ASSET®
Designed by Virtual Schools For Virtual Schools

Lewisham Virtual School

# PEP for Success Guidance for Users

## Secure, Accredited, GDPR Compliant Award-Winning Software

ASSET Support 0207 183 83 57 Options 3

virtualschools@assetforschools.co.uk

Version 4.0

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## 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 modular – you only need to interact with the modules specific to your needs and your 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 the case list that is relevant to them.

Each page follows the same pattern: On 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:

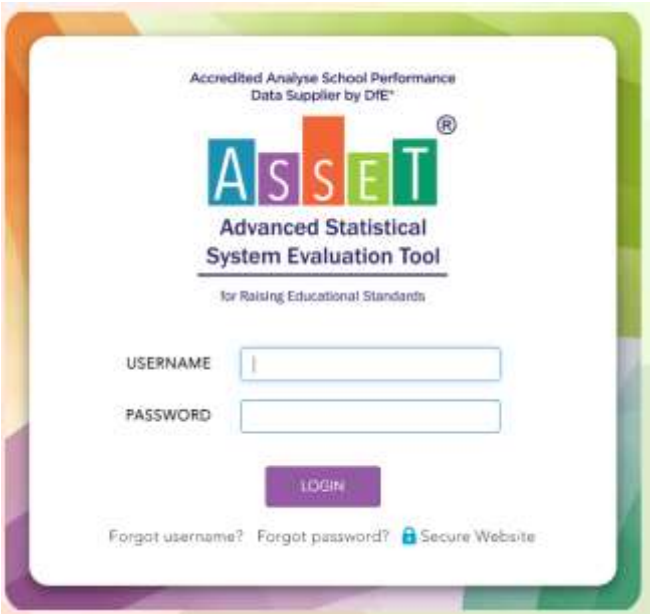
Tel: 0207 183 8357 (Option 3)  Email: virtualschools@assetforschools.co.uk

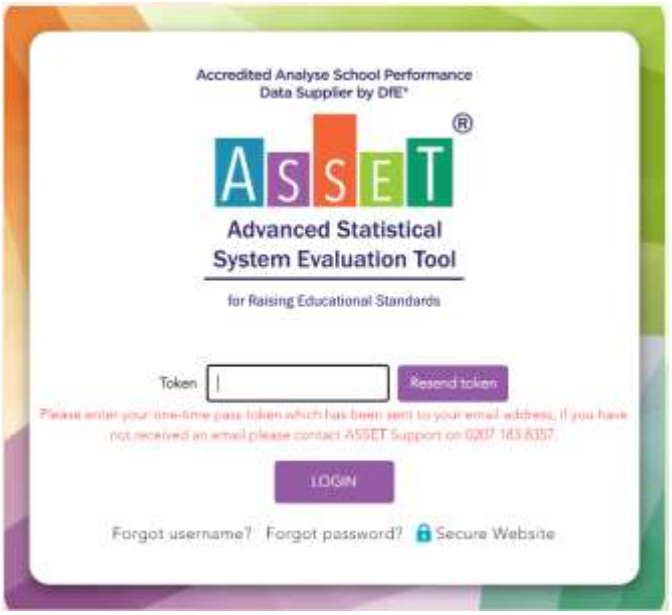
| Module | Virtual School Admin | Social Worker | Designated Teacher |
|---|---|---|---|
| Basic Information | Access | Access | Access |
| Data | Access | Access | Leads on this |
| Pupil Voice | Access | Access | Leads on this |
| SEND | Access | Access | Leads on this with SENCO |
| Meeting Module | 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 virtualschools@assetforschools.co.uk with your login credentials. If you do not have an account, please email James Beasley on the email provided above or 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.

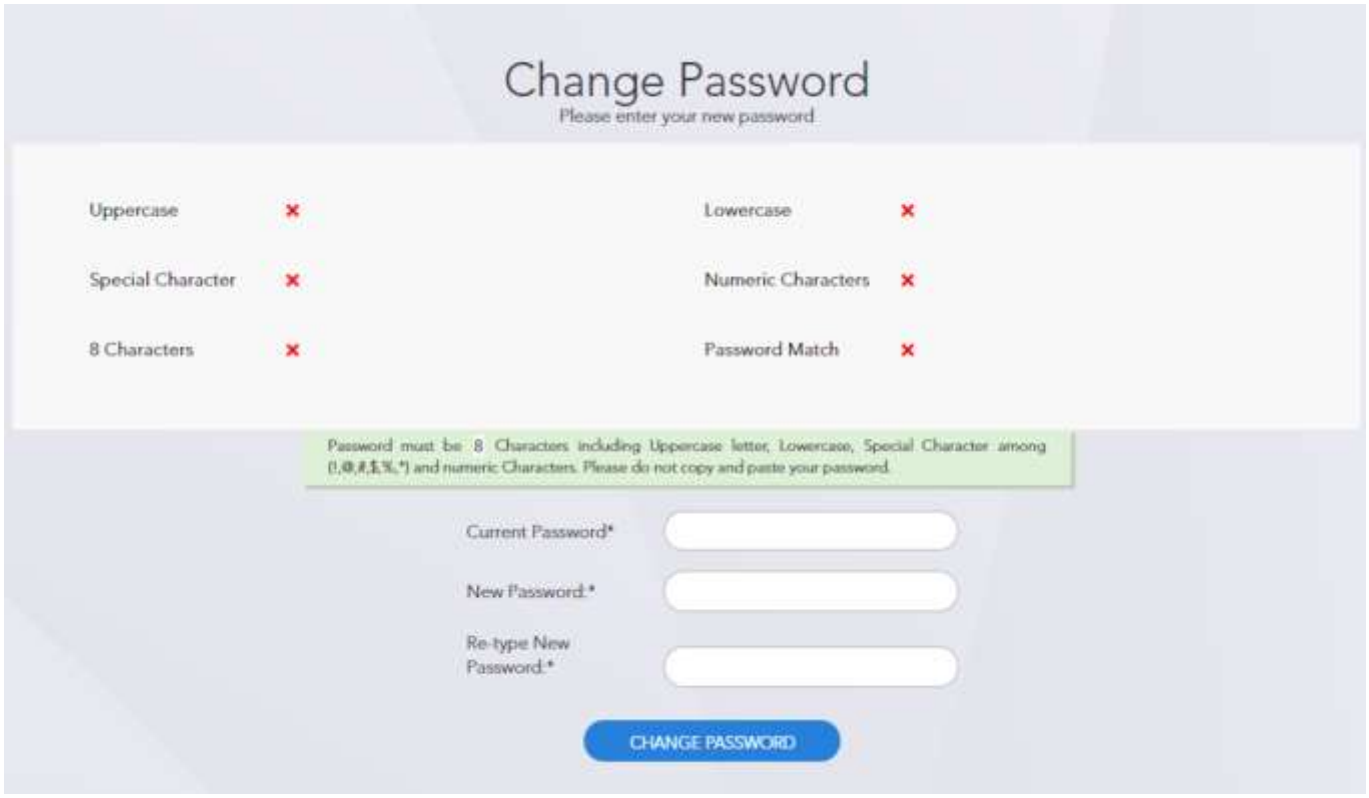
PEP for Success runs best on Chrome or Firefox. In both cases, your login credentials will be remembered so you do not need to enter them each time. You will, however, have to copy and paste the new token into the box every time you log in.

## How to Change Your Password

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

Password must be 8 Characters including Uppercase letter, Lowercase, Special Character among (!,@,#,$,%,*), and numeric Characters. Please do not copy and paste your password.

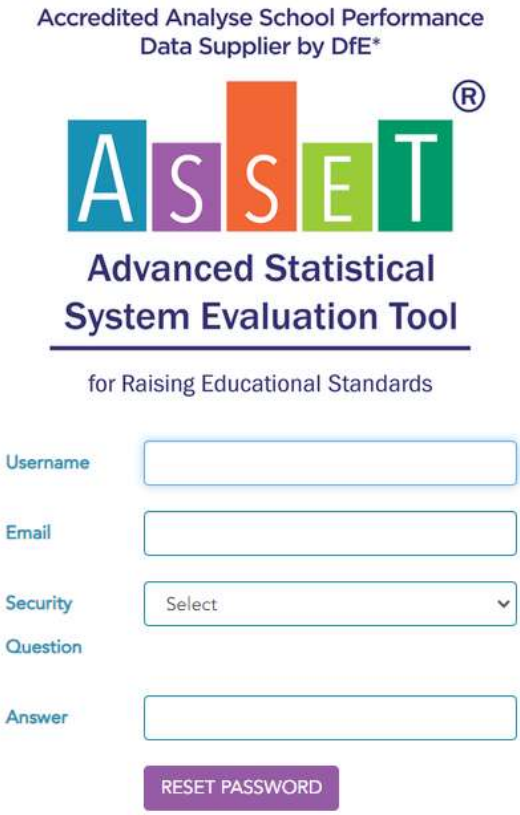
Enter your existing password and then you will need to enter your new password twice, to confirm.



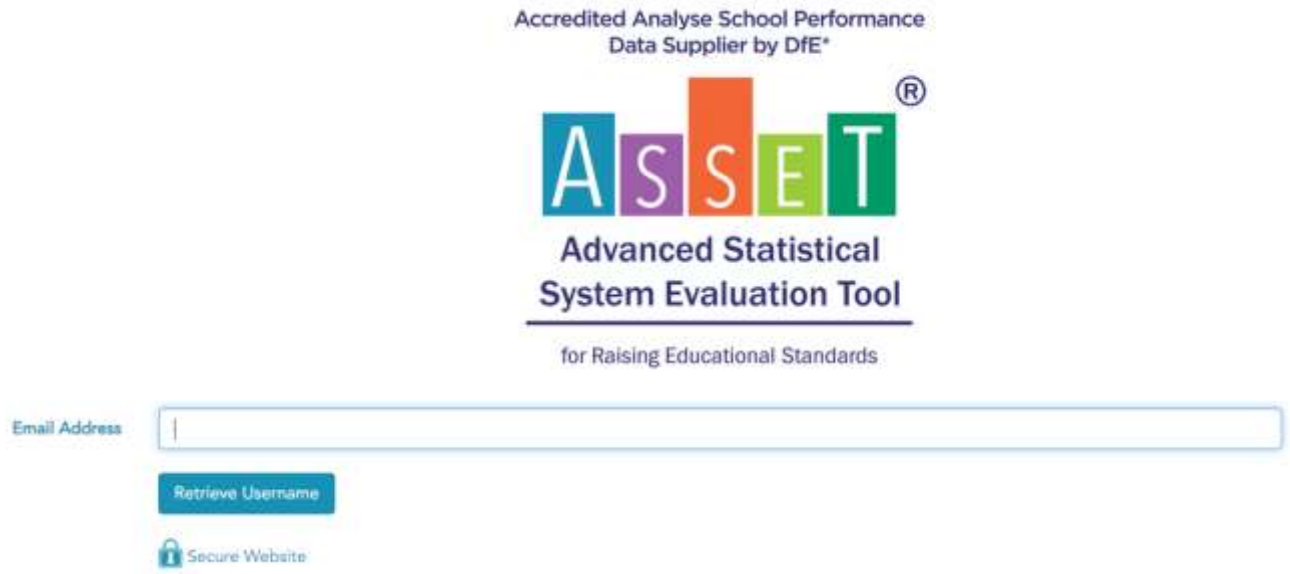

If you have forgotten your password, then you can reset it using the reset password functionality. This can be found on the login page, press Forgot password and it will take you to a page that asks for

memorable information you will have entered when you first logged in.

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

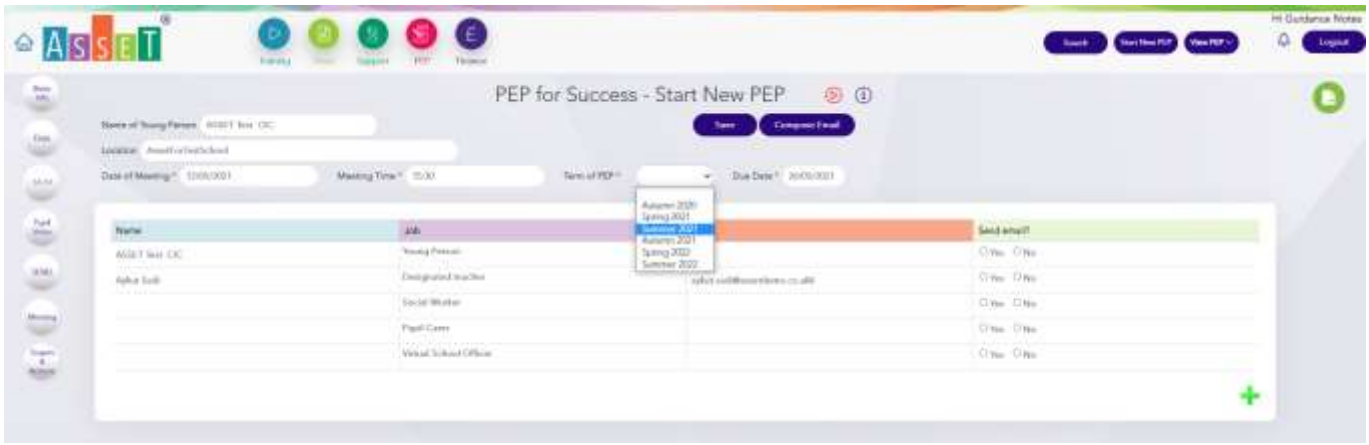



## How to Start New PEP

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

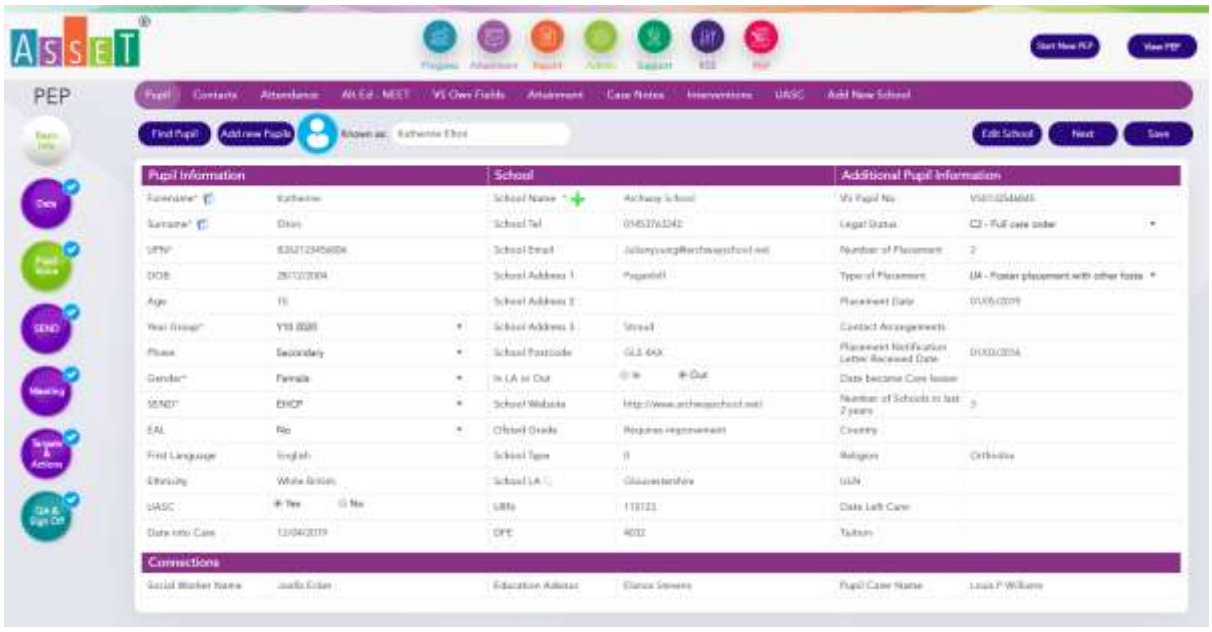
become blank ready to be completed. You will be taken to the Basic Information page and from there you can navigate anywhere else you need to go.




