



PEP for Success Virtual School Full Administration Guidance

Secure, Accredited, GDPR Compliant
Award-Winning Software



Table of Contents

Introduction	4
Contact Details for Support.....	4
How to Log in	5
How to Change Your Password	6
How to Start New PEP	8
Basic Info.....	9
Pupil Tab.....	9
Pupil information.....	10
Dropdowns	11
Folder (History).....	12
Contacts.....	12
Attendance	14
Alt Ed – NEET (Alternative Education).....	16
Attainment	18
Interventions	18
Data Module	19
EYFS	20
Primary	21
Secondary	22
Post-16	23
Pupil Voice	24
Early Years, Primary, Secondary and Post-16.....	25
Meeting Module	26
SEND Module	26
Statutory School Age	27
Post-16	27
Targets & Actions Module.....	28
EYFS	28
Statutory School Age.....	28
QA (Quality Assurance) Module	29
Exporting.....	29
How to upload file.....	30

How to add a new Contact	31
How to change schools	32
How to access PEP Training Video.....	35
How to upload media on pupil's voice	36



Introduction

Welcome to PEP for Success. This system has been designed by Virtual Schools and you should find it easy to navigate and intuitive to use. For example, if you want to start a new PEP you press the button that says, 'Start a new PEP'!

This guide can be used on its own or alongside the available training videos. These videos are each only a few minutes long and focus on each of the sections of PEP for Success.

The system is bespoke and has been tailored to suit Lewisham Virtual School's specific needs. Certain sections are read-only whilst others are read-write. This is determined by the system administrator at Lewisham Virtual School. The system is modular – you only need to interact with the modules specific to your needs and your individual pupils. For example, if one of your pupils has SEND then that module will be 'active'.

Some modules are generic and are the same for all Key Stages. Some modules are tailored for certain Key Stages – such as the 'Data' module.

Whatever type of user you are – Virtual School, Designated Teacher, Social Worker, etc, when you log in you will see a screen that we call a 'dashboard'. Some type of users will see a dashboard for the entire Virtual School. A Social Worker or Designated Teacher will see the personal dashboard for the first pupil on their case list or cohort. These users will only be able to see their personal case list that is relevant to them.

Each page follows the same pattern: Only the left side are the buttons for each module in the PEP. On the right side, there are reports available – though not all users can see these. Across the top are the 'administrative' buttons which you will rarely need to use. Even these are tailored to the type of user login you have.

Throughout PEP for Success, you will see certain sections and boxes with a red asterisk (*) next to them. These are mandatory sections and you won't be able to complete a page unless all these are filled in.

Pages are saved as the user works through them. However, there are two buttons on each page: one to 'Save' – this forces a save of the work done so far if you plan to come back to the page later. The other is 'Complete' which saves the page into the new PEP and indicates in the column of module buttons with a tick to show the module has been updated and is now complete.

The table below shows the list of PEP modules and who has access to them and who is responsible for completing them in the PEP process.

Contact Details for Support

If you require support with PEP for Success, contact details can be found below:

Tel: 0207 183 8357 (Option 3)

Email: virtualschools@assetforschools.co.uk

Module	Virtual School Admin	Social Worker	Designated Teacher
Basic Information	Access	Access	Access
Data	Access	Access	Leads on this
Pupil Voice	Access	Access	Leads on this
SEND	Access	Access	Leads on this with SENCO
Meeting Module	Access	Access	Leads on this
Targets and Actions	Access	Access	Leads on this
Quality Assurance and compliance	Access	No access	No access

How to Log in

You should have received a secure Email through Egress from virtuelschools@assetforschools.co.uk with your login credentials. If you do not have an account, please email James Beasley on the email provided above or alternatively call on 0207 183 83 57 (Option 2) and he will send your login credentials.

Please enter <https://www.assetforschools.com> in your web browser's URL, click on Login at the top right and proceed to enter your username and password from the secure email you received.



A one-time pass token will be sent to your email address, please enter the token in the box that says "Token" and click on login. You should now be logged into your account providing the correct credentials and token has been entered.

PEP for Success runs best on Chrome or Firefox. In both cases, your login credentials will be remembered so you do not need to enter them each time. You will, however, have to copy and paste the new token into the box every time you log in.

How to Change Your Password

Changing password functionality can be found under the Admin Menu. Please click on Admin and select Change Password.

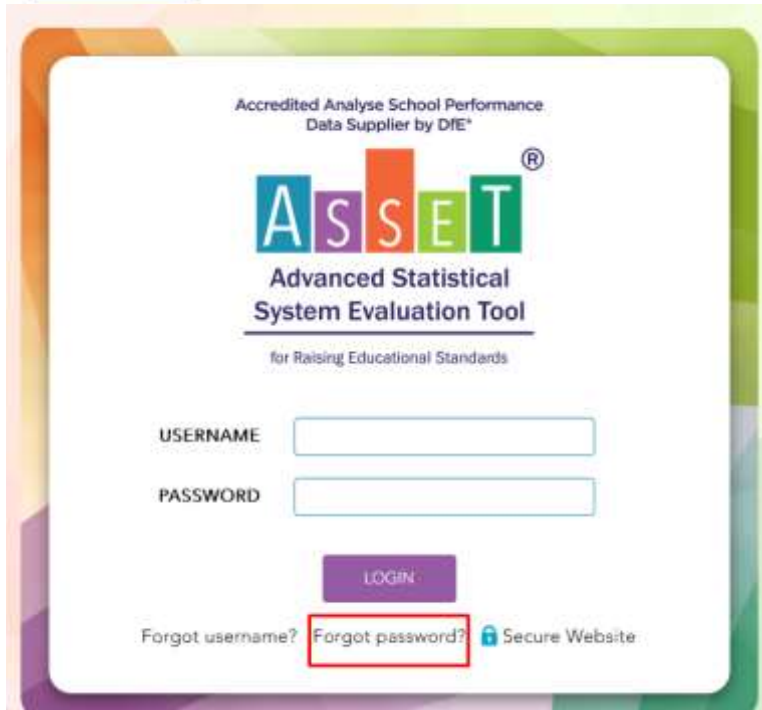


Password must be 14 Characters including Uppercase letter, Lowercase, Special Character among (!,@,#,\$,%,*), and numeric Characters. Please do not copy and paste your password.

Enter your existing password and then you will need to enter your new password twice, to confirm.

A screenshot of the 'Change Password' form. The form has a title 'Change Password' and a subtitle 'Please enter your new password'. Below the subtitle, there is a green box containing the password requirements: 'Password must be 14 Characters including Uppercase letter, Lowercase, Special Character among (!,@,#,\$,%,*), and numeric Characters. Please do not copy and paste your password.' The form contains three input fields: 'Current Password*', 'New Password*', and 'Re-type New Password*'. At the bottom of the form, there is a blue button labeled 'CHANGE PASSWORD'.

If you have forgotten your password, then you can reset it using the reset password functionality. This can be found on the login page, press Forgot password and it will take you to a page which asks memorable information you will have entered when you first logged in.




Accredited Analyse School Performance
Data Supplier by DfE*

ASSET[®]
Advanced Statistical
System Evaluation Tool
for Raising Educational Standards

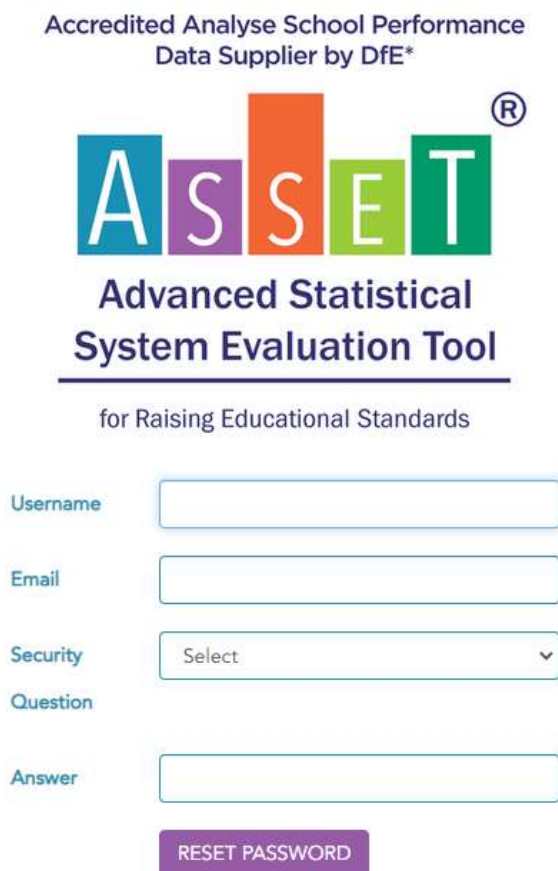
USERNAME

PASSWORD

LOGIN

Forgot username? **Forgot password?**  Secure Website

Enter your memorable information and a link is sent to your email to reset the password.



Accredited Analyse School Performance
Data Supplier by DfE*

ASSET[®]
Advanced Statistical
System Evaluation Tool
for Raising Educational Standards

Username

Email

Security

Question

Answer

RESET PASSWORD

If you forget your username you can use Forget username functionality which can be found next to Forgot password. On the page, you enter your email and your username will be sent to your email.

Accredited Analyse School Performance
Data Supplier by DfE*



Advanced Statistical
System Evaluation Tool

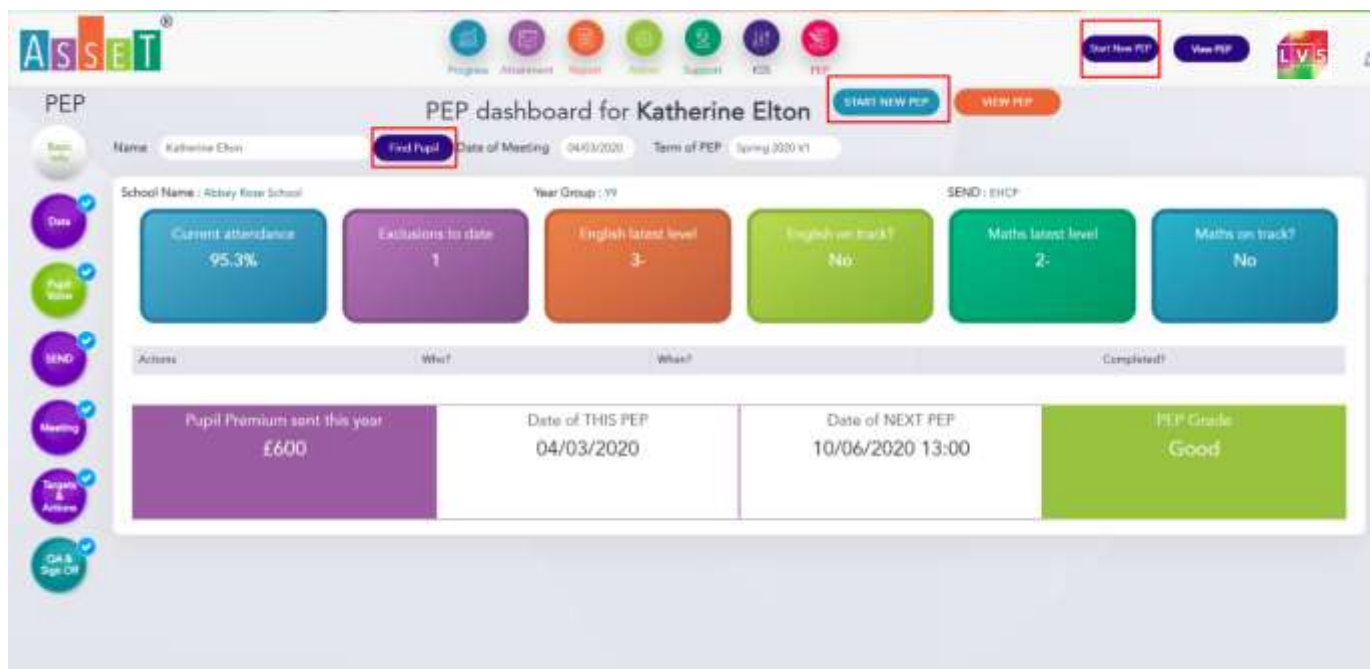
for Raising Educational Standards

Email Address

Retrieve Username

Secure Website

How to Start New PEP



PEP dashboard for Katherine Elton

Name: Katherine Elton | Find Pupil | Date of Meeting: 04/03/2020 | Term of PEP: Spring 2020 Y1

School Name: Abbey Rise School | Year Group: Y9 | SEND: EHCF

Current attendance 95.3%	Exclusions to date 1	English latest level 3-	English on track? No	Maths latest level 2-	Maths on track? No
Actors	What?	What?	Completed?		
Pupil Premium sent this year £600	Date of THIS PEP 04/03/2020	Date of NEXT PEP 10/06/2020 13:00	PEP Grade Good		

Find the pupil you require to start a new PEP by using the Find Pupil functionality. Once you have found the student you require to click on Start New PEP as shown below.

