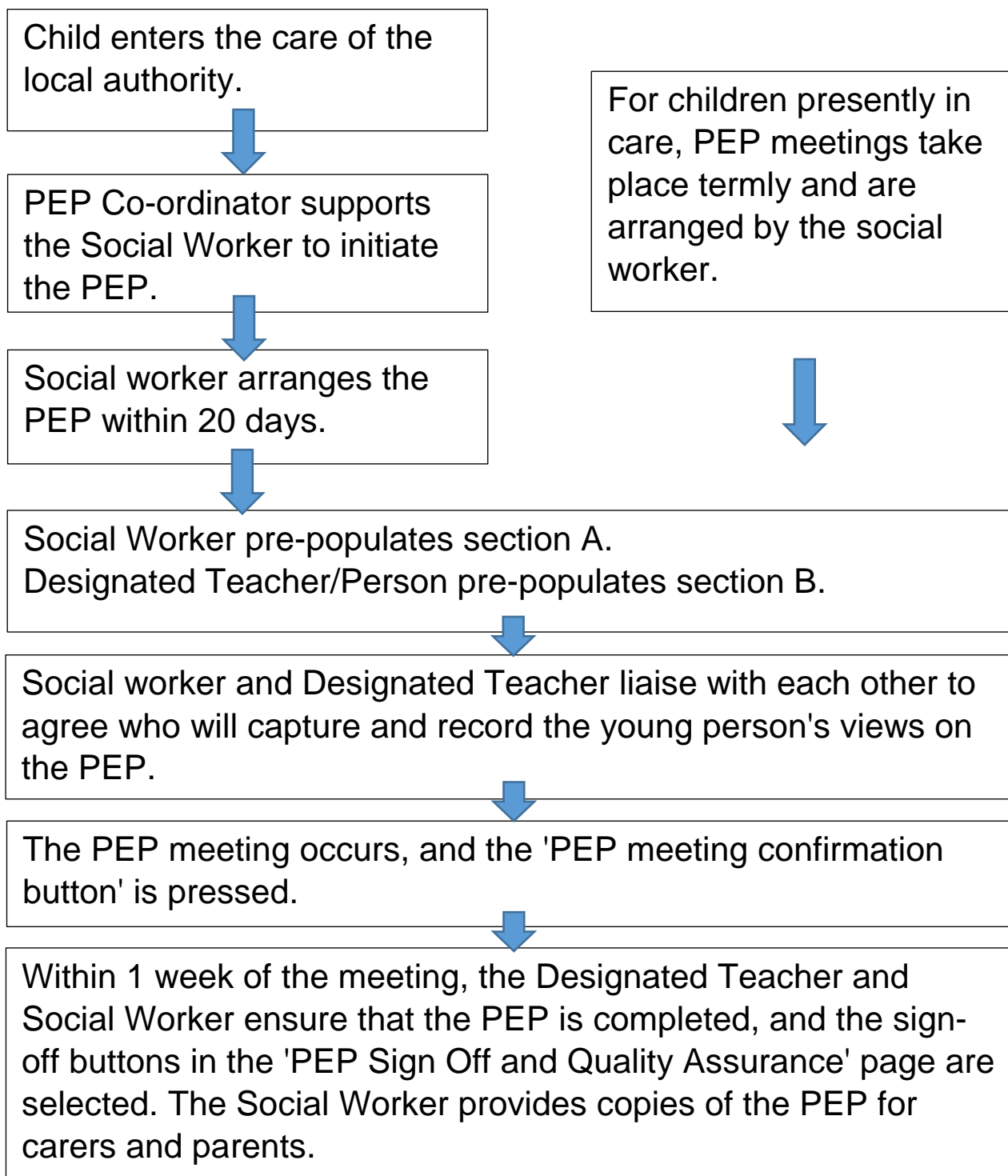


Virtual School: Resources

PEP Flowchart: Early Years and Statutory School Age



Virtual School Coordinators follow up PEPs not 'marked completed' after one week of the recorded PEP meeting date.



Once the PEP has been marked as complete, Virtual School Education and Achievement Officers quality assure the PEP and sign off with a rating and feedback.



Once a PEP is signed off by the Virtual School, quality assurance feedback is emailed to the young person's Social Worker, Designated Teacher and the IRO.



A sample of signed off PEPs are audited within service and are submitted to the Children's Services Quality Assurance Team in line with the Virtual School Quality Assurance Procedures.