## Basic Info

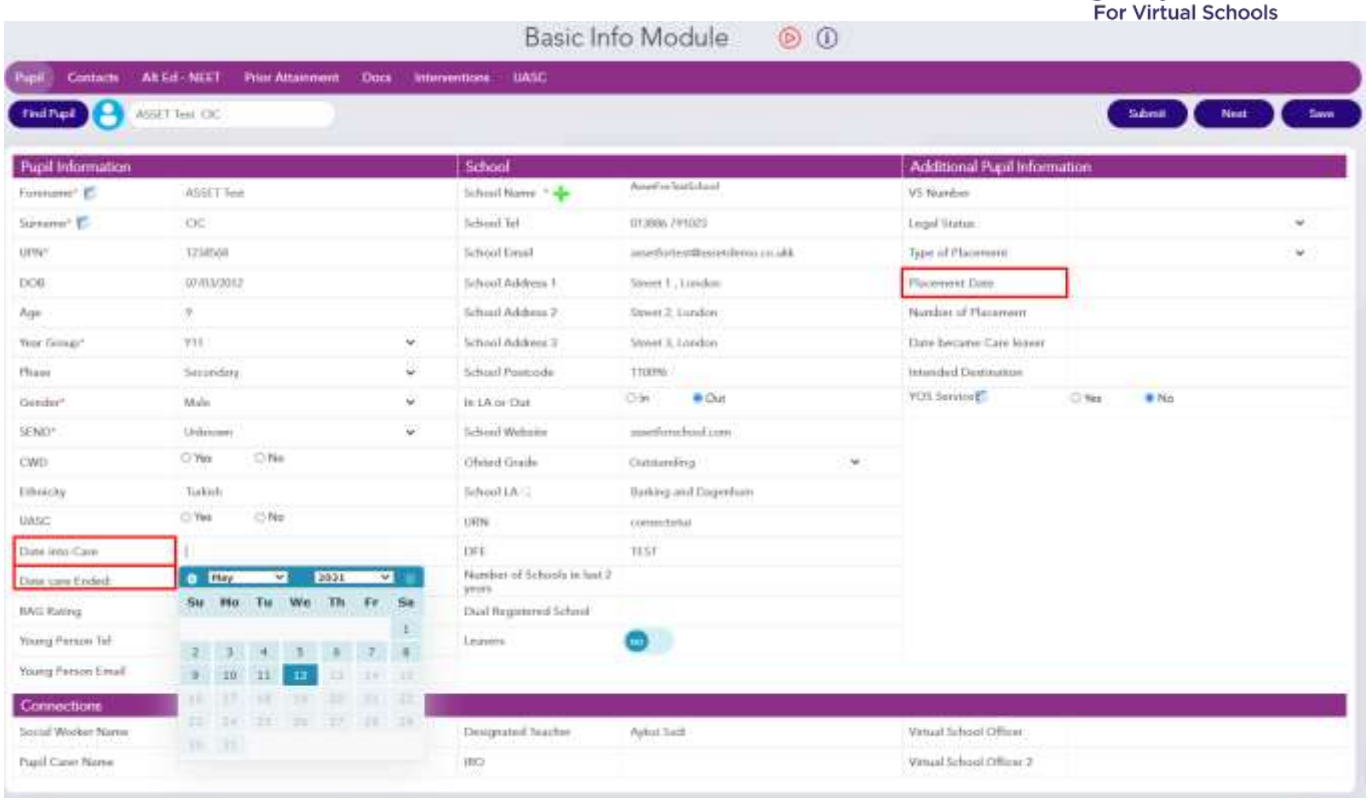
### Pupil Tab

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.

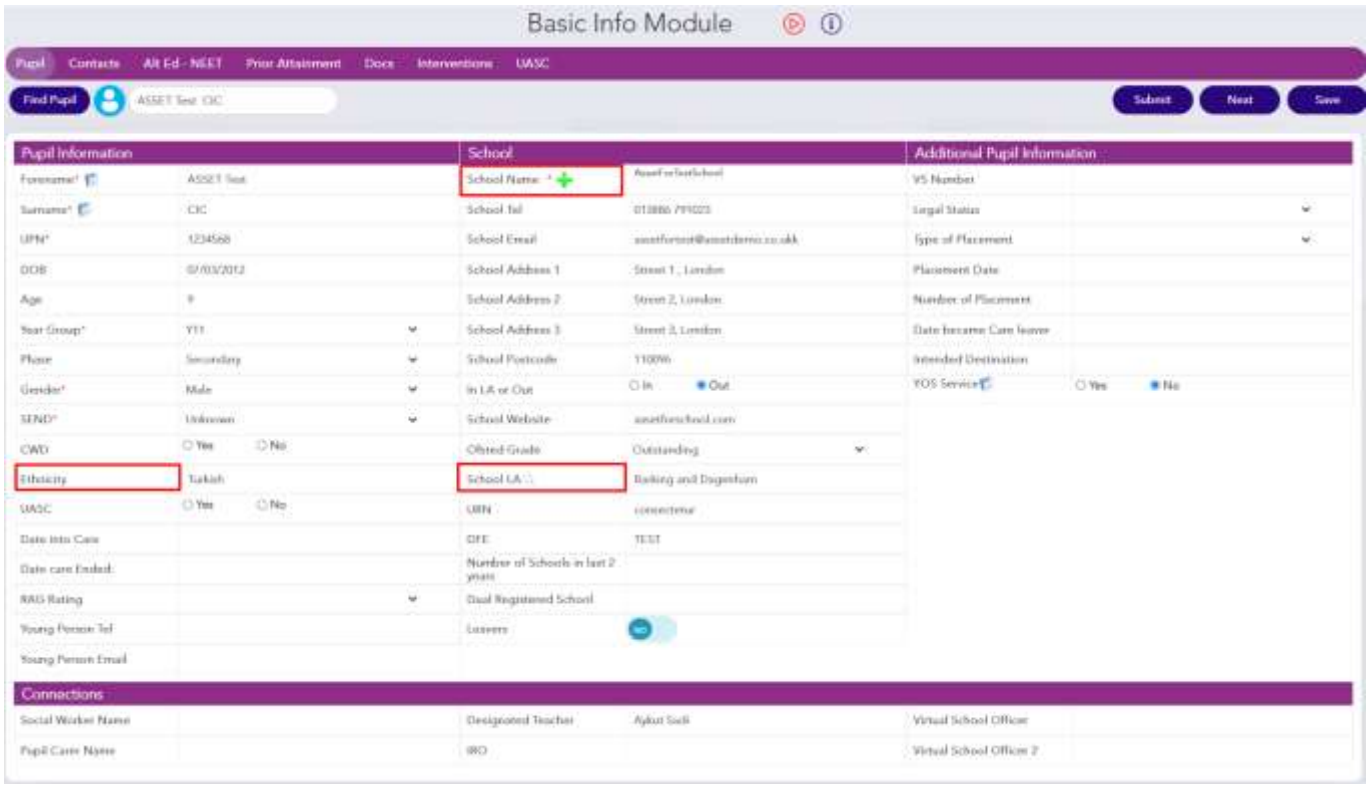



### Pupil information

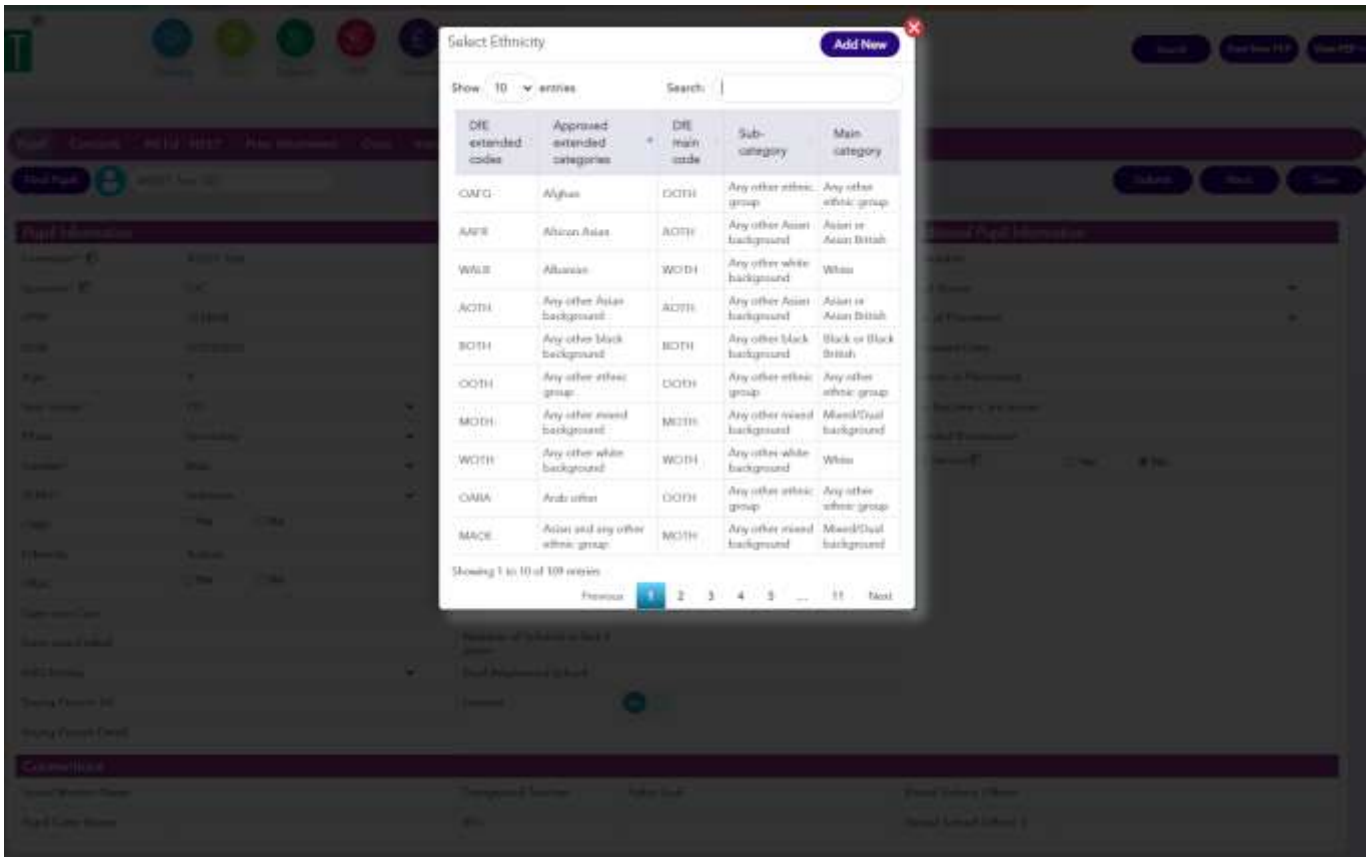
DOB, Date into Care and Date Left Care are all date fields, clicking on the fields will bring up a calendar allowing you to select a date.




Ethnicity, School and School LA 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.

