

The ePEP logo consists of a stylized orange 'e' followed by 'PEP' in white on an orange background.

Frequently Asked Questions...

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1. What is Lewisham Virtual School (LVS)?

Lewisham Virtual School promotes and supports the educational attainment and progress of children and young people in care from Nursery to 18 years old, through effective collaboration with schools, social care, and other agencies.

Our main responsibility is to monitor and support the education of all children and young people who are cared for by the local authority as if they were in a single school. We work to ensure that each child's progress at school remains priority to ensure their achievement.

All local authorities have a statutory duty under the Children Act 1989 to safeguard and promote the welfare of looked after children, and in turn their educational progress and achievement.

Lewisham Virtual School is led by Patrick Ward, the Virtual School Headteacher and supported by a team of dedicated professionals who support and advise on the educational progress of looked after children.

2. What is a PEP (Personal Education Plan)?

The PEP is a living and evolving document which acts as a record of the strategies in place to help a young person reach their educational potential.

It is our statutory duty to ensure that all looked after children have an effective and up to date PEP.

The PEP will follow the child/young person through their education:

- Keeps a record of progress and academic achievement
- Highlighting strengths
- Identifying special needs
- Areas for improvement
- Establish clear goals
- Identifying the agencies involved and responsible

PEP meetings are attended by:

- Child/young Person
- Social Worker
- Designated Teacher for Looked After Children at the school
- Parent/Foster Carer
- Virtual School leader may attend

*The Designated Teacher is the key person in school responsible for agreeing and reviewing the PEP.

3. Why is the PEP necessary?

The personal education plan is a fundamental and required element of a child in care's education. All young people in care must have a current Personal Education Plan (PEP), which should be reviewed at least every 6 months as part of the statutory review of the young person's care plan.

4. What should happen at the PEP meeting?

The PEP meeting is a multi-agency review of a child's progress and a discussion on what needs to be done to narrow the gap and produce the desired outcome for the young person. This meeting will include a discussion on the pupil premium grant and how the funding will be implemented to impact the learning outcomes for the young person.

5. What is the Virtual School's role in the ePEP process?

The virtual school's role in the PEP process is to quality assure and ensure that PEPs are of a high quality.

6. Who should you contact for advice about PEPs?

For any advice and guidance on how to complete a high quality personal education plan, please contact the relevant phase leader:-

- Maxine McLeod, Lewisham Virtual School ePEP Liaison Officer 0208 314 3460
maxine.mcleod@lewisham.gov.uk
- Des Benjamin, Deputy Head Teacher, KS3/KS4 Phase Leader 0208 314 3245
des.benjamin@lewisham.gov.uk
- Vee Howell, KS1/KS2 Phase Leader 0208 314 7340
vee.howell@lewisham.gov.uk
- Bronagh Maginn, Assistant Headteacher, KS5 Phase Leader 0208 314 8539
bronagh.maginn@lewisham.gov.uk

Login:

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7. Google Chrome – is this the recommended web browser? YES! For optimal performance and security measures, we recommend using Google Chrome web browser when accessing ePEP Online UK.

ePEP Frequently Asked Questions

- [ePEP Guidance / Tutorial](#)

Online video training for the ePEP system can be accessed at the following link: <http://epep.tv/video-training> the password is: 3p3ptraining

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8. What happens if I forget my password? Follow the 'I Forgot my Password' link on the login page:-

- <https://epeponline.co.uk/lewisham>

9. Which records will I have access to? You will only have access to the PEPs of the young people in your care.

10. When do I complete my section? Your information can be entered a week before the PEP Meeting and should be completed within a week following the PEP Meeting.

11. When do I mark the PEP completed via section D? Once you have completed section A.

12. Care Information – how do I ensure this information syncs to the new PEP? Via email, please inform Maxine McLeod of the **FULL** care details as per section A of the ePEP.

PPG+ application:

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13. How do I request a PPG+? Within the 'Targets' link located in section D of an ePEP. An auto-notification email will confirm whether your PPG+ request has been accepted or declined for further action.

14. The new PEP meeting has recently passed, but I cannot see the new PEP to input information – who do I contact? In the rare case of this happening, please contact the relevant [phase leader](#) above.

15. SDQ (Strengths and Difficulties Questionnaire)... *(Questionnaire currently under construction)*

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