Enter the date of the PEP meeting, select from the dropdown the term of the PEP, and enter the due date. Due dates are determined set by the Virtual School though you will have to enter it. If you don't know it just put a date at the end of the term. Select the relevant people to invite to the meeting and invite them to attend the meeting via 'Compose Email'. A pre-populated email template with the appropriate time and date opens. Check the right addresses are in the 'To' box and change the wording if required. Send the email. Once you press Save, the system initiates a new PEP and the modules

become blank ready to be completed. You will be taken to the Basic Information page and from there you can navigate anywhere else you need to go.

PEP for Success - Start New PEP

Name of Young Person: [Find Pupil](#) [Save](#) [Compose Email](#)

Location:

Date of Meeting*: Term of PEP*: Due Date*:

Name	Role	Email	Send email?
Katherine Elton			<input type="checkbox"/> Yes <input type="checkbox"/> No
Colin Williams	Designated teacher	DT@myschool.sch.co.uk	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joella Ecker	Social Worker <input type="checkbox"/> +	Joella.Ecker@gmail.com	<input type="checkbox"/> Yes <input type="checkbox"/> No
Louis P Williams	Foster Carer <input type="checkbox"/> +	LouisPWilliams@gmail.com	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Education advisor <input type="checkbox"/> +		<input type="checkbox"/> Yes <input type="checkbox"/> No

Basic Info

Pupil Tab

This module is generic, so it is the same for whichever phase that the student is in and the same for whatever type of login you have. Basic Info can be accessed by clicking on the button label "Basic Info" under the title PEP. Basic Info is the backbone of the system, so it contains all the information on the pupil, and it is what contributes to populating information in the other modules.

ASSET [Start New PEP](#) [View PEP](#)

PEP [Find Pupil](#) [Add New Pupil](#) [Edit School](#) [Next](#) [Save](#)

Pupil Information		School		Additional Pupil Information	
Forename*	Katherine	School Name	Abbey School	My Pupil No.	VSM0254666
Surname*	Elton	School Tel	0163763242	Legal Status	<input type="checkbox"/> Full care order
UPN*	636123456806	School Email	Julienyoung@westwestford.wil	Number of Placements	2
DOB	26/12/2004	School Address 1	Pygmalion	Type of Placement	UK - Foster placement with other foster *
Age	15	School Address 2		Placement Date	01/06/2019
Year Group*	Y10 (2020)	School Address 3	Street	Contact Arrangements	
Phase	Secondary	School Postcode	GL3 6AX	Placement Notification Letter Received Date	01/03/2016
Gender*	Female	in LA in Out	<input type="checkbox"/> In <input checked="" type="checkbox"/> Out	Date became Care leaver	
SEND*	EHCP *	School Website	http://www.abbey-school.wil	Number of Schools in last 2 years	3
EAL	No *	Ofsted Grade	Requires improvement	Country	UK+Over
First Language	English	School Type	11	Religion	Other+Over
Ethnicity	White British	School LA	Gloucestershire	UKN	
UASC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	URN	118121	Date Left Care	
Date into Care	12/04/2019	OFSTED	4033	Tuition	

Connections					
Social Worker Name	Joella Ecker	Education Advisor	Elana Stevens	Pupil Case Name	Louis P Williams

Pupil information

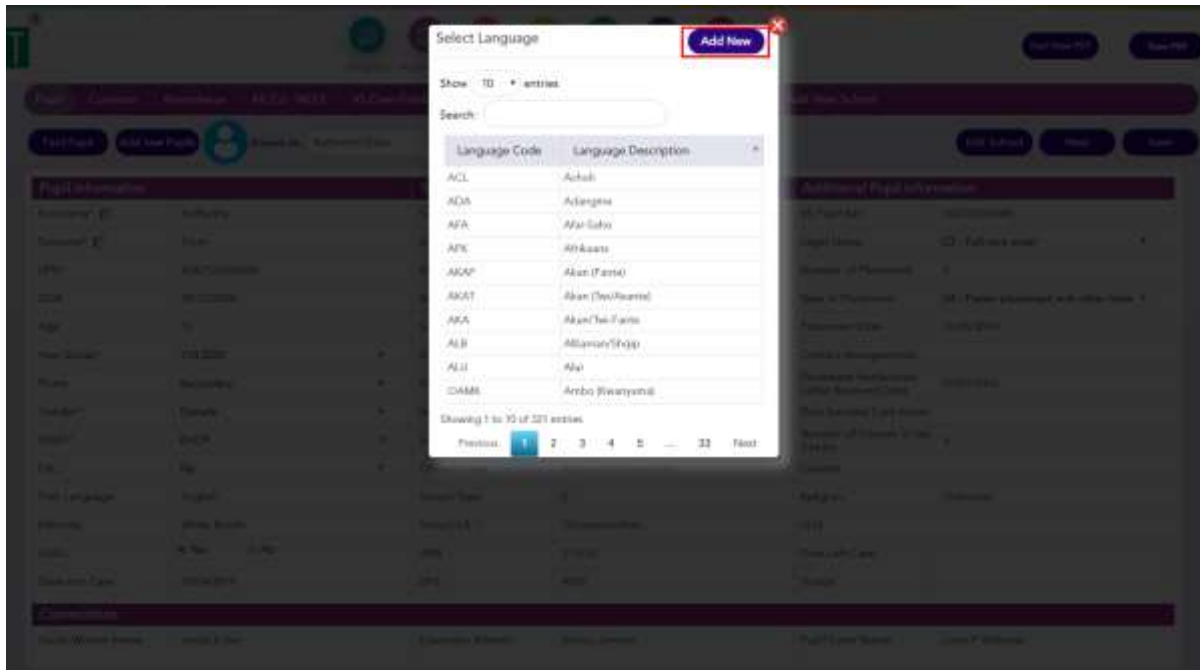
DOB, Date into Care, Placement Notification Letter Received and Date Left Care are all date fields, clicking on the fields will bring up a calendar allowing you to select a date.

Pupil Information		School		Additional Pupil Information	
Forename*	Katherine	School Name	Archway School	VS Pupil No	VS012546645
Surname*	Elin	School Tel	01453763242	Legal Status	C2 - Full care order
UPN*	8262123856806	School Email	Jakieyoung@archwayschool.net	Number of Placement	2
DOB	28/12/2004	School Address 1	Paganhill	Type of Placement	U4 - Foster placement with other foster
Age	15	School Address 2		Placement Date	01/05/2019
Year Group*	Y10 2020	School Address 3	Broad	Contact Arrangements	
Phase	Secondary	School Postcode	GL5 4AX	Placement Notification Letter Received Date	01/03/2016
Gender*	Female	In LA or Out	In Out	Date became Care leaver	
SEND*	EHCP	School Website	http://www.archwayschool.net/	Number of Schools in last 2 years	3
EAL	No	Ofsted Grade	Requires Improvement	Country	
First Language	English	School Type	0	Religion	Orthodox
Ethnicity	White British	School LA	Gloucestershire	ILM	
UASC	Yes No	URN	115723	Date Left Care	
Date into Care	12/04/2019	DFE	4032	Tuition	
Connections					
Social Worker Name	Judith Ecker	Education Advisor	Elin Stevens	Pupil Care Name	Louis P Williams

First Language, Ethnicity, School, School LA, Country, and Religion are all fields the user can select from a table with values that have already been added. Clicking on value will update the field for this pupil.

Pupil Information		School		Additional Pupil Information	
Forename*	Katherine	School Name	Archway School	VS Pupil No	VS012546645
Surname*	Elin	School Tel	01453763242	Legal Status	C2 - Full care order
UPN*	8262123856806	School Email	Jakieyoung@archwayschool.net	Number of Placement	2
DOB	28/12/2004	School Address 1	Paganhill	Type of Placement	U4 - Foster placement with other foster
Age	15	School Address 2		Placement Date	01/05/2019
Year Group*	Y10 2020	School Address 3	Broad	Contact Arrangements	
Phase	Secondary	School Postcode	GL5 4AX	Placement Notification Letter Received Date	01/03/2016
Gender*	Female	In LA or Out	In Out	Date became Care leaver	
SEND*	EHCP	School Website	http://www.archwayschool.net/	Number of Schools in last 2 years	3
EAL	No	Ofsted Grade	Requires Improvement	Country	
First Language	English	School Type	0	Religion	Orthodox
Ethnicity	White British	School LA	Gloucestershire	ILM	
UASC	Yes No	URN	115723	Date Left Care	
Date into Care	12/04/2019	DFE	4032	Tuition	
Connections					
Social Worker Name	Judith Ecker	Education Advisor	Elin Stevens	Pupil Care Name	Louis P Williams

New values can be added to these tables by selecting Add New, once putting values in the appropriate fields you will see this within the table to select.



Dropdowns

Year Group, Phase, Gender, EAL, Legal Status, and Type of Placement are all changed with a dropdown menu with predefined values. Data that is selected by a dropdown menu is identified by the downwards triangle. Clicking this area will bring up the values you can select from.