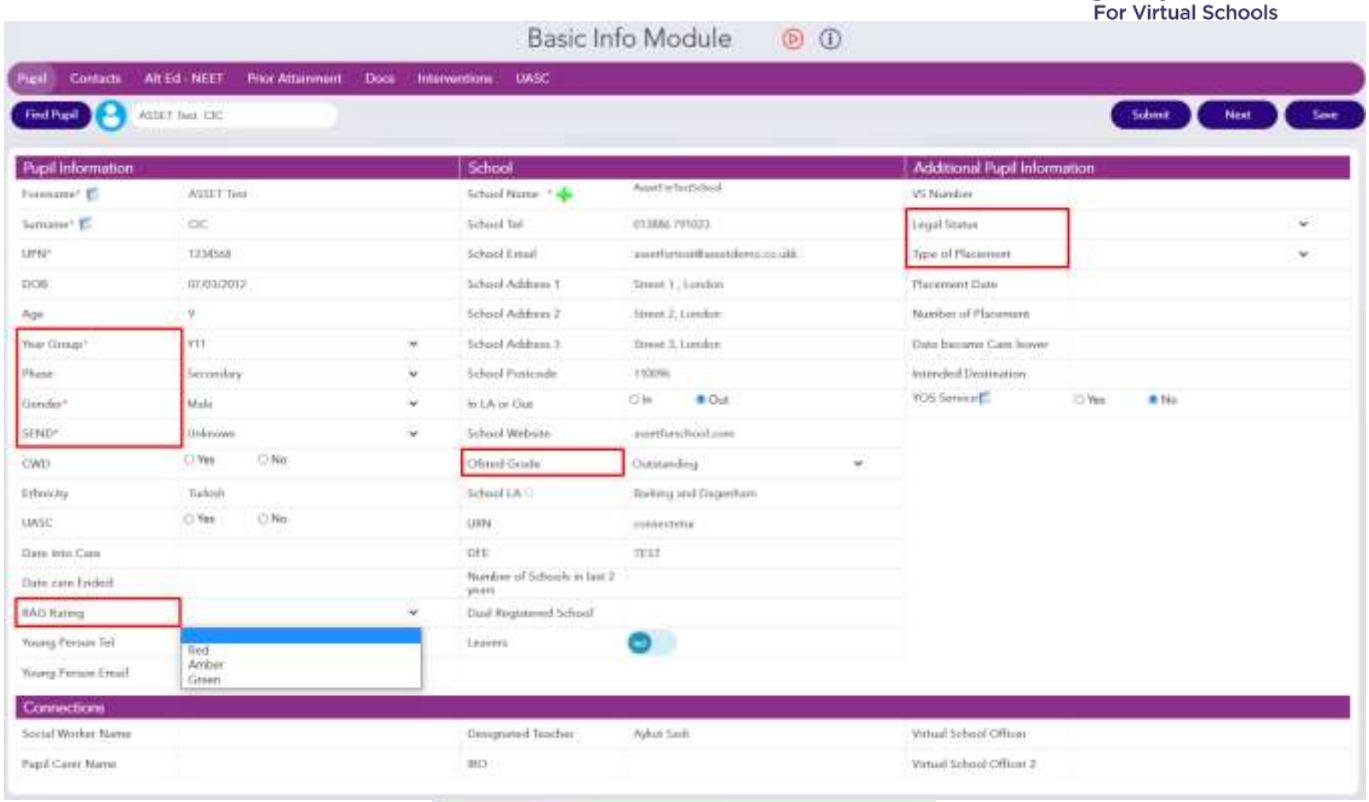


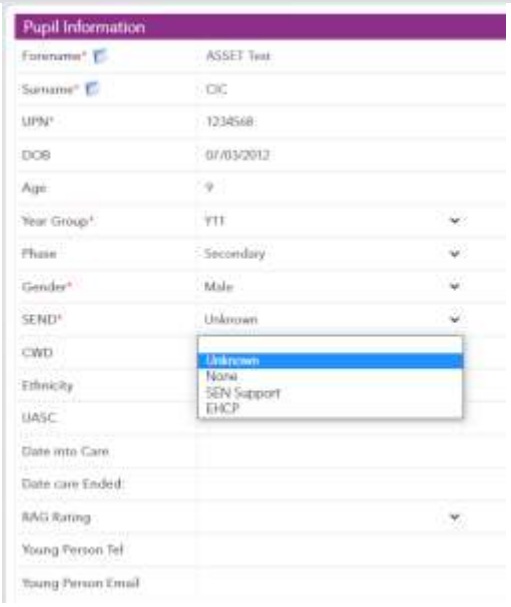

New values can be added to these tables by selecting Add New, once putting values in the appropriate fields you will see this within the table to select.




## Dropdowns

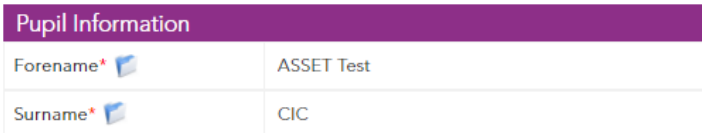
Year Group, Phase, Gender, EAL, Legal Status, Type of Placement RAG Rating and Ofsted Rating are all changed with a dropdown menu with predefined values. Data that is selected by a dropdown menu is identified by the downwards triangle. Clicking this area will bring up the values you can select from.

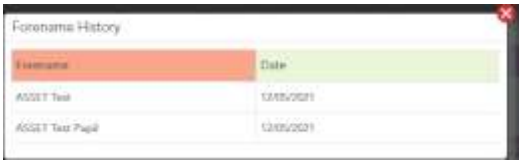


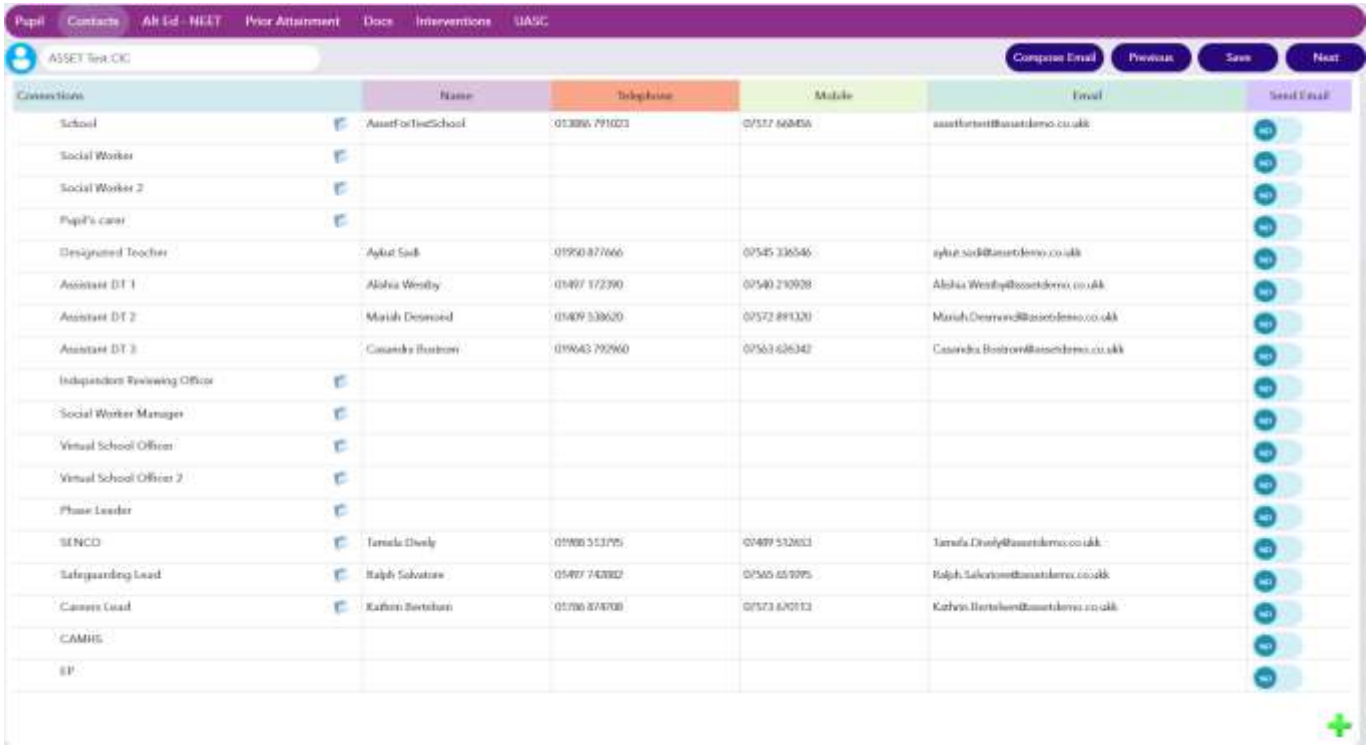

## Folder (History)

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 the 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



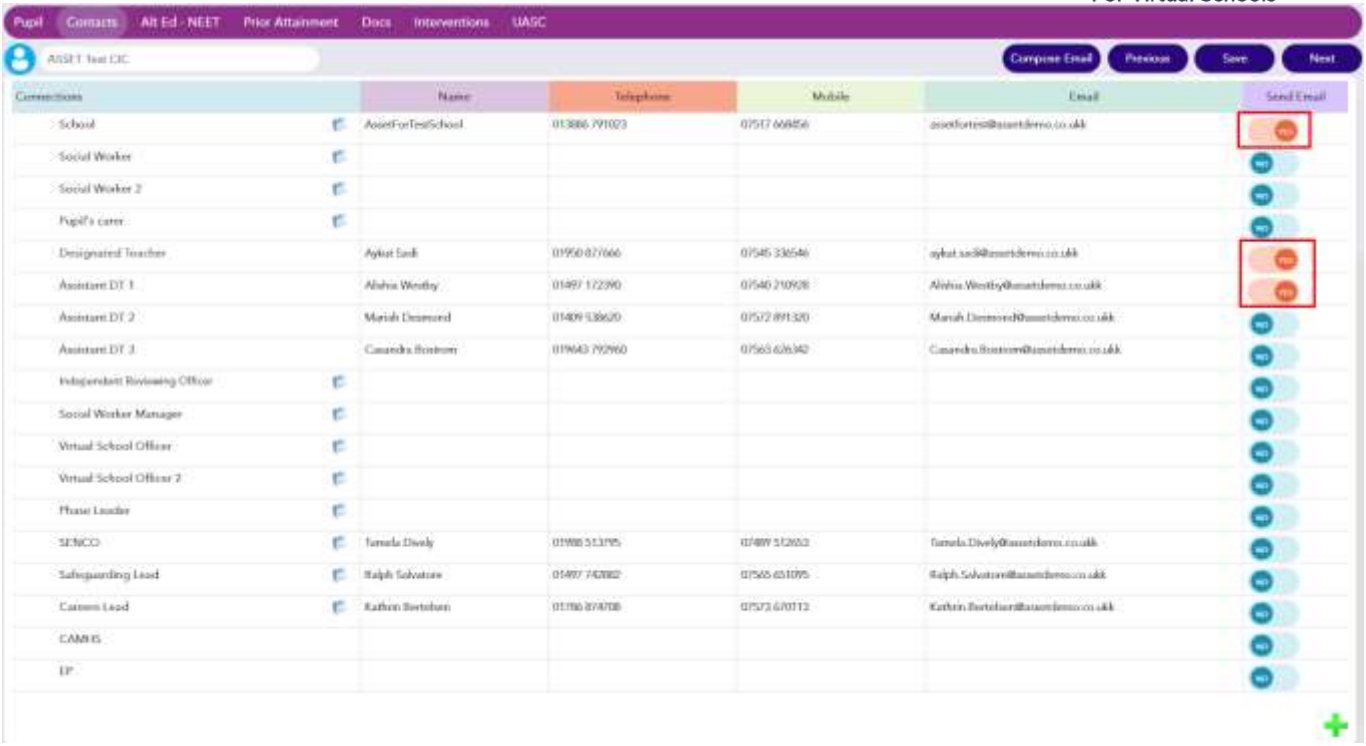



## Contacts

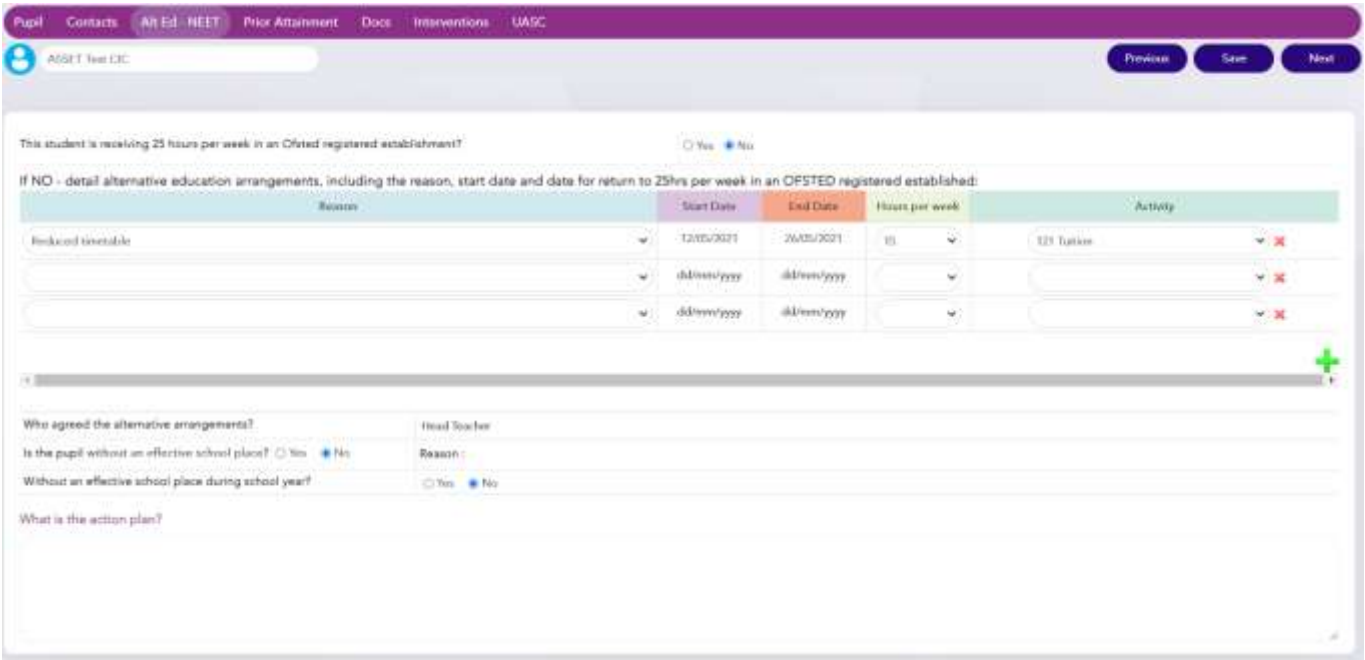



The Contacts tab is where you find all the involvements of the pupils and all their contact details in one place. History of School, Social Worker, Pupil's carer, IRO, Social Worker Manager, and Education Advisor Virtual School Officer is available by clicking on the folder icon. The start date and end date of when the contact was involved with the pupil.

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. joebloggs@mail ASSET for Schools will notify the user of the error and that there needs be a change before it will open your mail application.



