

## For the attention of the Head Teacher & Designated Teacher

Detailed below are Lewisham's arrangements for the payment of Pupil Premium Grant Plus (PPG+) funding for financial year 2018-2019.

### Applying for PPG+ Funding

- The PPG+ application form is now redundant and the ePEP process is used to request funds – <https://epeponline.co.uk/Lewisham> . For ePEP access, please email [Maxine.mcleod@lewisham.gov.uk](mailto:Maxine.mcleod@lewisham.gov.uk)
- Once payment requests have been submitted for the young person through the ePEP portal, the relevant phase leader will either approve, reject or question the request.
- To enable effective budget planning we would ask schools to complete PPG+ requests by the **end of the summer term 2018**. Planning needs to give consideration to the intervention needs for the duration of the academic year. Only in exceptional circumstances, such as Y7 transition will be considered after the summer term 2018.

### Key Guidelines

The PPG+ for looked after children is linked to the personal education plan. This will identify how funding will be spent to support the young person in accordance with their PEP targets. The PEP Review will include an evaluation of the impact of the PPG+.

There is an expectation that PPG+ funding will impact directly on the learning outcomes for the individual young person and that in general there will be a narrowing of the attainment gap for young people in care through the successful application of their personal education plans.

### The phase leaders are:

- Primary Phase Leader, Vee Howell – [vee.howell@lewisham.gov.uk](mailto:vee.howell@lewisham.gov.uk)
- Secondary Phase Leader, Des Benjamin – [des.benjamin@lewisham.gov.uk](mailto:des.benjamin@lewisham.gov.uk)

**Payments will be made for each young person in care and in attendance at school during term time only. Transfer of monies can take up to 20 days after it has been approved by the relevant Phase Leader.**

If this is the first time that your school is applying for the funding, please provide us with the following bank details on school headed paper, which will allow us to set-up payment details with Lewisham finance;

- bank name
- branch name
- account name
- account number
- sort code
- generic email address for remittance advice

Please email this to Patricia Dunkley at [patricia.dunkley@lewisham.gov.uk](mailto:patricia.dunkley@lewisham.gov.uk).

Please ensure that the above steps are taken to ensure that the appropriate level of funding is made available to schools in an efficient and timely manner.

Patrick Ward  
Head Teacher

Lewisham Virtual School

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*Further Information on Pupil Premium Grant Plus and Looked after Children is available at [www.lewishamvirtualschool.org.uk](http://www.lewishamvirtualschool.org.uk)*