Pupil Information		School		Additional Pupil Information	
Forename*	Katherine	School Name *	Archway School	VS Pupil No.	V5013246645
Surname*	Ethan	School Tel.	01453765262	Legal Status *	CE - Full care order
UPN*	0252123456800	School Email	julia.roy@archwayschool.net	Number of Placement	2
DOB	25/12/2004	School Address 1	Papanfil	Type of Placement *	U4 - Foster placement with other foster
Age	15	School Address 2	Stroud	Placement Date	01/05/2019
Year Group*	Y10 2000	School Address 3	Stroud	Contact Arrangements	
Phase *	Secondary	School Postcode	GL3 4AX	Placement Notification Letter Received Date	01/03/2016
Gender*	Female	W/LA or Out	<input checked="" type="radio"/> In <input type="radio"/> Out	Date became Care leaver	
SEND *	EHCF	School Website	http://www.archwayschool.net/	Number of Schools in last 2 years	3
EAL *	No	Ofsted Grade	Requires improvement	Country	
First Language	No	School Type	11	Religion	Orthodox
Ethnicity	White British	School LA	Gloucestershire	ULN	
LAASC	<input checked="" type="radio"/> Yes <input type="radio"/> No	URN	115723	Date Left Care	
Date into Care	12/04/2019	DFE	4032	Tuition	
Connections					
Social Worker Name	Johella Eckert	Education Advisor	Elaine Stevens	Pupil Carer Name	Lois P WFlam

Pupil Information	
Forename*	Katherine
Surname*	Elton
UPN*	B262123456806
DOB	28/12/2004
Age	15
Year Group*	Y9 2021
Phase	Secondary
Gender*	Female
SEND*	EHCP
EAL	None
First Language	SEN Support EHCP
Ethnicity	White British
UASC	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date into Care	12/04/2019

Folder (History)

Clicking on a folder icon will show the history of changes to this field, this will help you identify any previous names of which the pupil used to go by. Folders are also found on contacts page which shows you the history of Schools the pupil used to attend; changes to Social Workers, carer, IRO, Social Worker Manager and Designated Teacher

Pupil Information		Surname History	
Field	Value	Surname	Date
Forename*	Katherine	Smith	29/05/2020
Surname*	Elton	Elton	29/05/2020

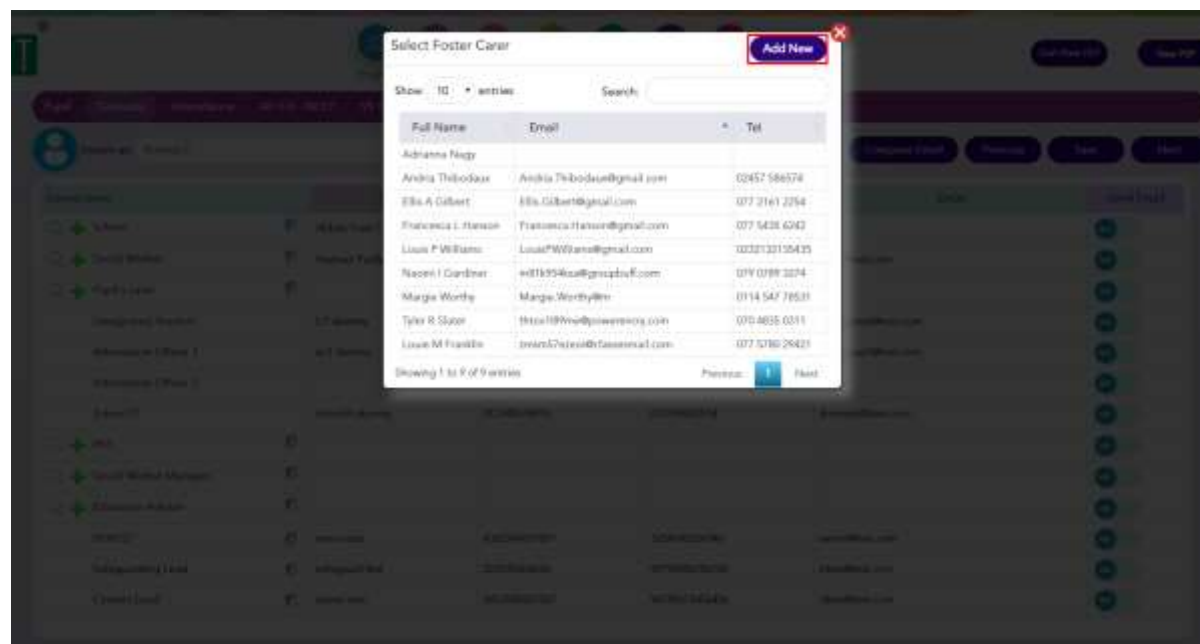
Contacts

Connections	Name	Telephone	Mobile	Email	Send Email
School	Abbey Road School	01484 217770 07539123066	0252041349	dean.jones@afco-group.co.uk	✉
Social Worker	Jovella Ecker	0207 1835707	07996 560745	jovella.ecker@gmail.com	✉
Pupil's carer	Louis P Wilkins	023213215435	089798513213	LouisPWilkins@gmail.com	✉
Designated Teacher	Colin Williams	0121 587589711	07988 1254701	DT@myschoolact.co.uk	✉
Attendance Officer 1	Emil Calvey	0121 587589701	07988 1254711	Emil.Calvey@sch.uk	✉
Attendance Officer 2	Wheaton Mark	0121 587589701	079 5169 74071	Wheaton.Mark@sch.uk	✉
School IT	Hanshel Kosack	0121 587589441	07988 1254721	Hanshel.Kosack@sch.uk	✉
IRO	Testing Testing	1294567	3435454545	stcck@gmail.com	✉
Social Worker Manager	Tina White	013324 254782	077704 45799	Tina.White@mail.com	✉
Education Advisor	Eileen Stevens	079789678678781	079 5169 74071	eileen.stevens@mail.com	✉
SENCO	Shanika Ribeiro	01935-792856	07999-976762	Shanika.ribeiro@mail.com	✉
Safeguarding Lead	Calista Cargill	01335-913522	07558-937109	Calista.Cargill@mail.com	✉
Career Lead	Jude Freely	01477-946245	07811-534492	Jude.Freely@mail.com	✉

The Contacts tab is where you find all the involvements of the pupils and all their contact details in one place. Contacts with the magnifying glass have contacts within the database; clicking on the magnifying glass will bring up contacts within the database where the user can update any changes for the pupil.

New contacts for Social Worker, Pupil's carer, IRO, Social Worker Manager, Education Advisor can be added by either clicking on + or by clicking on the magnifying glass and clicking on Add New. A new screen asking for information about this new contact will pop up. Enter the data and save the data by pressing save will add the contact to the database, ready for the user to find for future use.

History of School, Social Worker, Pupil's carer, IRO, Social Worker Manager, and Education Advisor Virtual School Officer is available by clicking on the folder icon. The start date and end date of when the contact was involved with the pupil.



Designated Teacher, Attendance Officer 1 & 2, School IT, SENDCO, Safeguarding Lead and Careers Lead are all free text areas, you can simply enter text this area and press the save button for these fields to be updated.

Using the Compose Email functionality opens your email programme with the address that has been selected in the Send Email section when selected as 'Yes'. If the email format is invalid e.g. joeblogs@mail ASSET for Schools will notify the user of the error and that their needs be a change before it will open outlook programme.

Pupil: Compose Email Previous Save Next

Connections	Name	Telephone	Mobile	Email	Send Email
School	Abbey Rose School	01664 217770 07539123080	0250741388	den.pars@abbey-roses.co.uk	<input type="button" value="Send"/>
Social Worker	Jovita Ecker	0207 183282	0798 548745	Jovita.Ecker@gmail.com	<input type="button" value="Send"/>
Pupil's carer	Louise Williams	0232132125425	09778817313	LouiseWilliams@gmail.com	<input type="button" value="Send"/>
Designated Teacher	Cathy Williams	0121 58758411	0788 125470	DT@nyofwestad.co.uk	<input type="button" value="Send"/>
Attendance Officer 1	Endi Colley	0121 58758421	0788 125471	Endi.Colley@hch.co.uk	<input type="button" value="Send"/>
Attendance Officer 2	Rhianne Mark	0121 58758411	078 516 8471	Rhianne.Mark@hch.co.uk	<input type="button" value="Send"/>
School IT	Henkel Knackich	0121 58758441	0788 125471	Henkel.Knackich@hch.co.uk	<input type="button" value="Send"/>
MTO	Tony Teding	134567	84354545	abc@hch.co.uk	<input type="button" value="Send"/>
Social Worker Manager	Tina White	013234 25452	07784 43789	Tina.White@mail.com	<input type="button" value="Send"/>
Education Advisor	Elena Stevens	079396767676767	078 5168 3471	elena.stevens@mail.com	<input type="button" value="Send"/>
SENCO	Shamika Rector	01555-793906	07999 076162	Shamika.mentor@mail.com	<input type="button" value="Send"/>
Safeguarding Lead	Colista Cargill	01223-912522	07529703709	Colista.Cargill@mail.com	<input type="button" value="Send"/>
Careers Lead	Jude Presley	01977-864205	07511 256492	Jude.Presley@mail.com	<input type="button" value="Send"/>

Attendance

Pupil: Academic Year: 2019/20 Previous Save Next

W/C	Mon	Tue	Wed	Thur	Fri
26/08/2019	##	##	##	##	##
02/09/2019	##	UU	LL	LL	LL
09/09/2019	LL	LL	LL	LL	LL
16/09/2019	LL	LL	LL	LL	LL
23/09/2019	LL	LL	LL	LL	LL
30/09/2019	LL	LL	EE	LL	LL
07/10/2019	LL	LL	LL	LL	LL
14/10/2019	LL	LL	LL	LC	UU
21/10/2019	LL	LL	LL	LL	LL
28/10/2019	##	##	##	##	##
04/11/2019	LL	LL	LL	LL	LL
11/11/2019	LL	LL	LL	LL	LL
18/11/2019	LL	LL	LL	LL	LL
25/11/2019	LL	LL	LL	LL	LL
02/12/2019	LL	LL	LL	LL	LL
09/12/2019	LL	LL	LL	LL	LL
16/12/2019	LL	LL	LL	LL	LL

Attendance by Session between 26/08/2019 and 22/07/2020

Session	%
Present	327 95.2%
Authorised Absence	8 2.3%
Unauthorised Absence	8 2.3%
Possible sessions	343
Missing	

● Present
● Authorised Absence
● Unauthorised Absence

Punctuality	Good
Attitude to learning	Good
Behaviour	Outstanding

Is this person at risk of exclusion? Yes No

What arrangements are there for exclusions? Pupil is not at risk of exclusion

Are there any concerns we have with the Young Person's social, emotional and mental health? None

Comments on this information: N/A

If attendance is falling or below 95% what support is in place to raise it? Attendance is above 95%

How have these figures changed since the previous YEP? No

The attendance of the pupil can be seen on the left-hand side of the attendance tab. If the user scrolls over an absence mark, provided this data has been given and entered, it will show the user the reason for the absence of the pupil. A screenshot of the reason for absence can be seen below.

W/C	Mon	Tue	Wed	Thur	Fri
26/08/2019	##	##	##	##	##
02/09/2019	##	UU	LL	/\	/\
09/09/2019	UL	/\	/\	/\	/\
16/09/2019	/\	/\	/\	/\	/\
23/09/2019				/\	/\
30/09/2019	/\	/\	EE	/\	/\
07/10/2019	/\	/\	/L	/L	LL
14/10/2019	/\	/\	/\	/O	UU
21/10/2019	/\	/\	/\	/\	/\
28/10/2019	##	##	##	##	##
04/11/2019	/\	/\	/\	/\	/\
11/11/2019	/\	/\	/\	/\	/\
18/11/2019	/\	/\	/\	/\	/\
25/11/2019	/\	/\	/E	/\	VV
02/12/2019	VV	/\	/\	/\	/\
09/12/2019	/\	/\	/\	/\	/\
16/12/2019	/\	/\	/\	/\	/\

Unauthorised Absence Codes

- U Unauthorised holiday
- W Reason not provided
- R Unauthorised absence
- V Annual leave/rotation

Attendance codes

- P Present (AM)
- P Present (PM)
- B Off-site educational activity
- D Dual registered
- I Interview
- L Late arrival
- S Sporting activity
- V Educational visit to trip
- W Work experience

Administrative

- X Not signed in to in school
- Y Unable to attend due to unplanned circumstances
- Z Pupil not in attendance register
- K Planned school closure

Authorised Absence Codes

- C Authorised leave of absence
- E Excluded
- H Authorised holiday
- I Illness
- M Medical/dental appointment
- R Religious observance
- S Study leave
- T Open, home and transfer absence

Users can select from a dropdown menu for Punctuality, Attitude to learning, Behaviour. The user can select Outstanding, Good, Room for Improvement and Poor. Further down the page, there is a section regarding Exclusion, Social, Emotional, and Mental Health. These questions have an area for free text, apart from the question at the top which the user has Yes or No to select from.