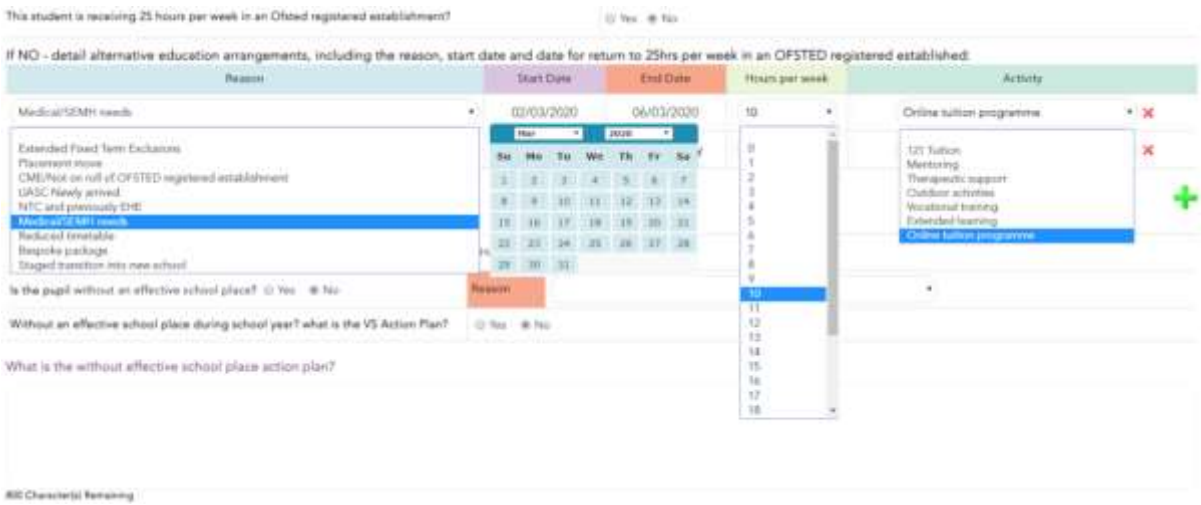

## Alt Ed – NEET (Alternative Education)



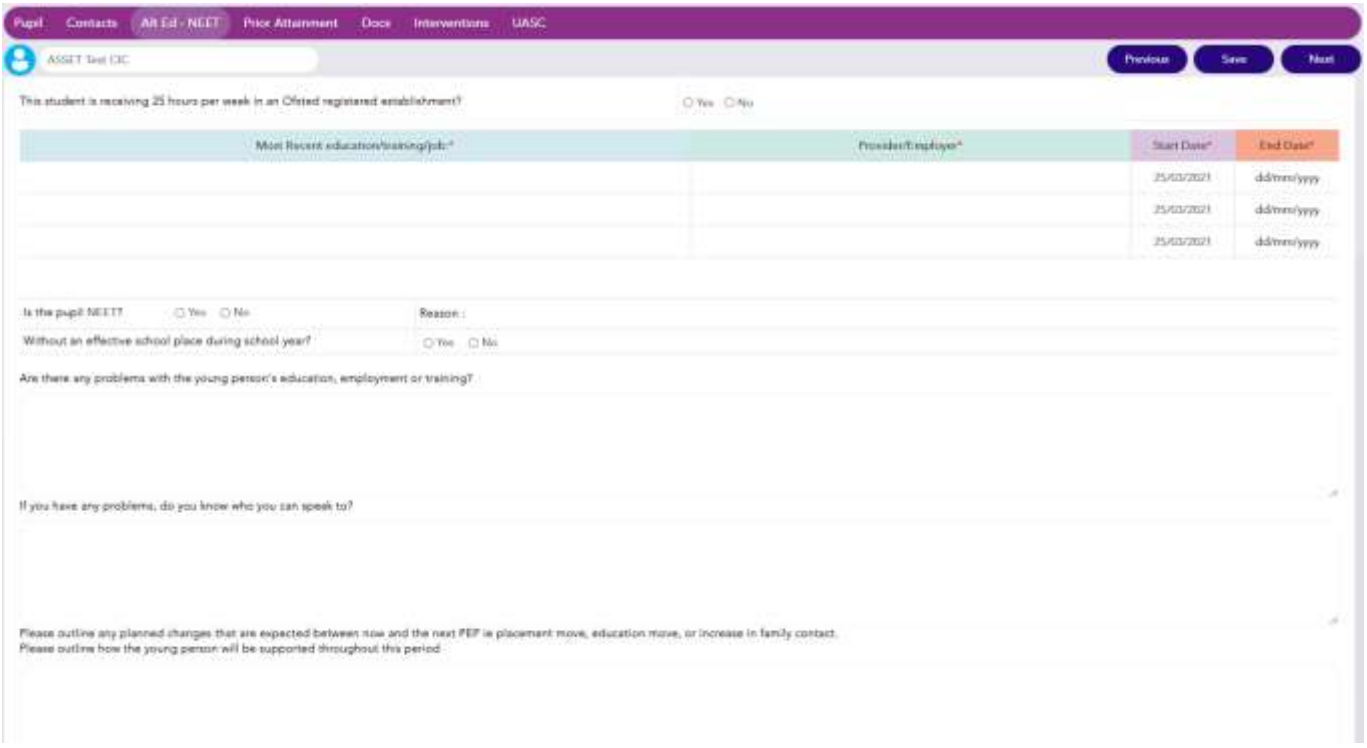

Alt Ed – NEET is a tab where users can enter information if the pupil is not receiving 25 hours per week in an Ofsted registered establishment. This page records any periods in the year where the pupil might have been off timetable for any reason or being educated in an alternative establishment but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

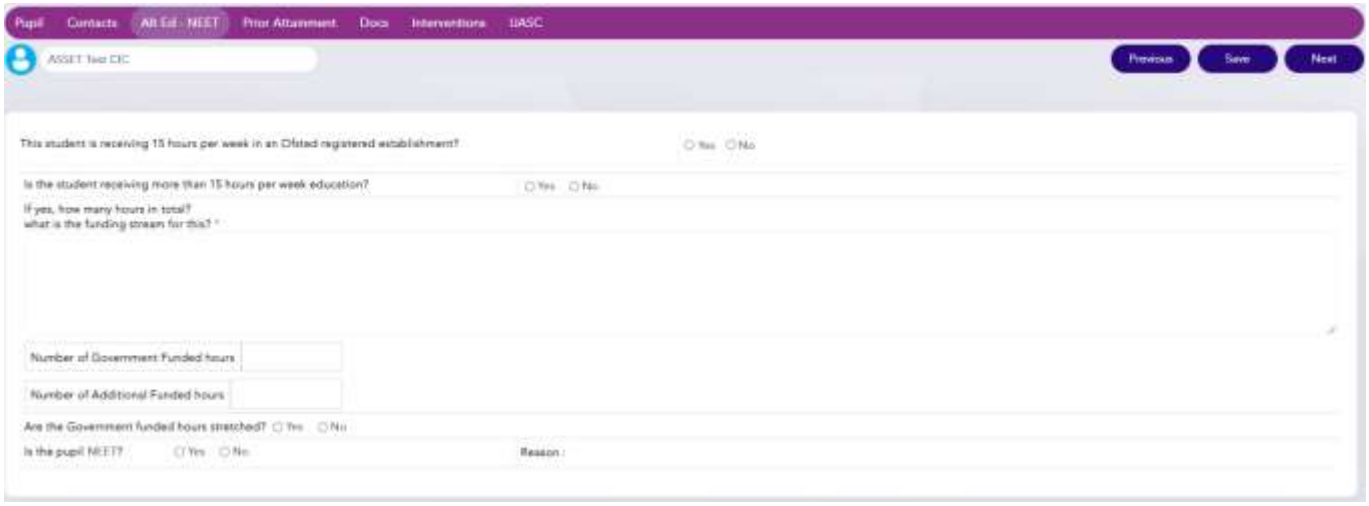
to select from Reason, Hours per week, and Activity. Start Date and End Date are both date fields where a calendar will appear if the user clicks on the field. Additional rows can be added to the table by clicking on the + and can be removed by clicking on the cross at the top right (x).



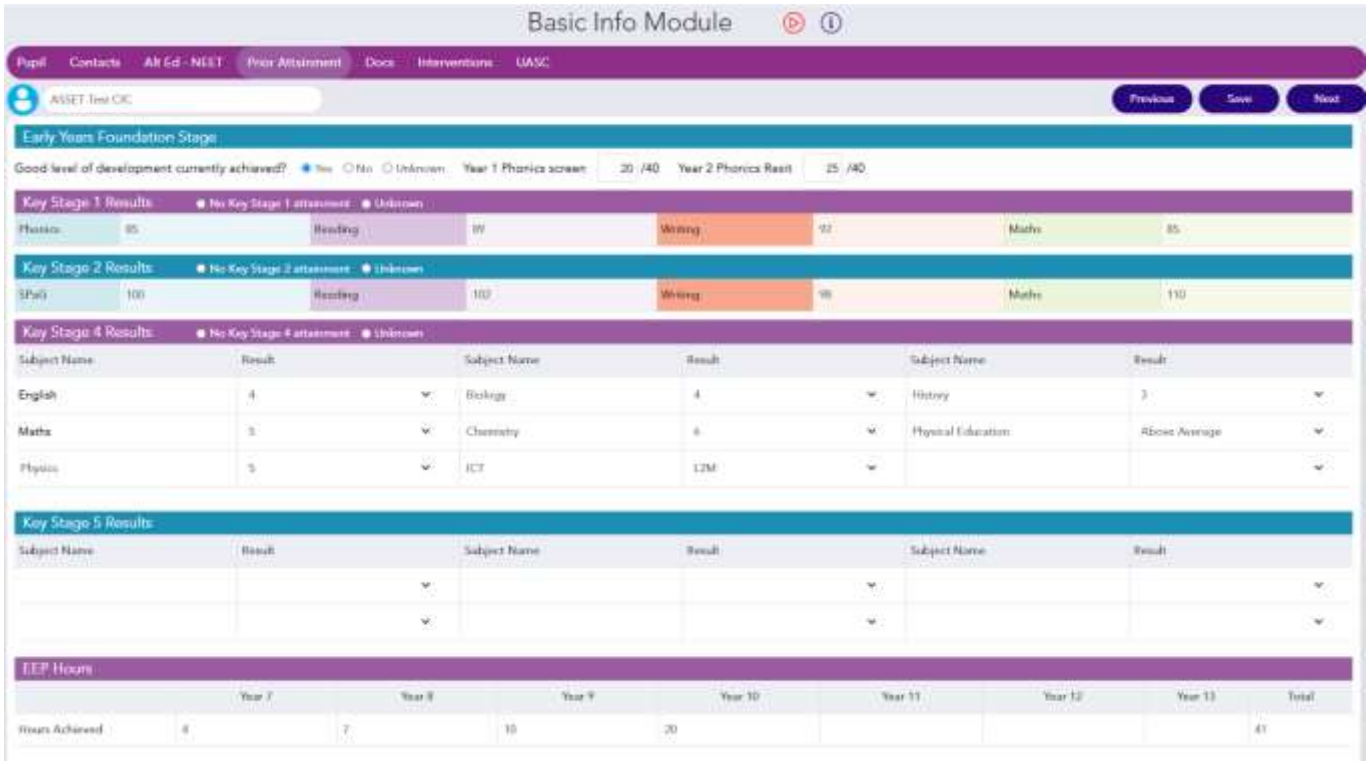

When selecting a pupil who is of Post-16 age, the Alt Ed – NEET tab is different and is made relevant to them. The most recent education/training/job and Provider/Employer columns are all free text areas for you to add information regarding the pupil's education or employment.




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.

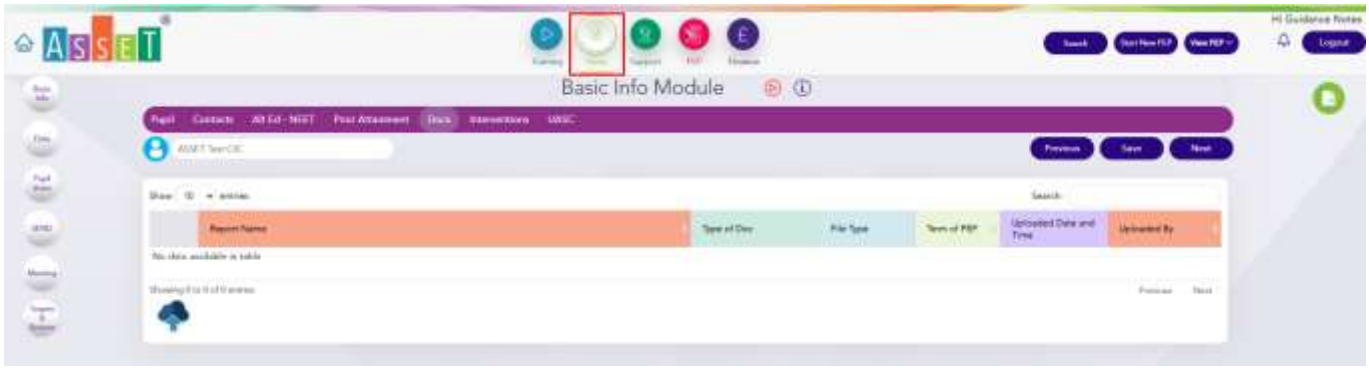



## Prior Attainment



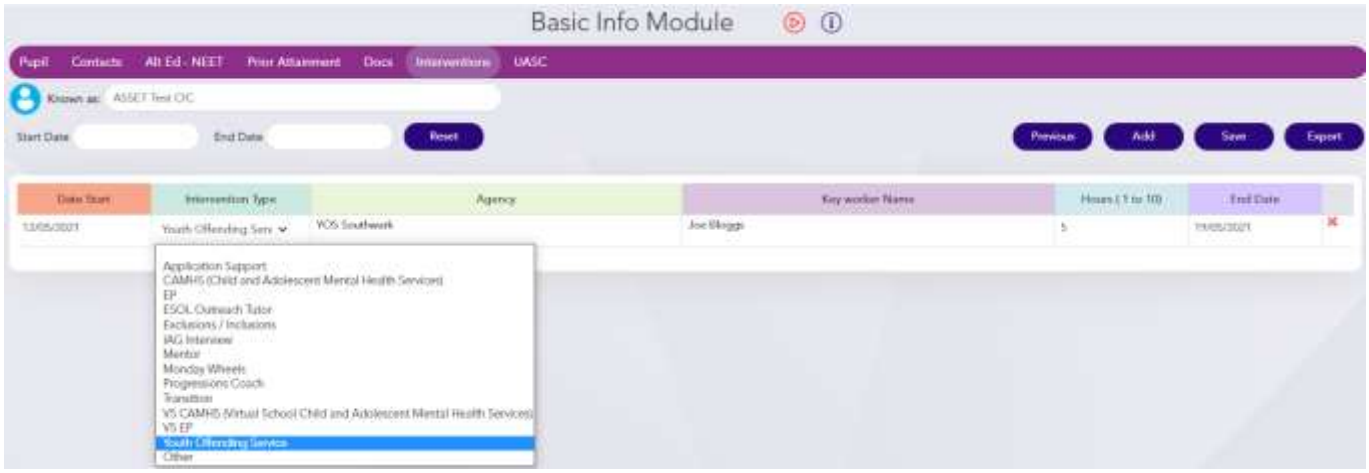

The Prior Attainment tab is where you can find past and present information regarding the pupil's grades. This can be seen for all Key Stages. For Key Stage 4 and Key Stage 5, you can add in extra subjects for this section. Attainment data is also found in the Data module which includes targets and comments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

## Docs



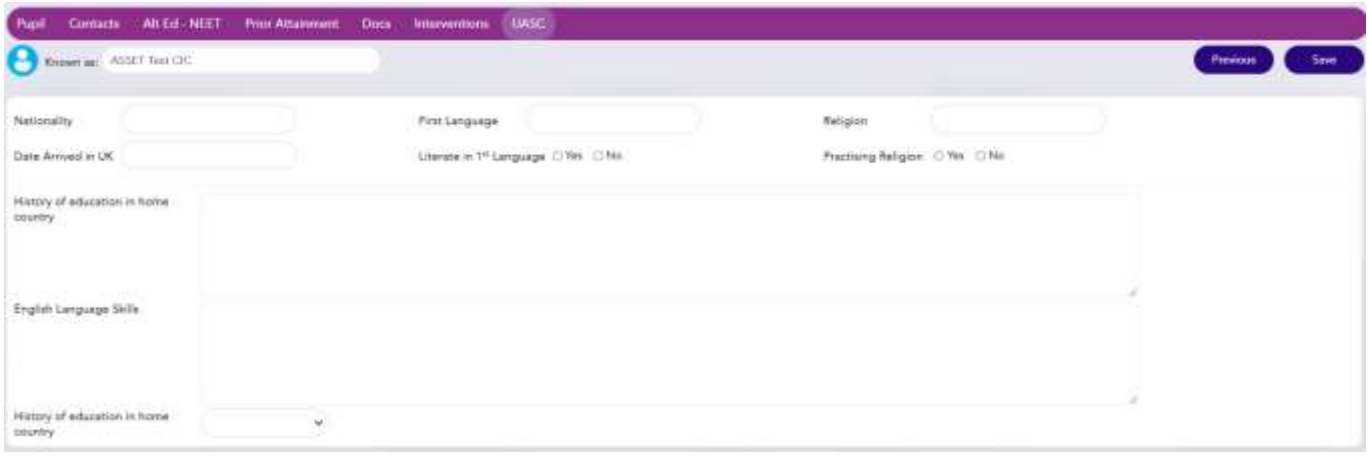

Docs tab is where you will find all documents across PEP for Success uploaded for the pupil. You are also able to upload documents directly on this tab by clicking on the Up-Cloud button bottom left of the screen.

## Interventions




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, which 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.

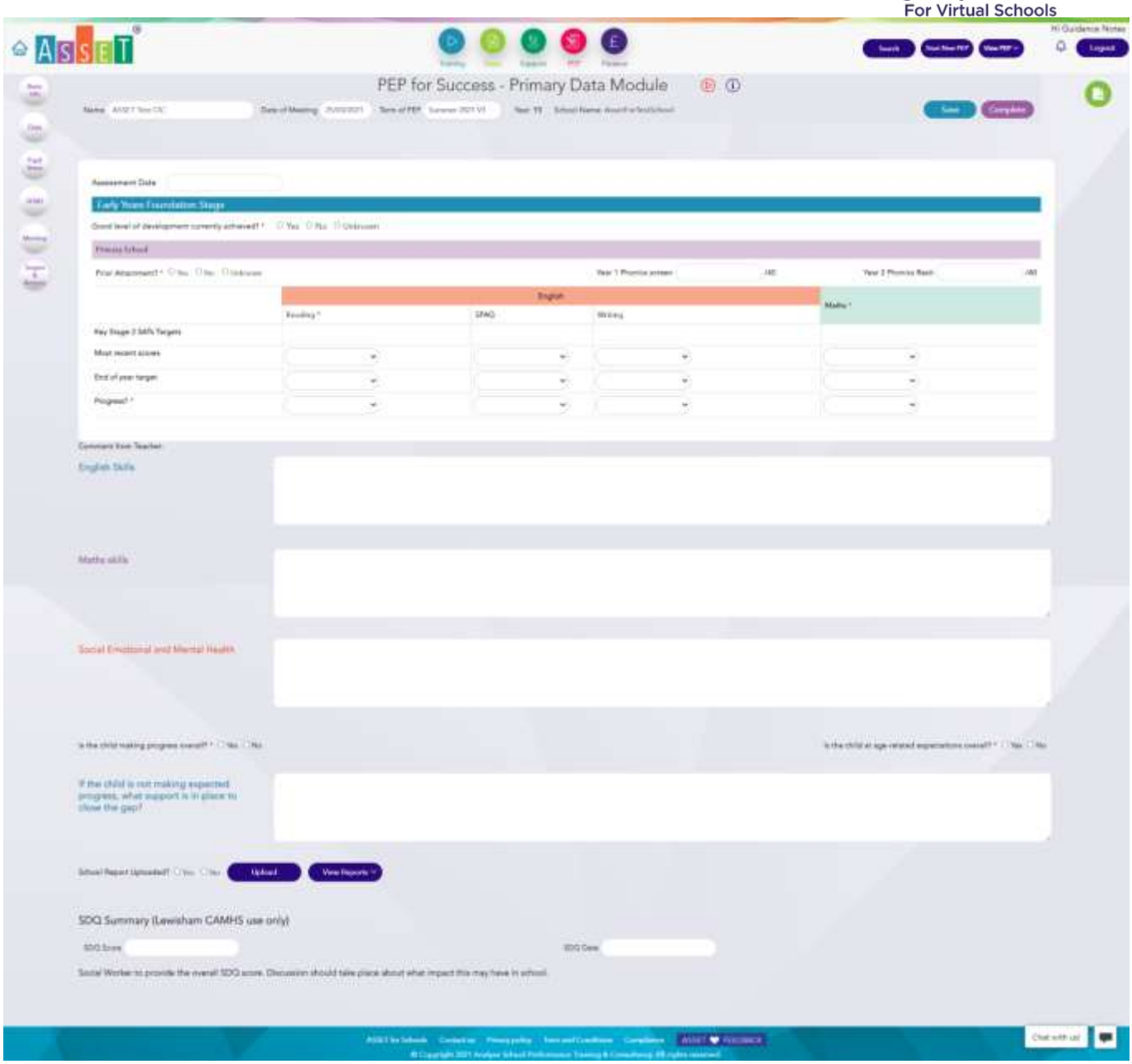
PEP for Success - EYFS Data Module
Previous Assessment
Current Assessment

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.

## 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.

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 that 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.

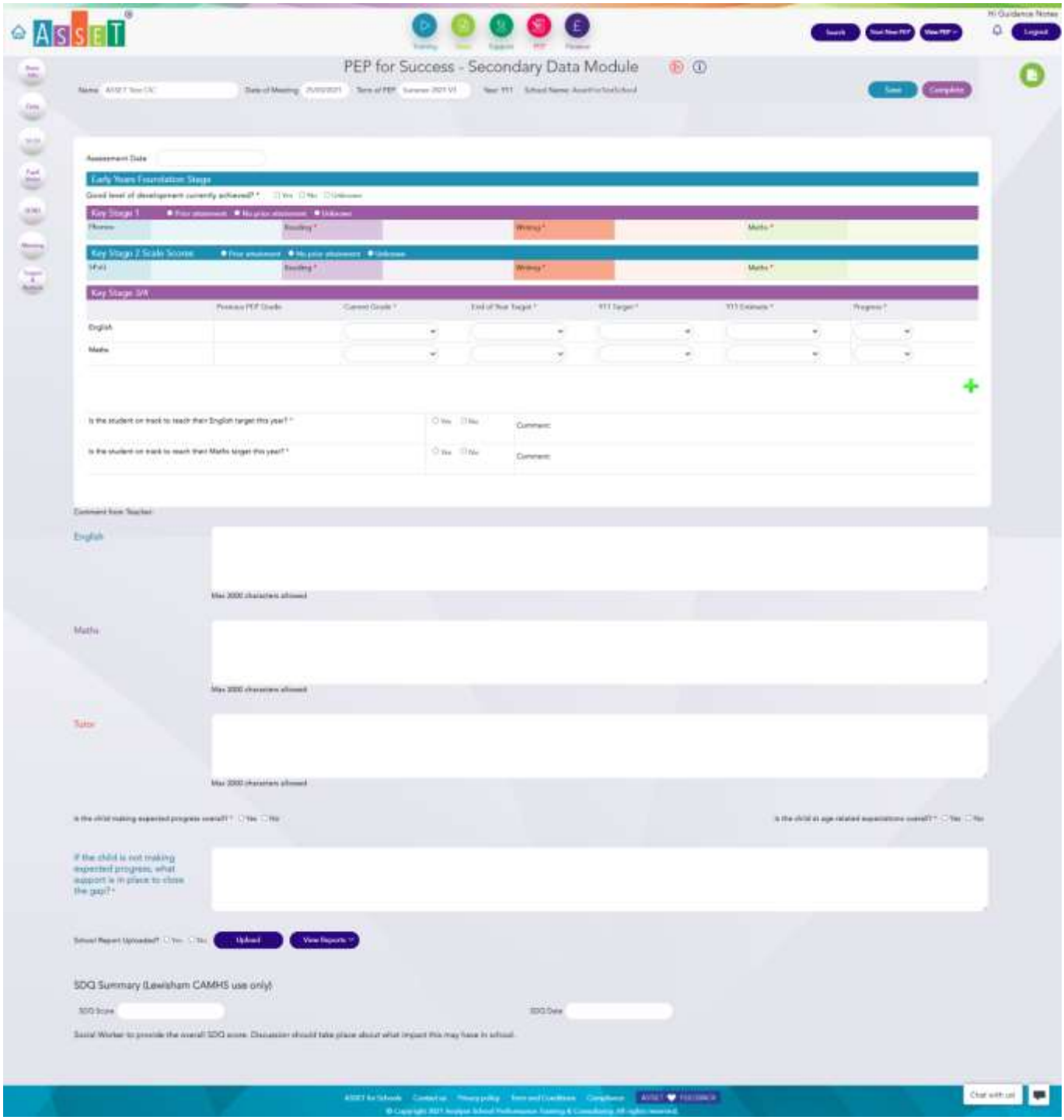



## Secondary

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 the 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.

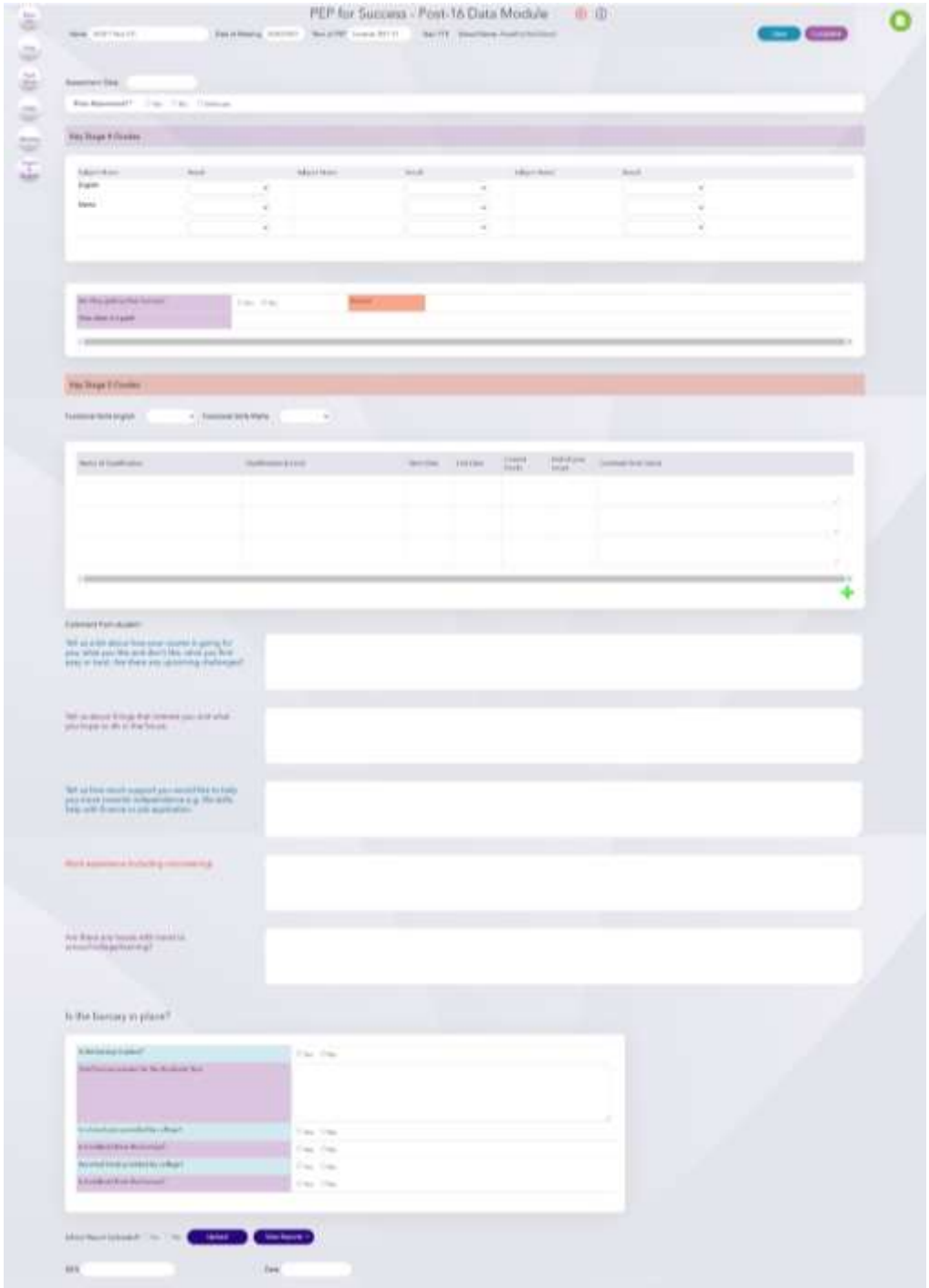
Further down the page, there are text boxes for teachers to enter comments regarding a pupil's English and Maths skills, there is also a box for a comment from their tutor. Towards the bottom of the page there are another two questions that have yes and no radio buttons regarding the progress the child 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.