Is this person at risk of exclusion?	<input type="radio"/> Yes <input checked="" type="radio"/> No
What arrangements are there for exclusions?	Pupil is not at risk of exclusion
Are there any concern we have with the Young Person's social, emotional and mental health?	None
Comments on this information	N/A
If attendance is falling or below 95% what support is in place to raise it	Attendance is above 95%
How have these figures changed since the previous PEP?	No

Alt Ed – NEET (Alternative Education)

Pupil: Katherina Elton

Yes No

If NO - detail alternative education arrangements, including the reason, start date and date for return to 25hrs per week in an OFSTED registered established:

Reason	Start Date	End Date	Hours per week	Activity
Medical/SENH needs	02/03/2020	06/03/2020	10	Online tuition programme
	dd/mm/yyyy	dd/mm/yyyy		

Who agreed the alternative arrangements?

Is the pupil without an effective school place? Yes No

Without an effective school place during school year? what is the VS Action Plan? Yes No

What is the without effective school place action plan?

800 Character(s) Remaining

Alt Ed – NEET is a tab where users can enter information if the pupil is not receiving 25 hours per week in an Ofsted registered establishment. This page records any periods in the year where the pupil might have been off timetable for any reason or being educated in an alternative establishment but still on the main school roll.

If 'yes' has been selected for *This student is receiving 25 hours per week in an Ofsted registered establishment?* you will not be able to enter any data within the table beneath the question. If 'no' has been selected, then the user will have the enter data in the table below. The user has dropdown menus to select from Reason, Hours per week, and Activity. Start Date and End Date are both date fields where a calendar will appear if the user clicks on the field. Additional rows can be added to the table by clicking on the + and also can be removed by clicking on the cross at the top right (x).

This student is receiving 25 hours per week in an Ofsted registered establishment? Yes No

If NO - detail alternative education arrangements, including the reason, start date and date for return to 25hrs per week in an OFSTED registered established:

Reason	Start Date	End Date	Hours per week	Activity																																									
Medical/SENH needs	02/03/2020	06/03/2020	10	Online tuition programme																																									
<ul style="list-style-type: none"> Extended Fixed Term Exclusions Placement leave CME/Not on roll of OFSTED registered establishment UASC Newly arrived NYC and previously EHE Medical/SENH needs Reduced timetable Respite package Staged transition into new school 	<div style="border: 1px solid black; padding: 5px;"> <p>Year: 2020</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>	Su	Mo	Tu	We	Th	Fr	Sa	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								<ul style="list-style-type: none"> Online tuition programme 1:1 Tuition Mentoring Therapeutic support Outdoor activities Workshop training Extended learning Online tuition programme
Su	Mo	Tu	We	Th	Fr	Sa																																							
3	4	5	6	7	8	9																																							
10	11	12	13	14	15	16																																							
17	18	19	20	21	22	23																																							
24	25	26	27	28	29	30																																							
31																																													

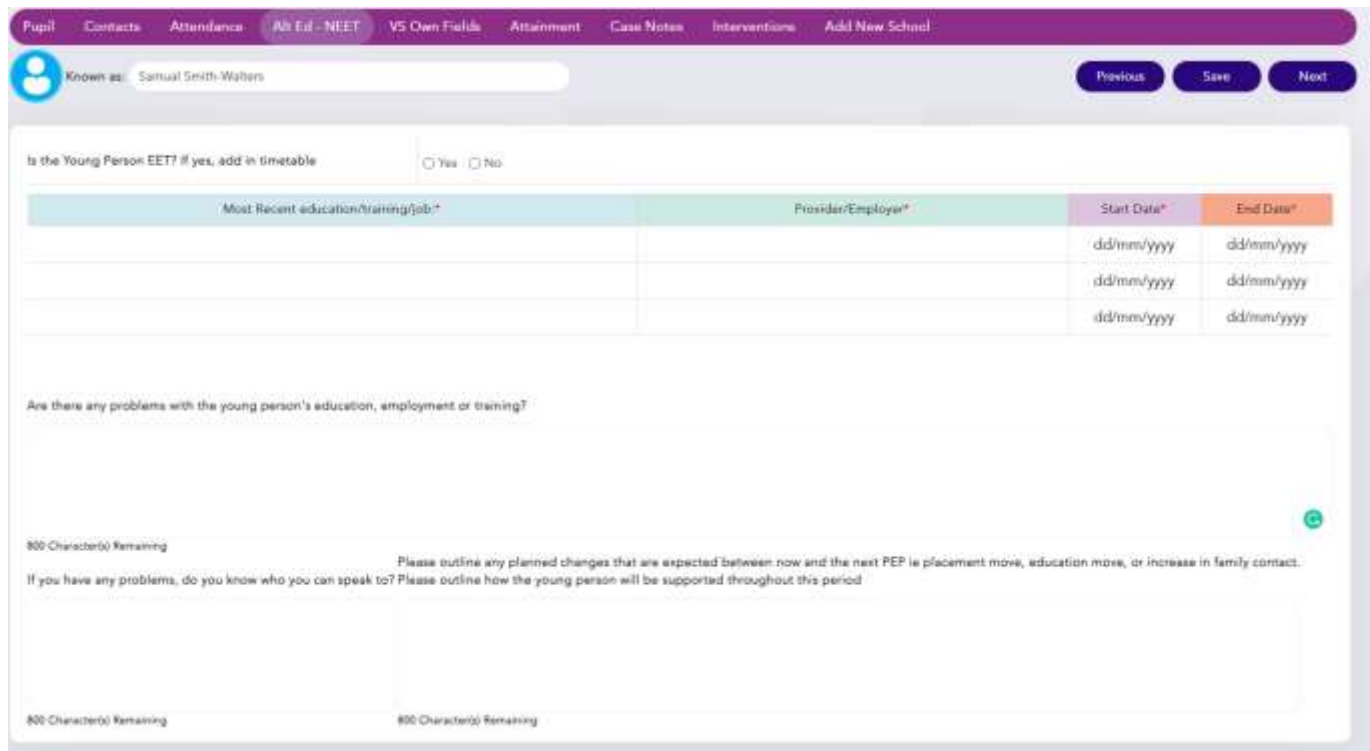
Is the pupil without an effective school place? Yes No

Without an effective school place during school year? what is the VS Action Plan? Yes No

What is the without effective school place action plan?

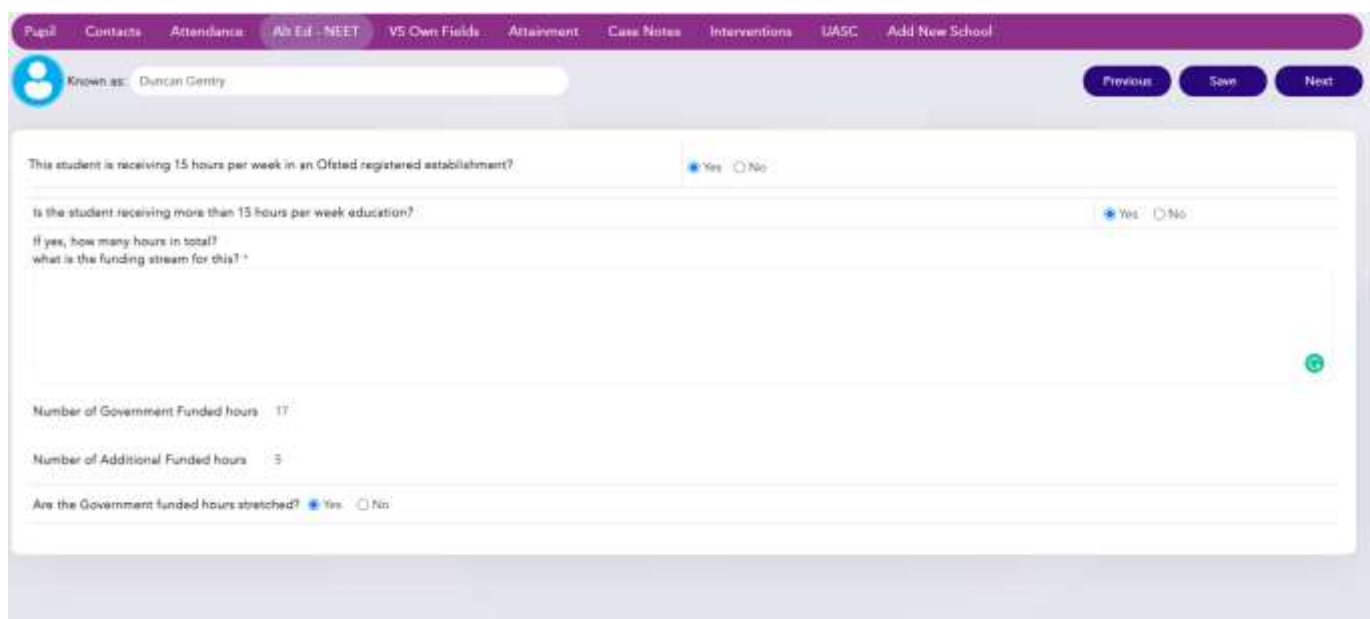
800 Character(s) Remaining

When selecting a pupil who is of Post-16 age, Alt Ed – NEET tab is different and is made relevant to them. Most recent education/training/job and Provider/Employer columns are all free text areas for you to add information regarding the pupil's education or employment.



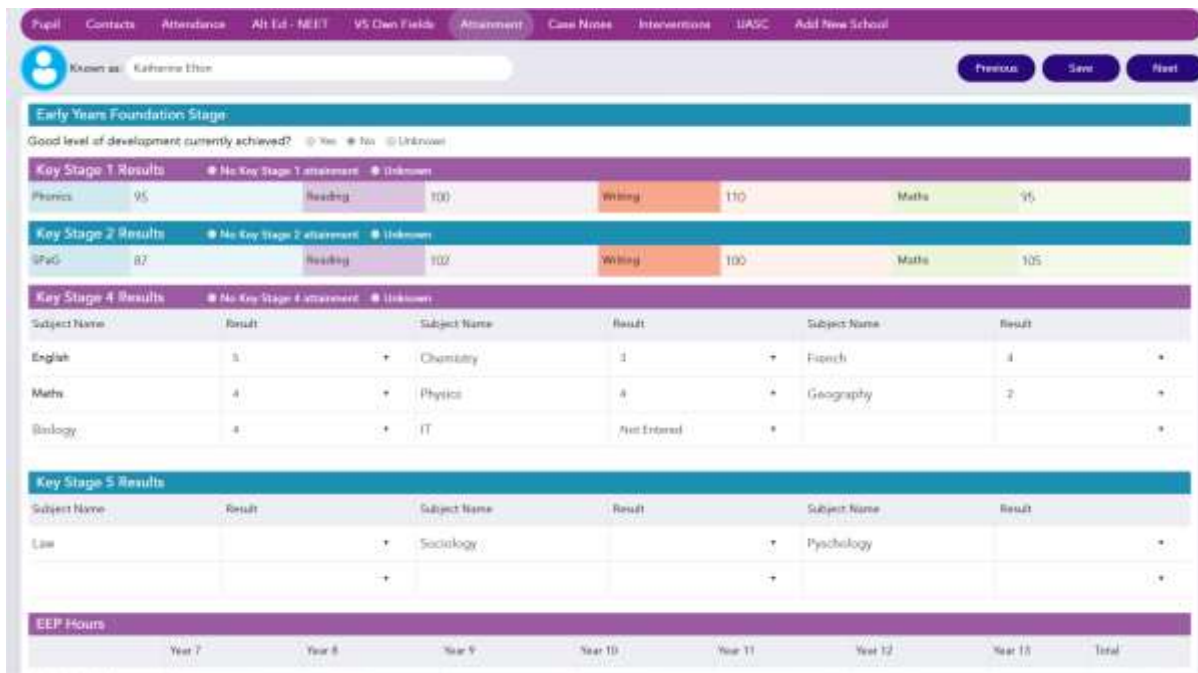
The screenshot shows the 'Alt Ed - NEET' tab for a pupil named Samuel Smith-Walters. The form includes a navigation bar with tabs: Pupil, Contacts, Attendance, Alt Ed - NEET, VS Own Fields, Attainment, Case Notes, Interventions, and Add New School. Below the navigation bar, there are buttons for 'Previous', 'Save', and 'Next'. The main form area contains a question: 'Is the Young Person EET? If yes, add in timetable' with radio buttons for 'Yes' and 'No'. Below this is a table with four columns: 'Most Recent education/training/job*', 'Provider/Employer*', 'Start Date*', and 'End Date*'. The table has three rows, each with a date in 'dd/mm/yyyy' format. Below the table is a text area for 'Are there any problems with the young person's education, employment or training?'. At the bottom, there are two text areas for 'Please outline any planned changes that are expected between now and the next PEP (e.g. placement move, education move, or increase in family contact.)' and 'If you have any problems, do you know who you can speak to? Please outline how the young person will be supported throughout this period.'.