## 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.

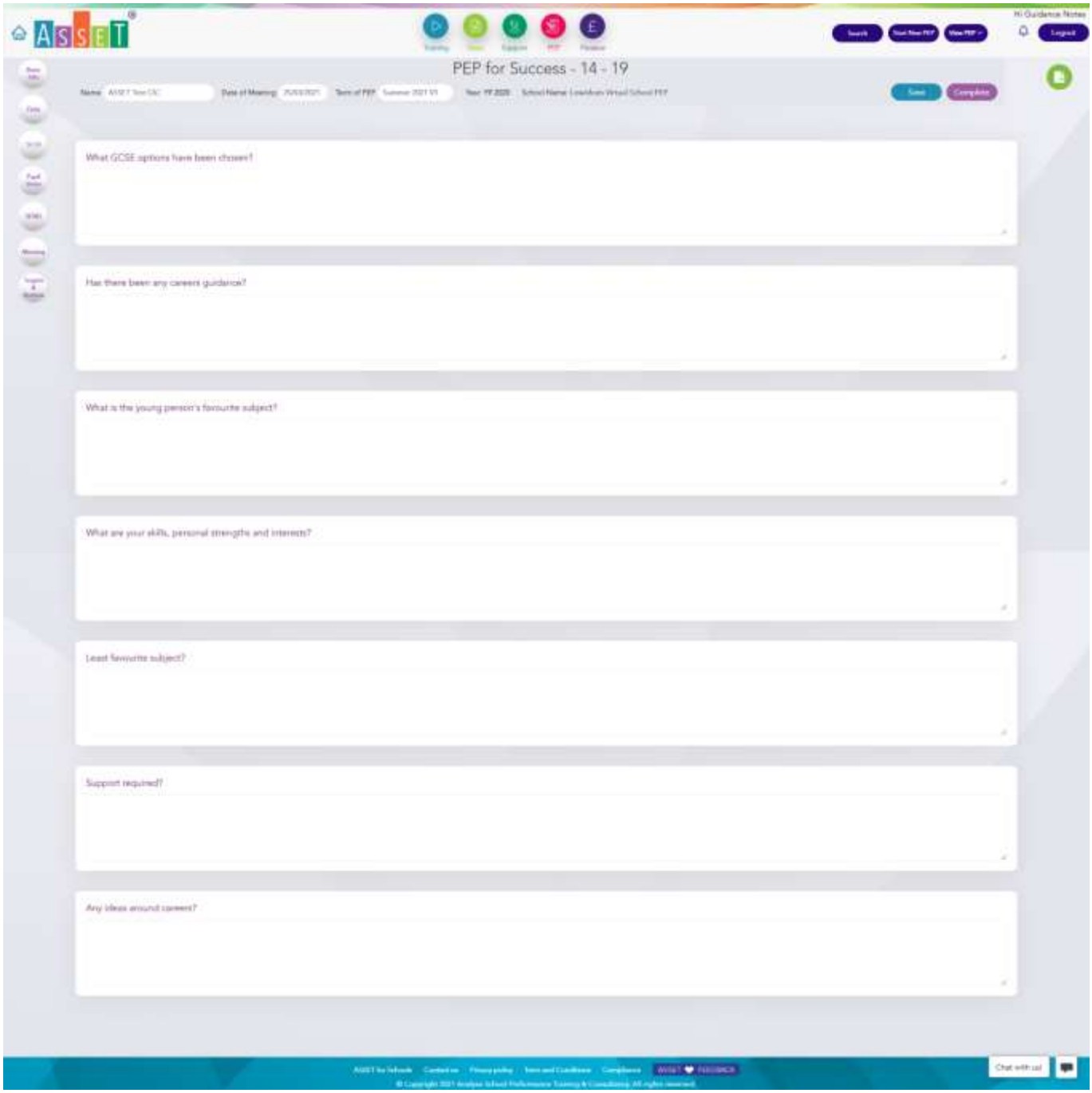
Key Stage 5 Grades have a table where the user can enter assessment data and also details of the course(s) the pupil is studying. The green + will add more subjects to the table if more are required. Below the table there are sections asks the student for their comments on how they believe their course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



## 14-19

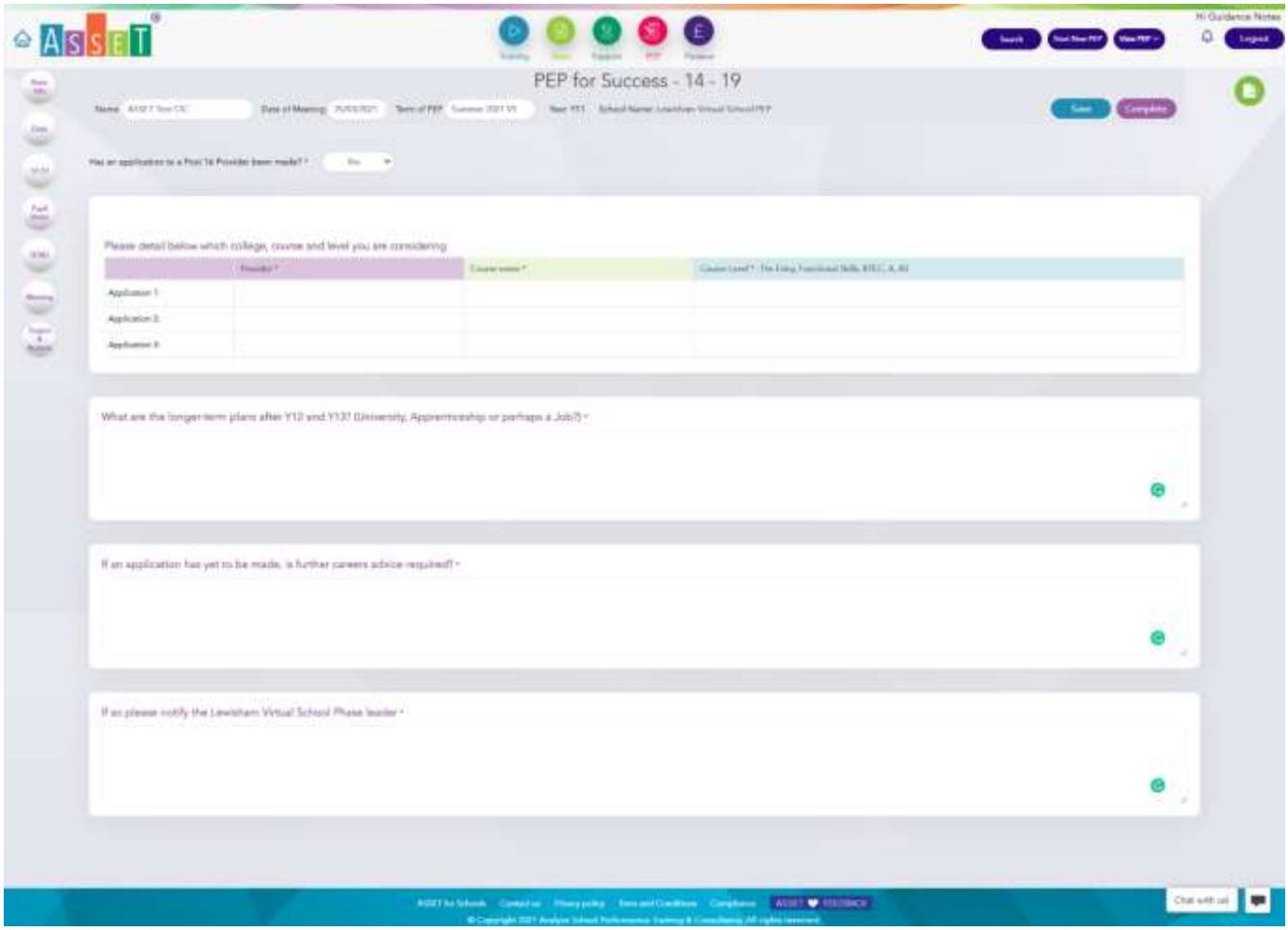
14-19 Module shows for looked after children in the latter stages of their education. The module will not appear for students who are not in Year 8 or below. 14-19 module allows users to record information regarding a pupil's GCSEs, their work experience places and their destinations post secondary school.