When selecting a pupil who is of EYFS age, Alt Ed – NEET will ask questions that are relevant to the phase of the selected pupil.



The screenshot shows the 'Alt Ed - NEET' tab for a pupil named Duncan Gerry. The form includes a navigation bar with tabs: Pupil, Contacts, Attendance, Alt Ed - NEET, VS Own Fields, Attainment, Case Notes, Interventions, UASC, and Add New School. Below the navigation bar, there are buttons for 'Previous', 'Save', and 'Next'. The main form area contains several questions: 'This student is receiving 15 hours per week in an Ofsted registered establishment?' with radio buttons for 'Yes' and 'No'; 'Is the student receiving more than 15 hours per week education?' with radio buttons for 'Yes' and 'No'; 'If yes, how many hours in total? what is the funding stream for this?'; 'Number of Government Funded hours' with a value of 17; 'Number of Additional Funded hours' with a value of 3; and 'Are the Government funded hours stretched?' with radio buttons for 'Yes' and 'No'.

Attainment



The screenshot shows the 'Attainment' tab for a pupil named Katherine Elton. It displays results for various Key Stages:

- Early Years Foundation Stage:** Good level of development currently achieved? (Yes, No, Unknown)
- Key Stage 1 Results:**

Subject	Result
Phonics	95
Reading	100
Writing	110
Maths	95
- Key Stage 2 Results:**

Subject	Result
SPaG	87
Reading	100
Writing	100
Maths	105
- Key Stage 4 Results:**

Subject Name	Result	Subject Name	Result	Subject Name	Result
English	5	Chemistry	3	PE/Eds	4
Maths	4	Physics	4	Geography	2
Biology	4	IT	Not Entered		
- Key Stage 5 Results:**

Subject Name	Result	Subject Name	Result	Subject Name	Result
Law		Sociology		Psychology	
- EEP Hours:**

Year	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Total
Hours								

The attainment tab is where you can find past and present information regarding the pupil's grades. This can be seen for all Key Stages. For Key Stage 4 and Key Stage 5, you can add in extra subjects for this section. Attainment data is also found in the Data module which includes targets and comments from teachers.

Interventions



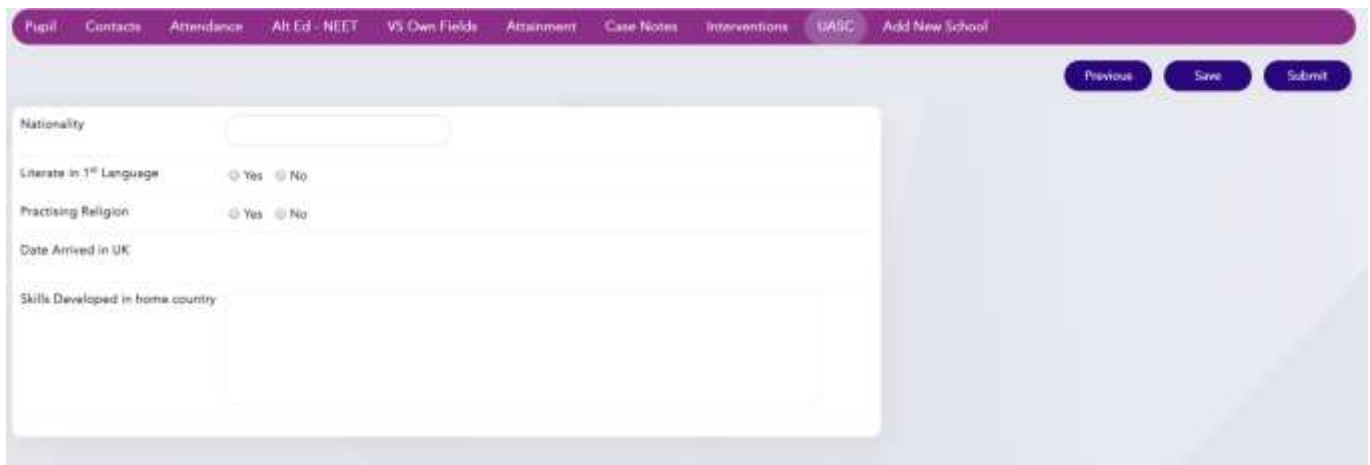
The screenshot shows the 'Interventions' tab for a pupil named Katherine Elton. It displays a table of intervention records:

Date Start	Intervention Type	Agency	Key worker Name	Hours (1 to 10)	End Date
01/06/2020	Mentor	Council	Janna Latchar	10	14/10/2020

Showing 1 to 1 of 1 entries

Interventions can be added by using the add button which is between 'Previous' and 'Save'. You are asked to populate the Start Date; the intervention started; the intervention type; the agency involved; the Keyworker name, how many hours, and the end date. The user can search using the search bar about Hours (1 to 10) and End Date, the user can search for specific words, this works with all fields. You are also able to search by using the Start Date and End Date functionality.

UASC



Clicking on the nationality field will bring up a data table with values for you to select from. You can add new values by selecting Add New. Clicking on Date Arrived in the UK will open a calendar for you to select a date from.

Data Module

The data module is where you will add and find information regarding a pupil's assessment and grades, it will also show the pupil's prior attainment at different Key Stages. The assessment questions differently between Key Stages and will differ between phase so the questions are appropriate for pupils.

Each version of the data module will have a place to upload the school report, clicking upload allows the user to upload school reports, and you are available to view previously uploaded reports by clicking on view reports. Yes and No radio buttons can be selected to show if a school report has been uploaded for the pupil.



EYFS

EYFS Data Module is broken up into different segments (Personal, Social and Emotional Development, Communication & Language, Physical Development, Literacy, Maths, Understanding the World, Expressive Art, and Design). The comments section is a free text area where you can put a comment for each section. Development band, Progress, and ELG are all dropdown menus to select values from.

PEP for Success - EYFS Data Module

Name: Date of Meeting: Term of PEP:

	Comment	Development bands (months)	Progress	ELGs EYFSP rating scale
Personal, Social and Emotional Development	1 Managing relationships	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2 Self-confidence and Self-awareness	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3 Managing feelings and behaviour	<input type="text"/>	<input type="text"/>	<input type="text"/>
Communication & Language	4 Listening & attention	<input type="text"/>	<input type="text"/>	<input type="text"/>
	5 Understanding	<input type="text"/>	<input type="text"/>	<input type="text"/>
	6 Speaking	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Development	7 Moving and handling	<input type="text"/>	<input type="text"/>	<input type="text"/>
	8 Health and self-care	<input type="text"/>	<input type="text"/>	<input type="text"/>
	9 Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>

Towards the bottom of the page, there are free text boxes for the teacher to add additional comments and also if the pupil isn't making expected progress, the support that the pupil is receiving to diminish the gap. Yes/No radio buttons are there for the user to select from.

Comments from teachers: Copy of free writing provided: Yes No

80 Characters Remaining

Is the child making expected progress overall? Yes No

Is the child at age-related expectations overall? Yes No

If the child is not making expected progress, what support is in place to diminish the gap?

80 Characters Remaining

School Report Uploaded? Yes No

Primary

Yes, No & Unknown for Good level of development achieved and Prior Attainment by using the radio buttons. Free text cells are available for teachers to put in assessment data for the child, this can be letters or numeric characters. The bottom of the table is a dropdown for the user to be able to select the progress the child is making.

PEP for Success - Primary Data Module

Name: Della Latten Find Pupil Date of Meeting: 16/06/2020 Term of PEP: Summer 2020 Y1 Complete Save

Assessment Date:

Early Years Foundation Stage

Good level of development currently achieved? * Yes No Unknown

Primary School

Prior Attainment? * Yes No Unknown Year 1 Phonics screen: /40 Year 2 Phonics Rest: /40

	English			Maths *
	Reading *	SPaG	Writing	
Key Stage 2 SATs Targets				
Most recent scores	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End of year target	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Progress? *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment from Teacher:

Further down the page, there are text boxes for teachers to enter comments regarding a pupil's literacy, numeracy, and social skills. Towards the bottom of the page there are another two questions which have yes and no radio buttons regarding the progress the child is making, if no has been selected the text box beneath becomes mandatory and the user has to ask what support has been put in place to help diminish the gap.

PEP for Success - Primary Data Module 📺 ?

Name: Dana Olan Find Pupil Date of Meeting: 01/06/2020 Term of PEP: Summer 2020 Y1 Complete Save

Comment from Teacher:

LITERACY SKILLS

80 Characters Remaining

Maths skills

80 Characters Remaining

Social skills

80 Characters Remaining

Is the child making progress overall? * Yes No

Is the child at age-related expectations overall? * Yes No

IF THE CHILD IS NOT MAKING DESIRED PROGRESS, WHAT SUPPORT IS IN PLACE TO DIMINISH THE GAP? *

Secondary

Prior Attainment, No Prior Attainment & Unknown for Good level of development achieved and Prior Attainment by using the radio buttons. If Prior Attainment has been selected for each field then the section beneath them will become mandatory. If no or unknown has been selected then no values will have to be entered.

The table with heading Key Stage 3/4 is where you enter the pupil's current assessment data and targets. You can add new subjects by pressing the +. Values from every grading system are included within the dropdown menu for you to select from. On the far right of the table, you are also able to select a value for the pupil's progress.

PEP for Success - Secondary Data Module

Name: Katherine Elton Find Pupil Date of Meeting: 04/03/2020 Term of PEP: Spring 2020 Y1 Complete Save

Assessment Date: 03/03/2020

Early Years Foundation Stage
 Good level of development currently achieved? * Yes No Unknown

Key Stage 1 Prior attainment No prior attainment Unknown

Phonics	95	Reading *	100	Writing *	110	Maths *	95
---------	----	-----------	-----	-----------	-----	---------	----

Key Stage 2 Scale Scores Prior attainment No prior attainment Unknown

SPaG	87	Reading *	102	Writing *	100	Maths *	805
------	----	-----------	-----	-----------	-----	---------	-----

Key Stage 3/4

	Previous PEP Grade	Current Grade *	End of Year Target *	Y11 Target *	Y11 Estimate *	Progress *
English		3	3	4	3	Below
Maths		2	3	4	3	Below
Science		4	4	5	5	Expected

+

Is the student on track to reach their English target this year? * Yes No
 Comment: Poor attendance and attitude. No homework.

Is the student on track to reach their Maths target this year? * Yes No
 Comment: Needs extra support outside classroom.

Further down the page, there are text boxes for teachers to enter comments regarding a pupil's English and Maths skills, there is also a box for a comment from their tutor. Towards the bottom of the page there are another two questions which have yes and no radio buttons regarding the progress the child is making, if no has been selected the text box beneath becomes mandatory and the user has to ask what support has been put in place to help diminish the gap.

PEP for Success - Secondary Data Module

Name: Cecé Gordon Date of Meeting: 01/04/2020 Term of PEP: Autumn 2019 V1

80 Characters Remaining

80 Characters Remaining

80 Characters Remaining

Is the child making expected progress overall? Yes No

Is the child at age-related expectations overall? Yes No

IF THE CHILD IS NOT MAKING EXPECTED PROGRESS, WHAT SUPPORT IS IN PLACE TO OVERSEE THE GAP? *

Post-16

Yes, No & Unknown radio buttons are available to select Prior Attainment. Dropdown values can be selected for GCSE English and Maths to enter prior attainment for the pupil. Below this a table where the user has a free text area to enter the name of the subject and also a dropdown to enter values.

PEP for Success - Post-16 Data Module

Name: Kim Nelson Find Pupil Date of Meeting: 01/06/2020 Term of PEP: Summer 2020 V1

Assessment Date: 28/05/2020

Prior Attainment? * Yes No Unknown

Key Stage 4 Grades

GCSE English: 7 GCSE Maths: 5 Functional Skills English: Functional Skills Maths:

Subject Name	Result	Subject Name	Result	Subject Name	Result
English*	1-	Science	2:	Geography	ENTRY L2 PASS:
Maths*	5-	History	4+	French	P SCALE 4:
Religious Studies	3-	Statistics	6+	PE	FUNC SKILLS L2 FAIL:

Are they getting their bussey? Yes No Reason:

How often is it paid Weekly

Key Stage 5 Grades have a table where the user can enter assessment data and also details of the course(s) the pupil is studying. The green + will add more subjects to the table if more are required. Below the table there are sections asks the student for their comments on how they believe their course is going and any challenges that they are currently facing.

PEP for Success - Post-16 Data Module

Name: Ann Hendrick Date of Meeting: 09/06/2020 Term of PEP: Spring 2020 V1 Complete Save

Key Stage 5 Grades

Name of Qualification	Qualification & Level	Start Date	End Date	Current Grade	End of year target	Comment from Tutors
Law	A Level	04/09/2019	15/06/2021	D	C	Ann is progressing well in Law
English Language	A Level	03/09/2019	15/06/2020	E	C	Ann could put more effort into her lessons
Sociology	A Level	04/09/2019	12/06/2020	D	C	Ann is doing Sociology

Comment from student:

TELL US A BIT ABOUT HOW YOUR COURSE IS GOING FOR YOU, WHAT YOU LIKE AND DON'T LIKE, WHAT YOU FIND EASY OR HARD, ARE THERE ANY UPCOMING CHALLENGES?

100 Characters Remaining

Tell us about things that interest you and what you hope to do in the future.

Pupil Voice


The Pupil Voice Module has different questions depending on the phase of the student, so it is relevant for them at each Key Stage. Accounts with administrative rights can change the headings for these questions by clicking on the title and removing existing text and replacing it with questions they might see more appropriate. Audio and video copies of Pupil Voice can be uploaded by pressing this button here, once a file has been imported it will be seen in available files and available for playback. Any type of file can be uploaded: pdf / picture / video / Word etc

PEP for Success - My Voice Module - Primary

Name: Alfie Smith Find Pupil Date of Meeting: 01/05/2020 Term of PEP: Spring 2020 V1 

Early Years, Primary, Secondary and Post-16

PEP for Success - My Voice Module - Secondary

Name: [Find Pupil](#) Date of Meeting: Term of PEP: 

My achievement and activities [Available Files](#) [Action](#)

I AM GOOD AT... **I AM SAD WHEN**

150 Character(s) Remaining 150 Character(s) Remaining

THINGS I LIKE **THINGS I MIGHT NEED HELP WITH**

150 Character(s) Remaining 150 Character(s) Remaining

WHO HELPS ME: **MY FRIENDS:**

150 Character(s) Remaining 150 Character(s) Remaining

SOMETHING ABOUT MY FEELINGS: **WHAT MAKES ME FEEL SAFE IN SCHOOL:**

150 Character(s) Remaining 150 Character(s) Remaining

Meeting Module

The Meeting module is the first of two modules completed in the PEP meeting. In the Meeting module, the user can document who attended the meeting and record any notes from the meeting in the free text boxes below. The attendance of who went to the meeting is recorded by the Yes and No radio buttons on the right-hand side of the table. You can select contacts of who attended by clicking on the magnifying glass which opens a data table for you to select contacts from. New contacts can be added by selecting the Add New functionality within the data table. Any new contact added will automatically be stored in the Basic Info module Contacts tab. You won't need to enter their details again.

PEP for Success - Meeting module

Name: Date of Meeting: Term of PEP:

Who Attended?

Name	Title	Email	Attended? *
Angela O'Connor-Smith	Young Person		<input type="radio"/> Yes <input type="radio"/> No
Colin Williams	Designated teacher	DT@myschoolsch.co.uk	<input type="radio"/> Yes <input type="radio"/> No
Alannah Purdy	Social Worker <input type="text"/>	Alannah.Purdy@mail.com	<input type="radio"/> Yes <input type="radio"/> No
Margie Worthy	Foster Care <input type="text"/>	Margie.Worthy@mail.com	<input type="radio"/> Yes <input type="radio"/> No
Jessica Fox	Education Advisor <input type="text"/>	jmafox@gmail.com	<input type="radio"/> Yes <input type="radio"/> No

What's going well?

Things to celebrate

200 Character(s) Remaining

200 Character(s) Remaining

Extra-curricular activities?

Behaviour, Attendance and Exclusions:

SEND Module

The SEND module is slightly different for children of statutory school age and Post-16 pupils. The SEND module is only available to access for pupils where SEND has been selected on the Basic Info module under SEND. The SEND module will be available for those with EHCP or SEN Support selected. In the module, the table at the top of the page will show what support the student is receiving with Yes No radio buttons. If Yes for ECHP a dropdown of primary identified needs can be selected from. Further down the page, there are free text boxes for you to enter information about other areas of need, any additional funding that is received, and what support is in place to help the pupil.

The Post-16 version of the module is a table with numerous dropdown values for you to select from. There is a free text box for the user to enter information regarding details of the ECH Plan.

Statutory School Age

PEP for Success - SEND module

Name: Find Pupil Date of Meeting: Term of PEP: Complete Save

Use this module if young person has an EHC Plan or additional needs that you are supporting in school.

Does this young person have SEND? * Yes No

If yes, how are they being supported? * SEN Support: Yes No

EHCIP: Yes No

If YES please answer the following:

If Yes for EHCIP, what is the primary identified need?

What other areas of need are there?
800 Characters Remaining

Have you received SEN Inclusion Funding?
800 Characters Remaining

Post-16

PEP for Success - SEND module

Name: Find Pupil Date of Meeting: Term of PEP: Complete Save

SEND Information

Has EHC Plans?

Details

Medication conditions identified?

Has High Needs?

Has Special Educational Needs?

Targets & Actions Module

The Targets and Actions module differs between phases, the only difference relating to the Pupil Premium. EYFS will show EYPP, pupils of Statutory School Age will show PPP for shown and Post-16 pupils won't show any Pupil Premium or cost category for Targets and Actions. The cost category has dropdown values to select from. Smart Targets are also categorised and selected from a dropdown menu and values are entered in the box below.

EYFS

PEP for Success - Targets and actions module

Name: Date of Meeting: Term of PEP:

From this PEP: New Targets actions and Early Years Pupil Premium plans:

SMART Target 1: *

800 Character(s) Remaining

Actions / Interventions to achieve this target

Act / Int	What?	Who?	By When?	Expected Outcome	EYPP £	Cost Category
<input type="checkbox"/>						<input type="text"/>
<input type="checkbox"/>						<input type="text"/>
<input type="checkbox"/>						<input type="text"/>

Statutory School Age

PEP for Success - Targets and actions module

Name: Date of Meeting: Term of PEP:

From this PEP: New Targets

SMART Target 1: *

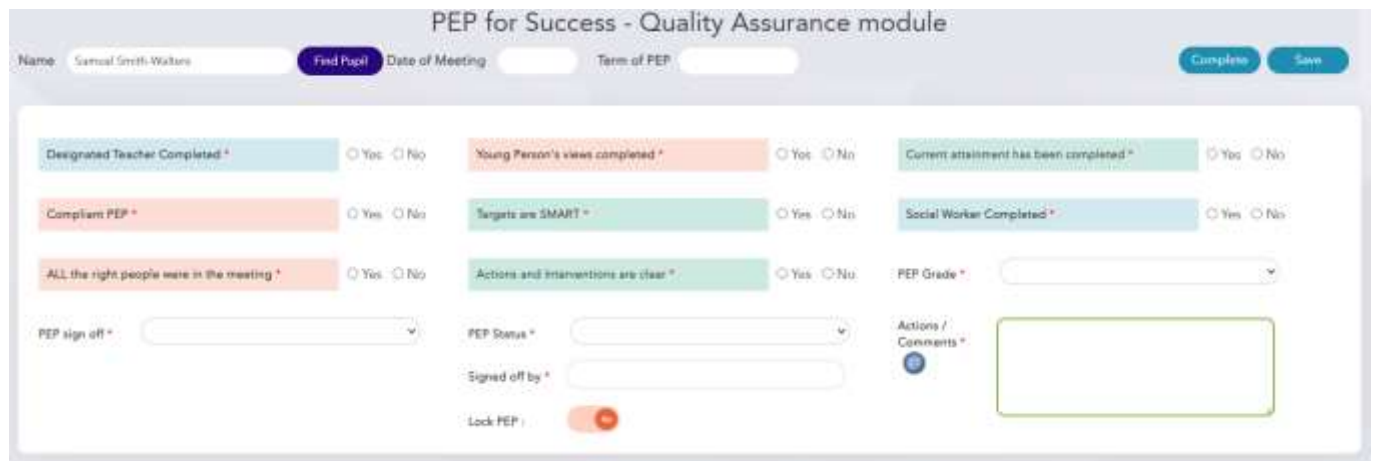
800 Character(s) Remaining

Actions / Interventions to achieve this target

Act / Int	What?	Who?	By When?	Expected Outcome	PPP £	Cost Category	VS agreed
<input type="checkbox"/>						<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="text"/>	<input type="checkbox"/>

QA (Quality Assurance) Module

This module is only available to selected Virtual School users. The Quality assurance module allows the user to select and show if certain sections have been completed. The PEP is also gradable and you can select from dropdown menus in the PEP grade section. There is also a lock PEP functionality which when selected Yes, no changes can be made to the module. Only accounts with certain permission sets can Lock or Unlock a PEP. If you need to make a change to this module, please contact the Virtual School directly.