### Year 9



## Year 10

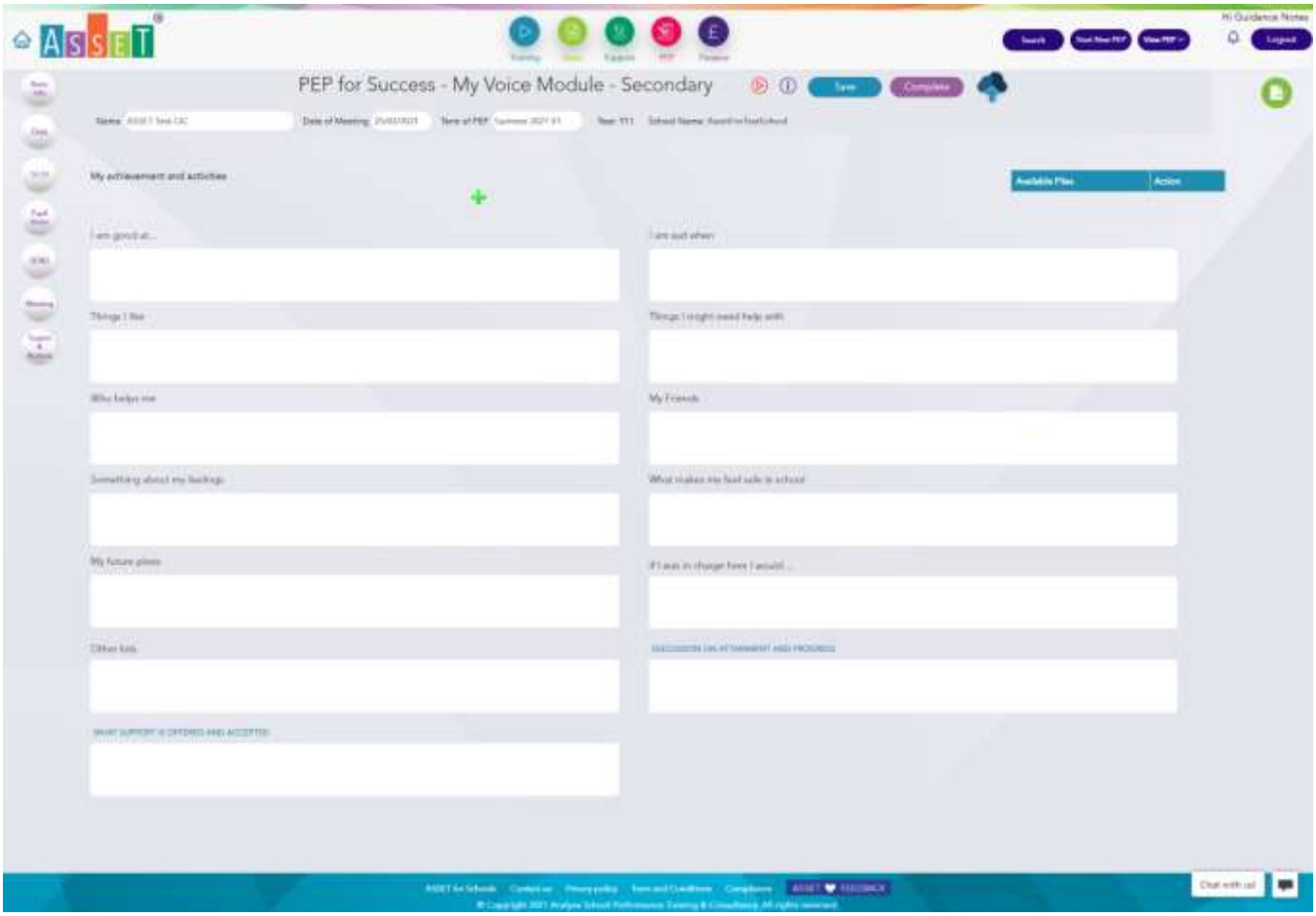
## Year 11



## 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

### Early Years, Primary, Secondary and Post-16

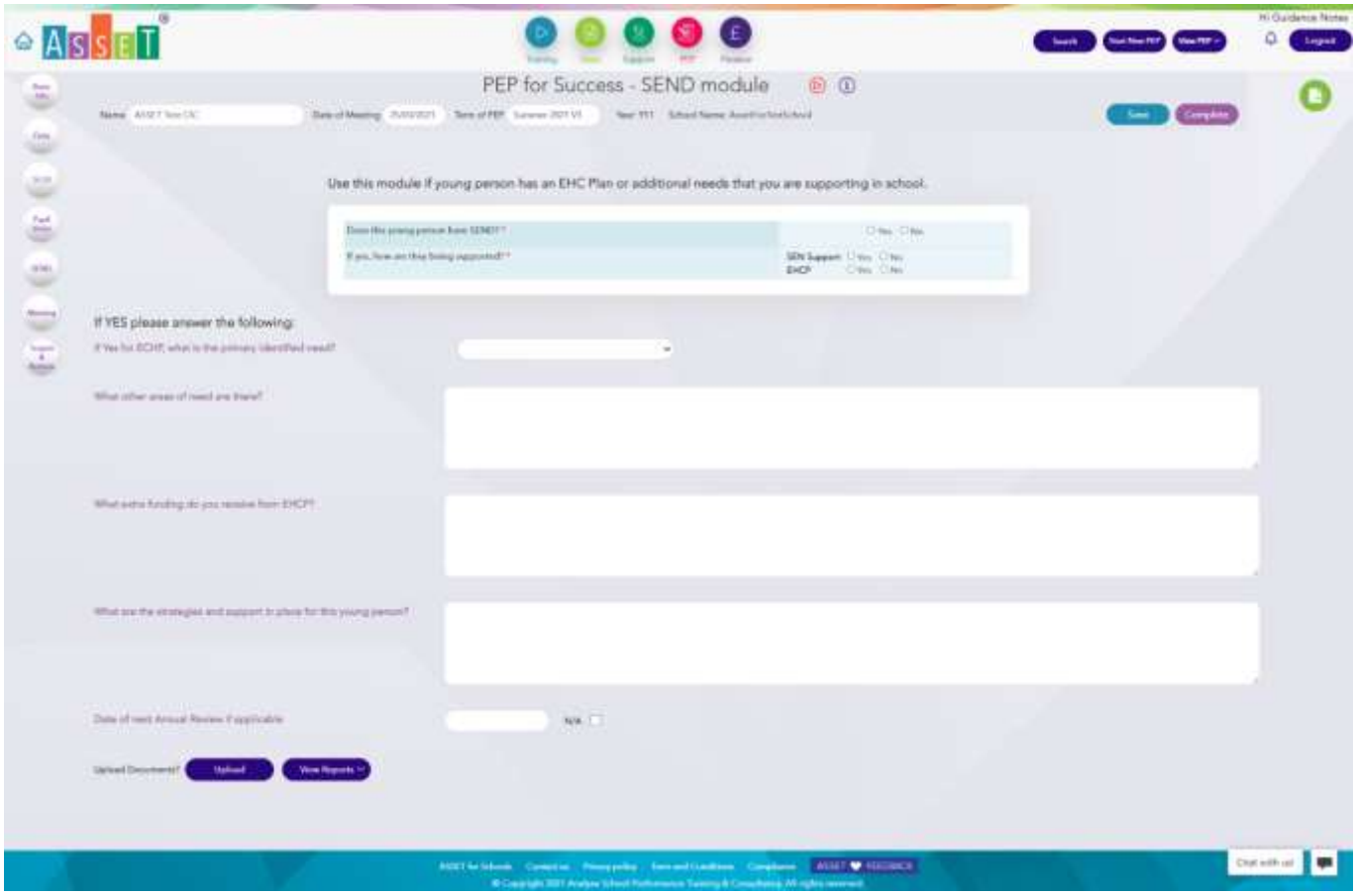


## SEND Module

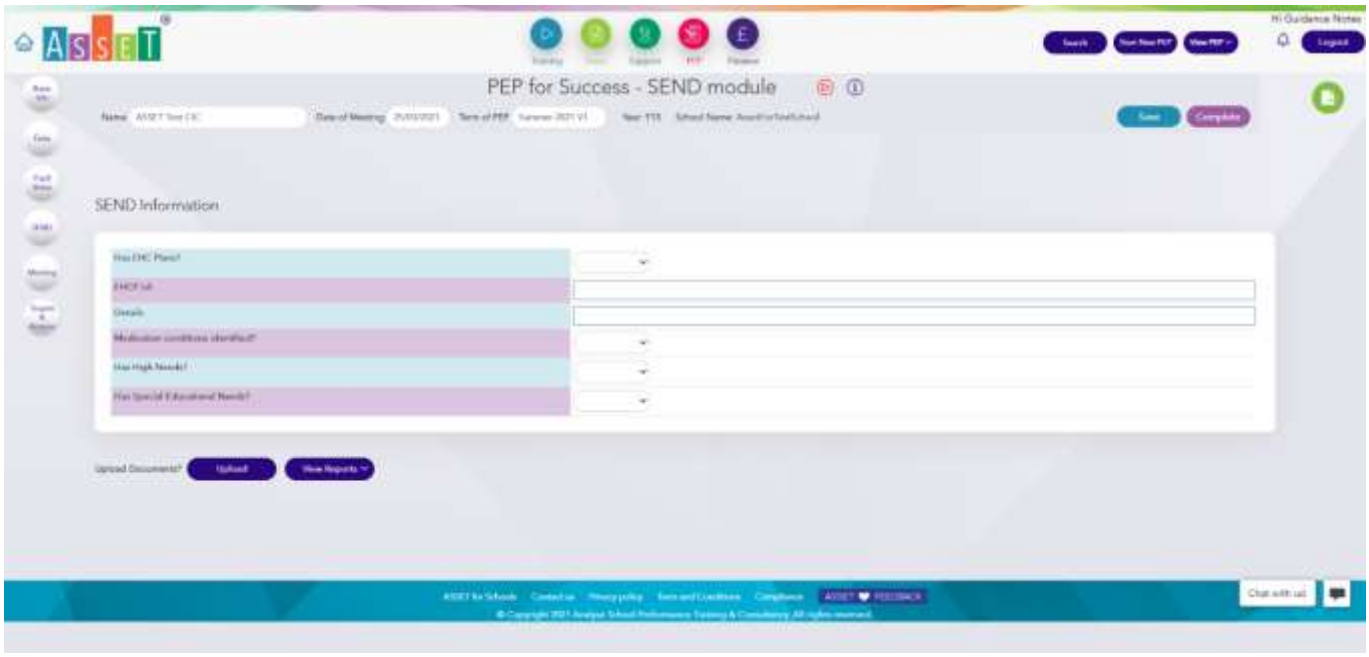
The SEND module is slightly different for children of statutory school age and Post-16 pupils. The SEND module is only available to access for pupils where SEND has been selected on the Basic Info module under SEND. The SEND module will be available for those with EHCP or SEN Support selected. In the 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

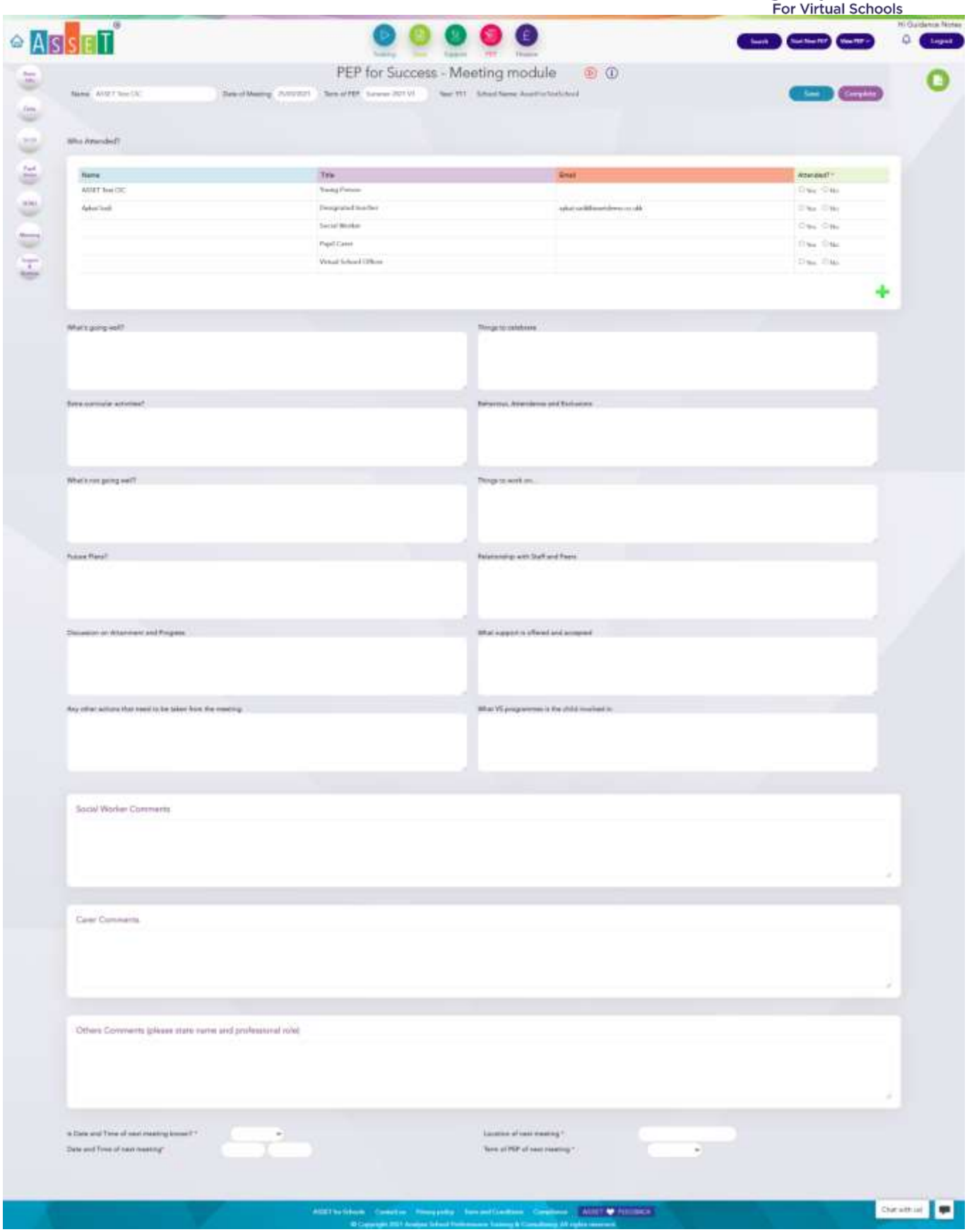


**Post-16**




## Meeting Module

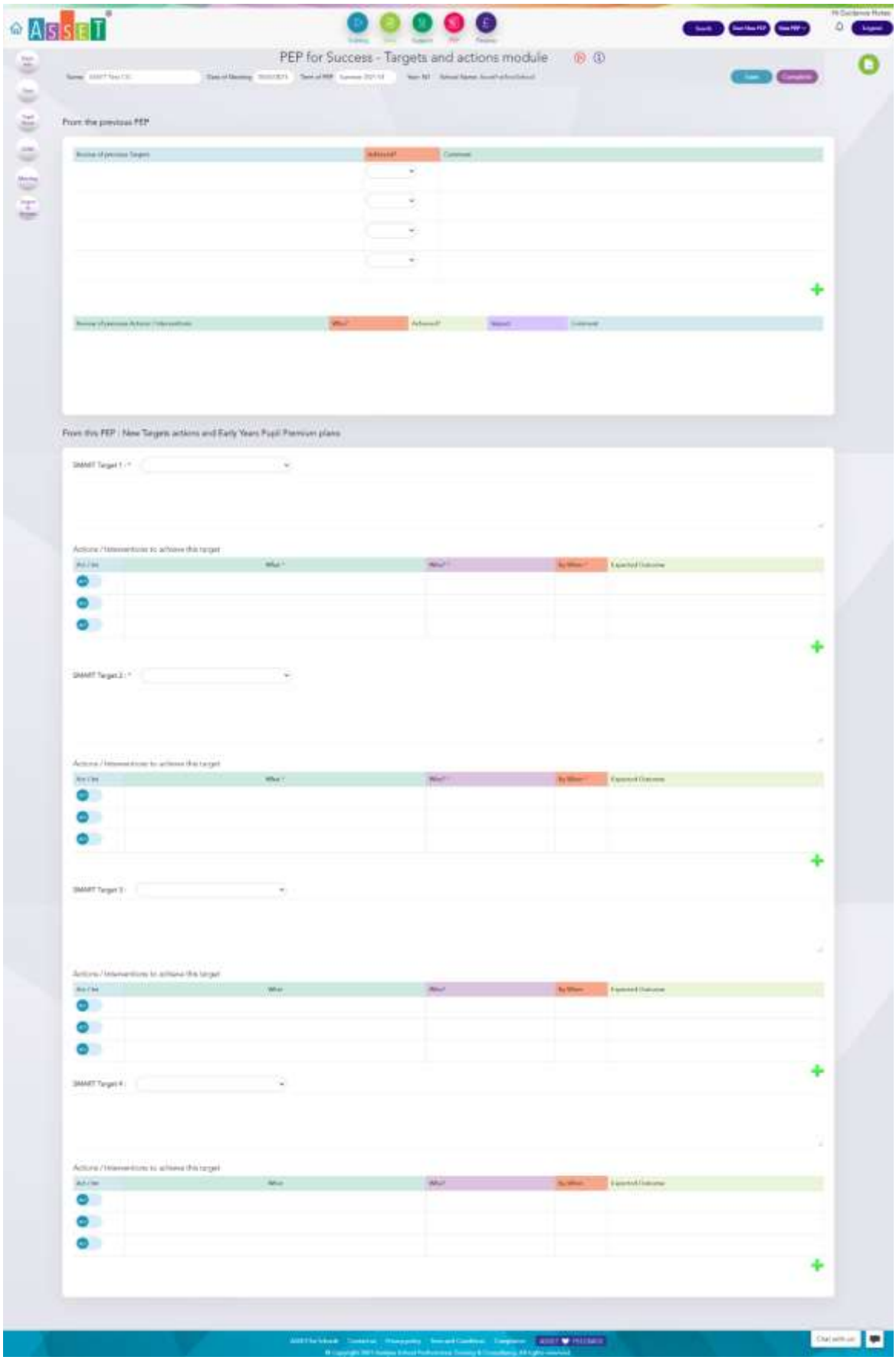
The Meeting module is the first of two modules completed in the PEP meeting. In the Meeting module, the user can document who attended the meeting and record any notes from the meeting in the free text boxes below. The attendance of who went to the meeting is recorded by the Yes and No radio buttons 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
Who Attended?
Name
Title
Email
Attended?
What's going well?
Things to celebrate
Extra curricular activities?
What's not going well?
Things to work on
Future Plans?
Relationships with Staff and Peers
What support is offered and accepted
Social Worker Comments
Carer Comments
Others Comments (please state name and professional role)
Save
Complete