Exporting

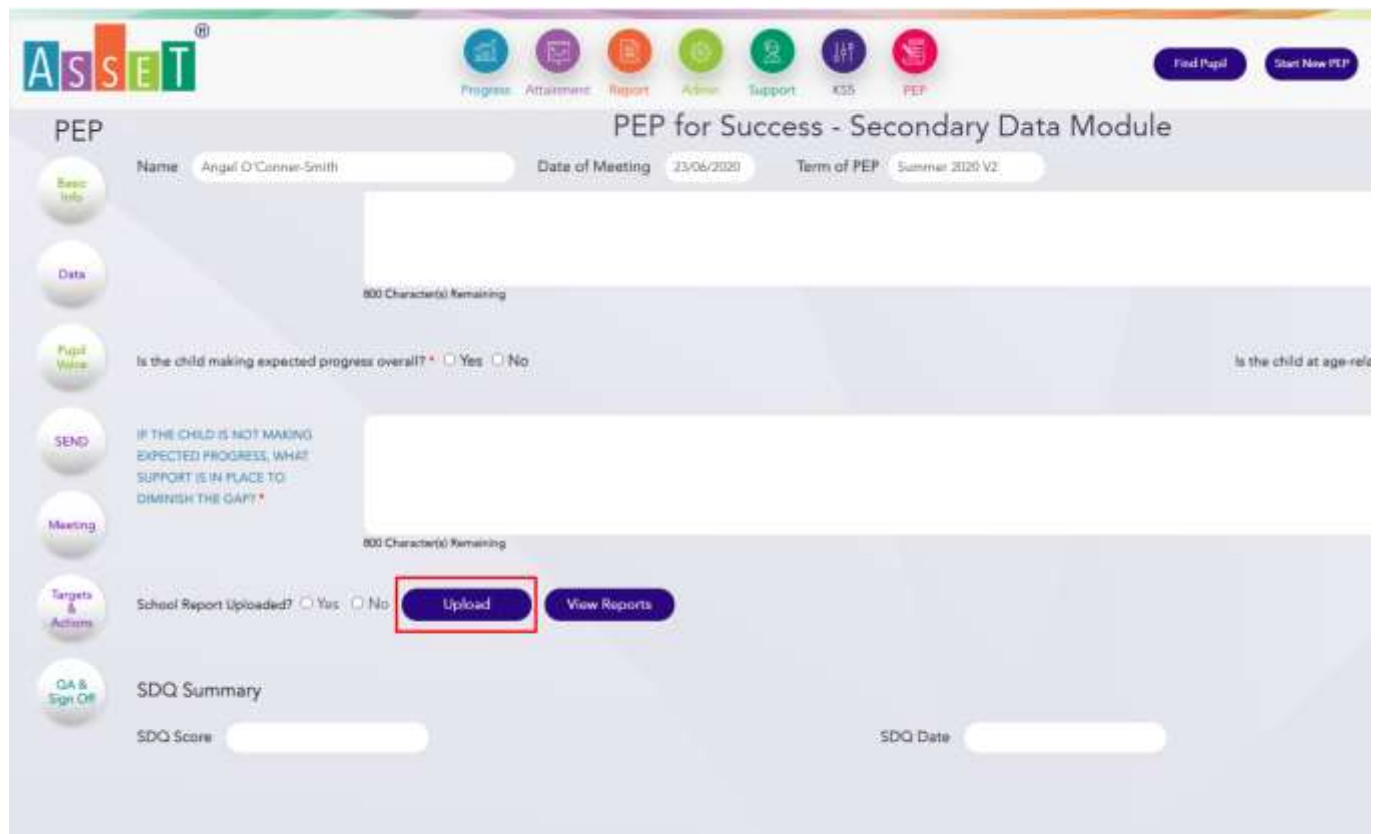
Each module and report is exportable. To export click on the green icon on the right-hand side of the page. Clicking on this icon will open a menu for you to choose from. PDF export will do a single page of the module or the report you are on whilst Full PEP will export all modules.



Basic Info PDF export will export Pupil, Attendance, and Alt Ed – NEET tab will export together when clicking on PDF on this module.

How to upload file

Files can be uploaded to Data and Pupil Voice Modules. On the data module, a school report can be uploaded. The functionality can be found at the bottom of the page by clicking on Upload.



Enter the name of the report, the date of the report, choose the relevant file, and upload. You can view uploaded reports by clicking on View Reports.

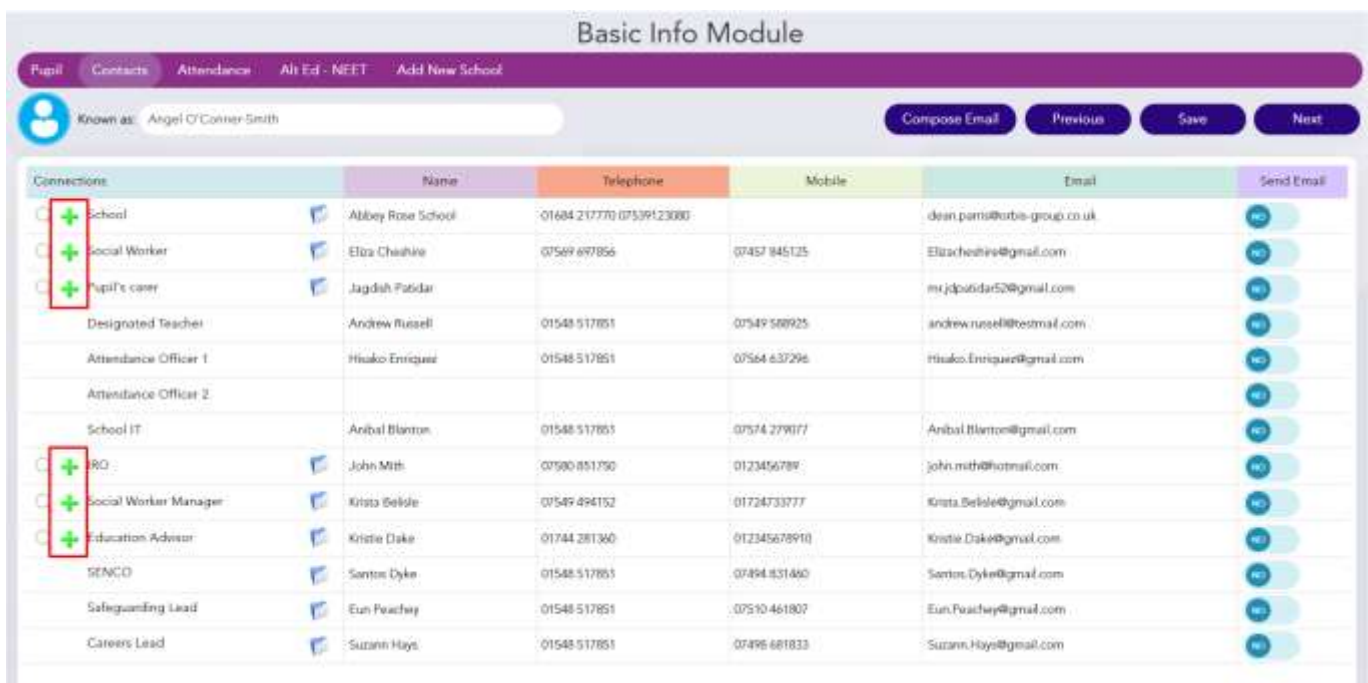
Media can be uploaded on each Pupil Voice Module by clicking on the image as shown below. Once uploaded the file is accessible in the box beneath it called File Name.



Available Files	Action
Pupil Voice.pdf	Delete

How to add a new Contact

New contacts can be added by visiting the Contacts tab on Basic Info. The green + will open a pop up with the fields that need to be populated. Enter the data and save the data by pressing save will add the contact to the database, ready for the user to find for future use. New contacts can also be added by clicking on the magnifying glass and within the pop up by clicking on Add New.



Connections	Name	Telephone	Mobile	Email	Send Email
<input type="checkbox"/> + School	Abbey Rose School	01684 217770 07539123000		dean.parn@orbis-group.co.uk	<input type="button" value="NO"/>
<input type="checkbox"/> + Social Worker	Eliza Cheshire	07569 697856	07457 845125	Elizacheshire@gmail.com	<input type="button" value="NO"/>
<input type="checkbox"/> + Pupil's carer	Jagdish Patidar			mr.jpatidar52@gmail.com	<input type="button" value="NO"/>
Designated Teacher	Andrew Russell	01548 517851	07349 568925	andrew.russell@hotmail.com	<input type="button" value="NO"/>
Attendance Officer 1	Hisako Enriquez	01548 517851	07564 637296	hisako.enriquez@gmail.com	<input type="button" value="NO"/>
Attendance Officer 2					<input type="button" value="NO"/>
School IT	Anibal Blanton	01548 517855	07574 279077	Anibal.Blanton@gmail.com	<input type="button" value="NO"/>
<input type="checkbox"/> + RO	John Mith	07590 851750	0123456789	john.mith@hotmail.com	<input type="button" value="NO"/>
<input type="checkbox"/> + Social Worker Manager	Krista Bekke	07549 494152	01724733777	Krista.Bekke@gmail.com	<input type="button" value="NO"/>
<input type="checkbox"/> + Education Advisor	Kristie Dake	01744 281360	012345678910	Kristie.Dake@gmail.com	<input type="button" value="NO"/>
SENCO	Santos Dyke	01548 517855	07494 431460	Santos.Dyke@gmail.com	<input type="button" value="NO"/>
Safeguarding Lead	Eun Peachey	01548 517851	07510 461807	Eun.Peachey@gmail.com	<input type="button" value="NO"/>
Careers Lead	Suzann Hays	01548 517851	07496 681833	Suzann.Hays@gmail.com	<input type="button" value="NO"/>

Enter New Social Worker Contact Details ✕

Full Name:

Email:

Tel:

Social worker unit team:

Mobile:

Cancel
Save

How to change schools

Changing the school of a pupil is made on the Basic Info module on PEP for Success. Clicking on the space highlighted below will bring up a data table of schools that are already attached to the Virtual School and also a date field to enter when they started attending the school.

Basic Info Module 📺

Pupil
Contacts
Attendance
All Ed - NEET
VS Own Fields
Attendance
Case Notes
Interventions
Add New School

Find Pupil
Add new Pupils

Known as: Drew Colton

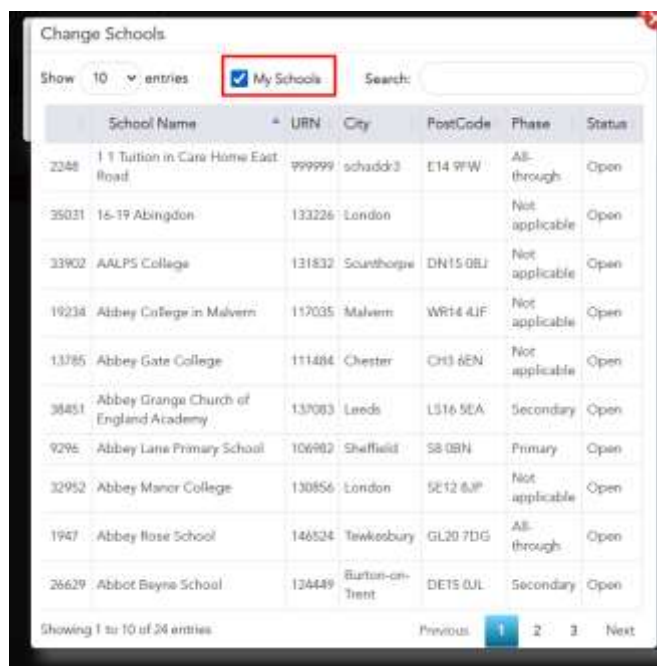
Edit School
Next
Save

Pupil Information	School	Additional Pupil Information
Forename* <input type="text" value="Drew"/>	School Name <input style="border: 2px solid red;" type="text" value=""/>	VS Pupil No.
Surname* <input type="text" value="Colton"/>	School Tel	Legal Status ▼
UPN* <input type="text" value="AW61253456782"/>	School Email	Number of Placement <input type="text" value="1"/>
DOB <input type="text" value="27/06/2010"/>	School Address 1	Type of Placement ▼
Age <input type="text" value="9"/>	School Address 2	Placement Date
Year Group* <input type="text" value="Y4"/>	School Address 3	Contact Arrangements <input type="text" value="Weekly"/>
Phase <input type="text" value="Primary"/>	School Postcode	Placement Notification Letter Received Date
Gender* <input type="text" value="Male"/>	In LA or Out <input checked="" type="radio"/> In <input type="radio"/> Out	Date became Care leaver
SEND* <input type="text" value="SEN Support"/>	School Website	Number of Schools in last 2 years <input type="text" value="1"/>
EAL <input type="text" value=""/>	Ofsted Grade	Country
First Language <input type="text" value="English"/>	School Type <input type="text" value="0"/>	Religion <input type="text" value="Christian"/>
Ethnicity <input type="text" value="White British"/>	School LA <input type="text" value="Does not apply"/>	ULN
UASC <input type="radio"/> Yes <input type="radio"/> No	URN	Date Left Care
Date into Care	DPE	Tuition
Connections		
Social Worker Name	Designated Teacher	Education Advisor
Pupil Case Name	IRC	

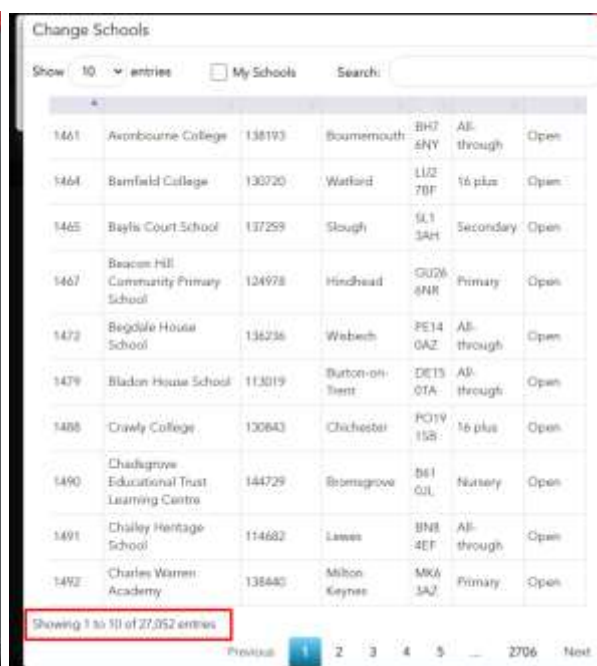
Clicking on “click here to select school” will bring up the list of schools to select from. The default setting is the list of schools already known to the Virtual School.



If you need to select a school that is not on the list, please uncheck My Schools to see all the schools within the database. The database has all the schools that can be found on the Government service (<https://get-information-schools.service.gov.uk/>). Once My Schools have been unchecked you can select from 27,000 schools.



School Name	URN	City	PostCode	Phase	Status
2348 1 1 Tuiton in Care Home East Road	999999	schaodr3	E14 9FW	All-through	Open
35031 16-19 Abingdon	133226	London		Not applicable	Open
33902 AALPS College	131832	Southgore	DN15 0BJ	Not applicable	Open
19234 Abbey College in Malvern	117035	Malvern	WR14 4LF	Not applicable	Open
13785 Abbey Gate College	111484	Chester	CH3 6EN	Not applicable	Open
38451 Abbey Grange Church of England Academy	137003	Leeds	LS16 5EA	Secondary	Open
9296 Abbey Lane Primary School	106982	Sheffield	S8 0BN	Primary	Open
32952 Abbey Manor College	130856	London	SE12 8JP	Not applicable	Open
1947 Abbey Rose School	146524	Tewkesbury	GL20 7DG	All-through	Open
26629 Abbot Beysa School	134449	Burton-on-Trent	DE15 0JL	Secondary	Open



School Name	URN	City	PostCode	Phase	Status
1461 Avonbourne College	138193	Bournemouth	BH7 6NY	All-through	Open
1464 Barnfield College	130720	Watford	LU2 7BF	16 plus	Open
1465 Bayls Court School	137259	Slough	SL1 3AH	Secondary	Open
Beacon Hill Community Primary School	124978	Hindhead	GU26 6NR	Primary	Open
1472 Begole House School	136236	Wesbeth	PE14 0AZ	All-through	Open
1479 Bladon House School	113019	Burton-on-Trent	DE15 0TA	All-through	Open
1488 Crawley College	130843	Chichester	PO19 1SB	16 plus	Open
Chadgrove Educational Trust Learning Centre	144729	Bromsgrove	B61 0JL	Nursery	Open
1491 Challey Heritage School	114682	Lewes	BN8 4EF	All-through	Open
1492 Charles Warren Academy	138440	Milton Keynes	MK6 3AJ	Primary	Open

If the school you need to select from is not within the database, we have a functionality to add a new school. Add New School can be found on Basic Info and the tab is furthest to the right. On Add New School a blank table with headings needs to be populated with the data of the school. The table beneath contains space for you to enter information about staff within the school.

Basic Info Module

Pupil
Contacts
Attendance
Alt Ed - NEET
VS Own Fields
Attainment
Case Notes
Interventions
UASC
Add New School

Clear
Edit School
Save

School LA:	URN*:	DFE:
School Name*:	Contact Name:	Contact Tel:
Email:	School Website:	Address 1:
Address 2:	City:	Postcode:
Ofsted Grade:		

Connections	Full Name	Telephone	Mobile	Email
Designated Teacher				
Attendance Officer 1				
Attendance Officer 2				
School IT				
Safeguarding Lead				
Careers Lead				
SENCO				

You are also able to add a new school on the Pupils tab by clicking on the + . It will redirect you to the Add New School tab.

Basic Info Module

Pupil
Contacts
Attendance
Alt Ed - NEET
VS Own Fields
Attainment
Case Notes
Interventions
Add New School

Find Pupil
Add new Pupils

Edit School
Next
Save

Pupil Information	School	Additional Pupil Information
Forename*	Drew	VS Pupil No.
Surname*	Colon	Legal Status ▼
LPN*	A961253456792	Number of Placement 1
DOB	27/06/2010	Type of Placement ▼
Age	9	Placement Date
Year Group*	Y4 ▼	Contact Arrangements Weekly
Phase	Primary ▼	Placement Notification Letter Received Date
Gender*	Male ▼	Date became Care leaver
SEND*	SEN Support ▼	Number of Schools in last 2 years 1
EAL	▼	Country
First Language	English	Religion Christian
Ethnicity	White British	ULN
UASC	<input type="radio"/> Yes <input type="radio"/> No	Date Left Care:
Date into Care		Tuition:

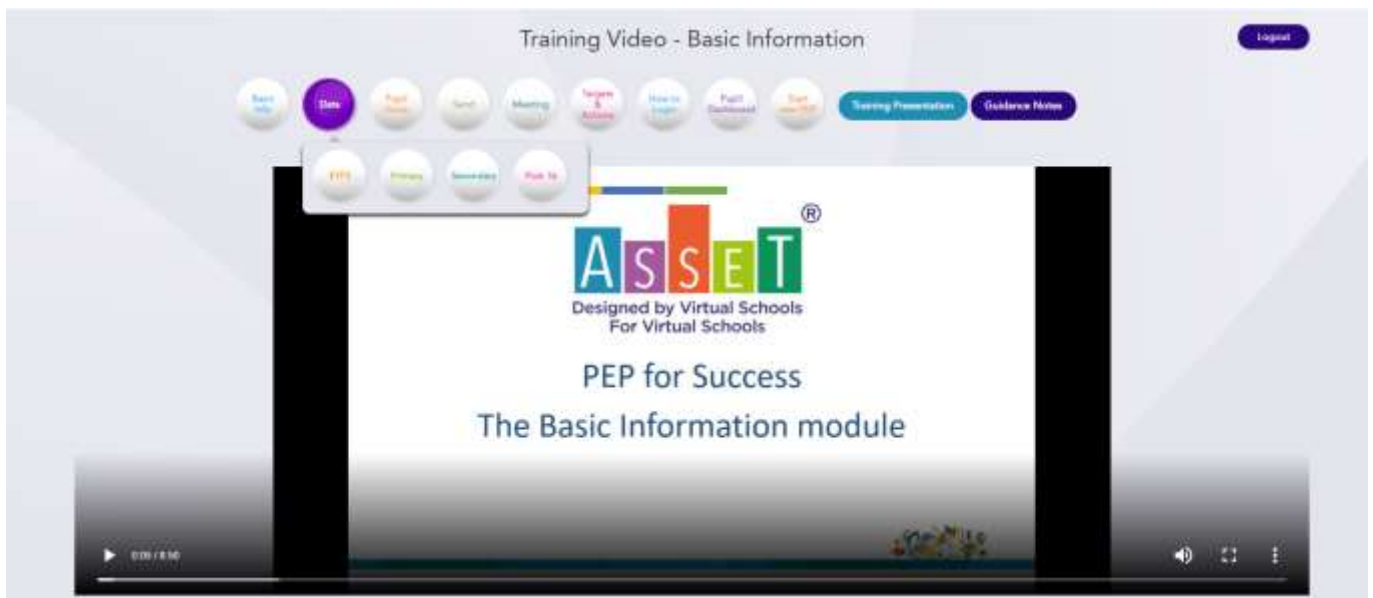
Connections

How to access PEP Training Video

PEP Training Videos can be accessed by clicking on Support then PEP Training Videos. You will be redirected to the videos section of the site.



A video is available for each module of PEP for Success, some modules have sub-menus for each phase to explain the different sections of the module which differs from the same module of different phases.



You are also able to access each training video on each module by clicking on the film icon next to the title.

ASSET Basic Info Module

Find Pupil: Cecil Goodwin

Pupil Information		School		Additional Pupil Information	
Forename*	Cecil	School Name	Archie & John Church of England Primary School	VS Pupil No	
Surname*	Goodwin	School Tel	0170878427	Legal Status	
UPSP	Z048881246	School Email		Number of Placement	
DOB	15/02/2005	School Address 1	Sandbrook Road	Type of Placement	
Age	15	School Address 2		Placement Date	
Year Group*	Y11	School Address 3	Southport	Contact Arrangements	
Phase	Secondary	School Postcode	PR8 3JE	Placement Notification Letter Received Date	
Gender*	Male	W (K) Out	<input type="checkbox"/> In <input type="checkbox"/> Out	Date became Care leaver	
SEND*	None	School Website	http://www.archiejohns.com	Number of Schools in last 2 years	
EAL	No	Ofsted Grade	Outstanding	Country	
First Language		School Type	0	Religion	
Ethnicity		School LA	Suffolk	UIN	
WASC	<input type="checkbox"/> Yes <input type="checkbox"/> No	URN	104701	Date Left Care	
Date into Care		DFE	3317	Tuition	

Connections

Connection Name	Designated Teacher	Education Admin
Social Worker Name		
Pupil Care Name	BD	

How to upload media on pupil's voice

Audio and video copies of Pupil Voice can be uploaded by pressing the cloud button on the page, once a file has been imported it will be seen in available files and available for playback. Any type of file can be uploaded: pdf / picture / video / Word etc. Once uploaded, if you require the file to be deleted, simply press delete under the action heading.

PEP for Success - My Voice Module - Secondary

Name: Cecil Goodwin | Find Pupil | Date of Meeting: 16/06/2020 | Term of PEP: Summer 2020

My achievement and activities

Available Files

Available Files	Action
data_post16.pdf	Delete

PEP for Success



225 Marsh Wall
Angel House
Ground and First Floor Canary Wharf
London E14 9FW
Tel: +44 207 183 8357 <https://www.assetforschools.com>

COPYRIGHT © 2003-2020 Stat Solutions Ltd. All rights reserved. All materials in this document, including but not limited to logos, content, trademarks, artwork and associated imagery in this document are trademarks and/or copyright material of Stat Solutions Ltd and may not be reproduced, distributed, transmitted, displayed, published, broadcasted or stored in any form or by any means, including, but not limited to, electronic, mechanical, photocopy, record or otherwise without the express written permission of Stat Solutions Ltd.