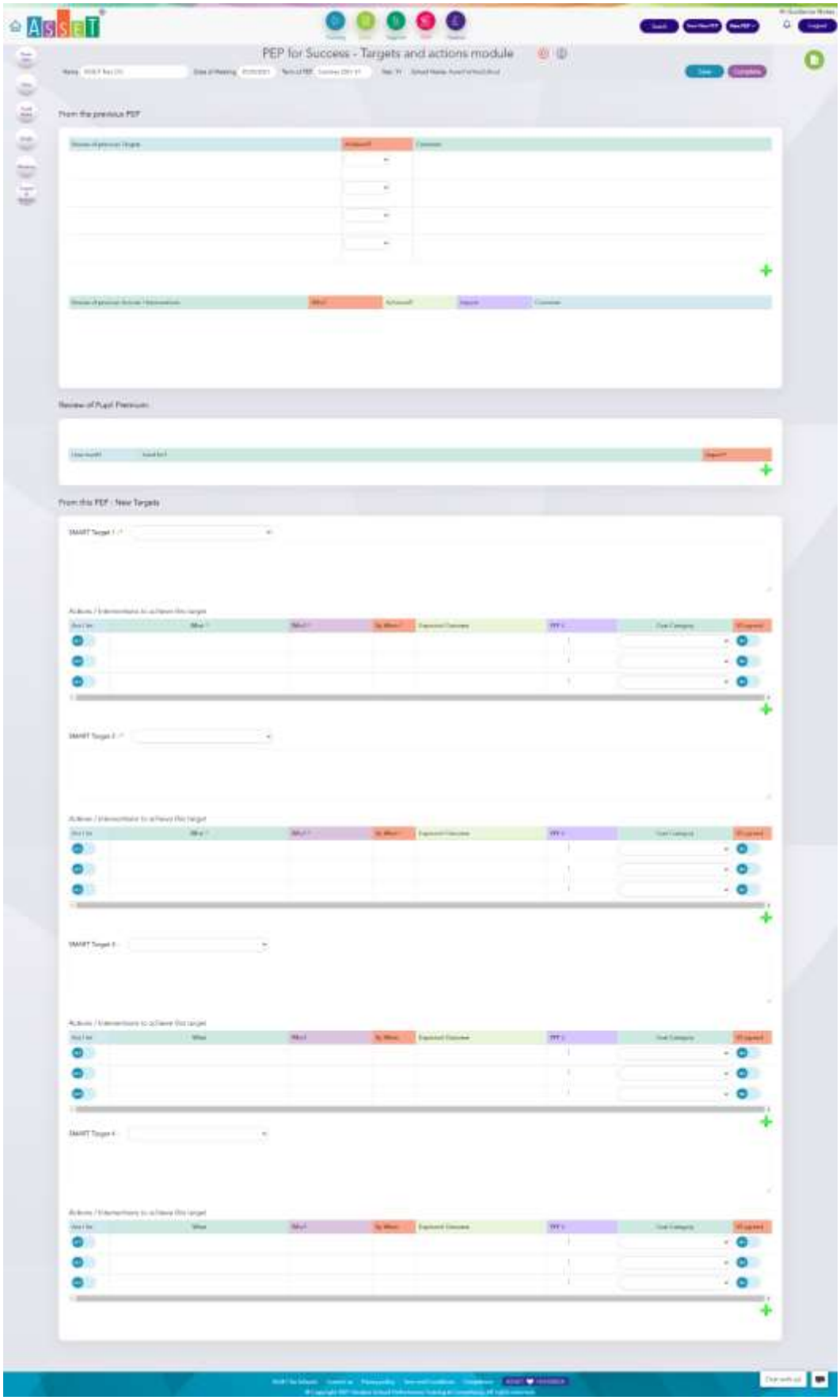
## Targets & Actions Module

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
From the previous PEP
From this PEP | New Targets actions and Early Years Pupil Premium plans

## Statutory School Age



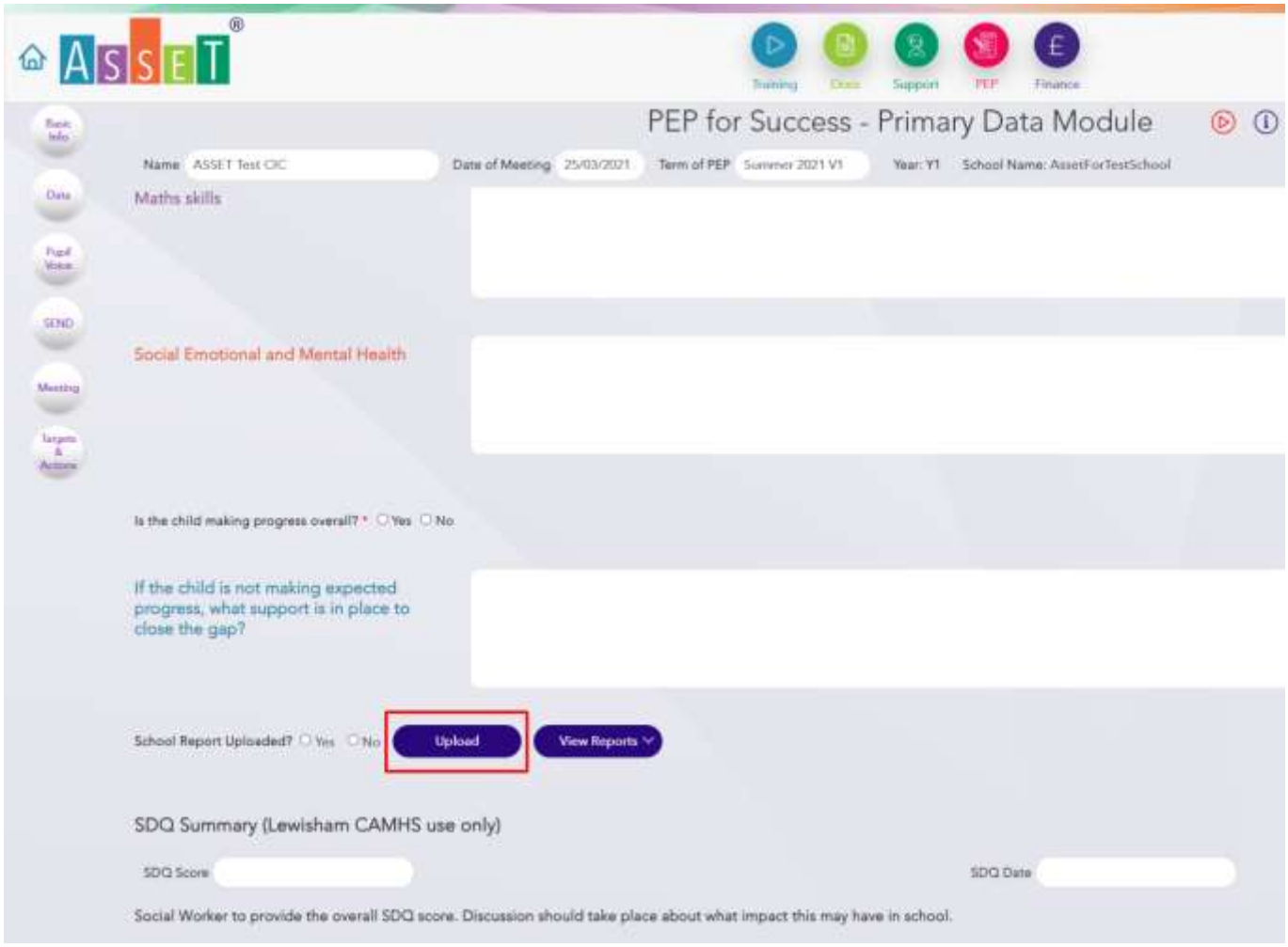
## Exporting

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.

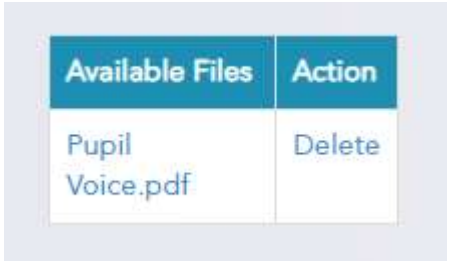
## How to upload file

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.



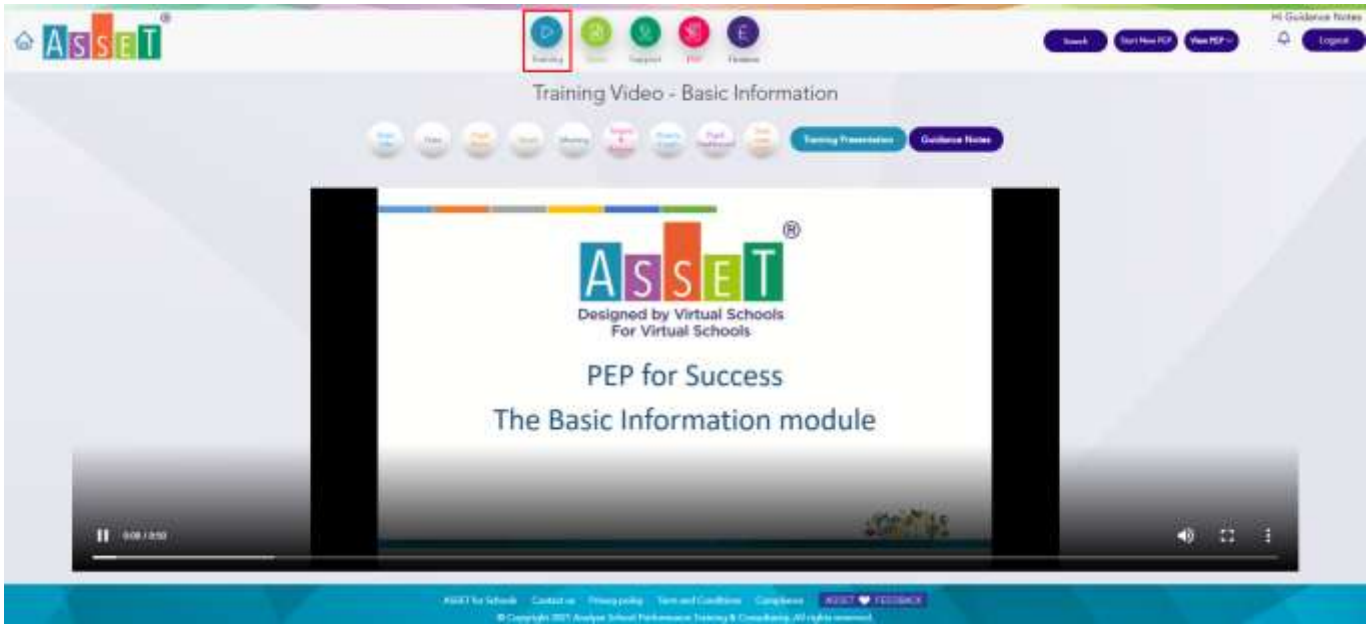

Enter the name of the report, the date of the report, choose the relevant file, and upload. You can view uploaded reports by clicking on View Reports.

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 Filename.

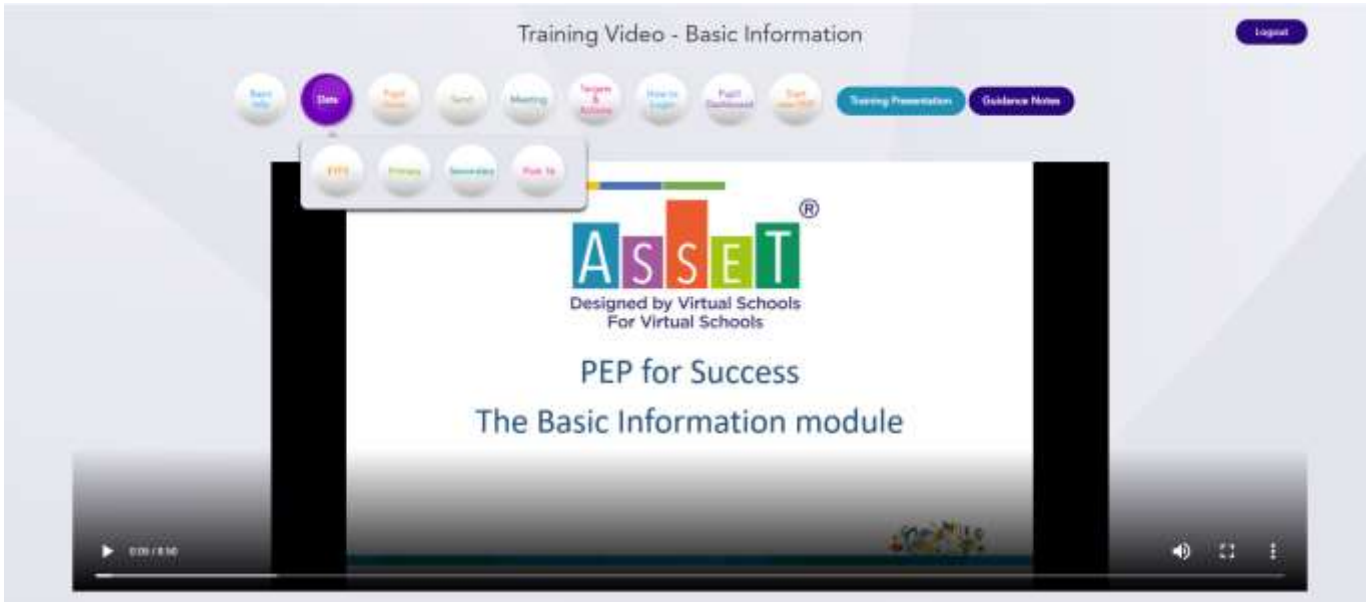


## How to access PEP Training Video

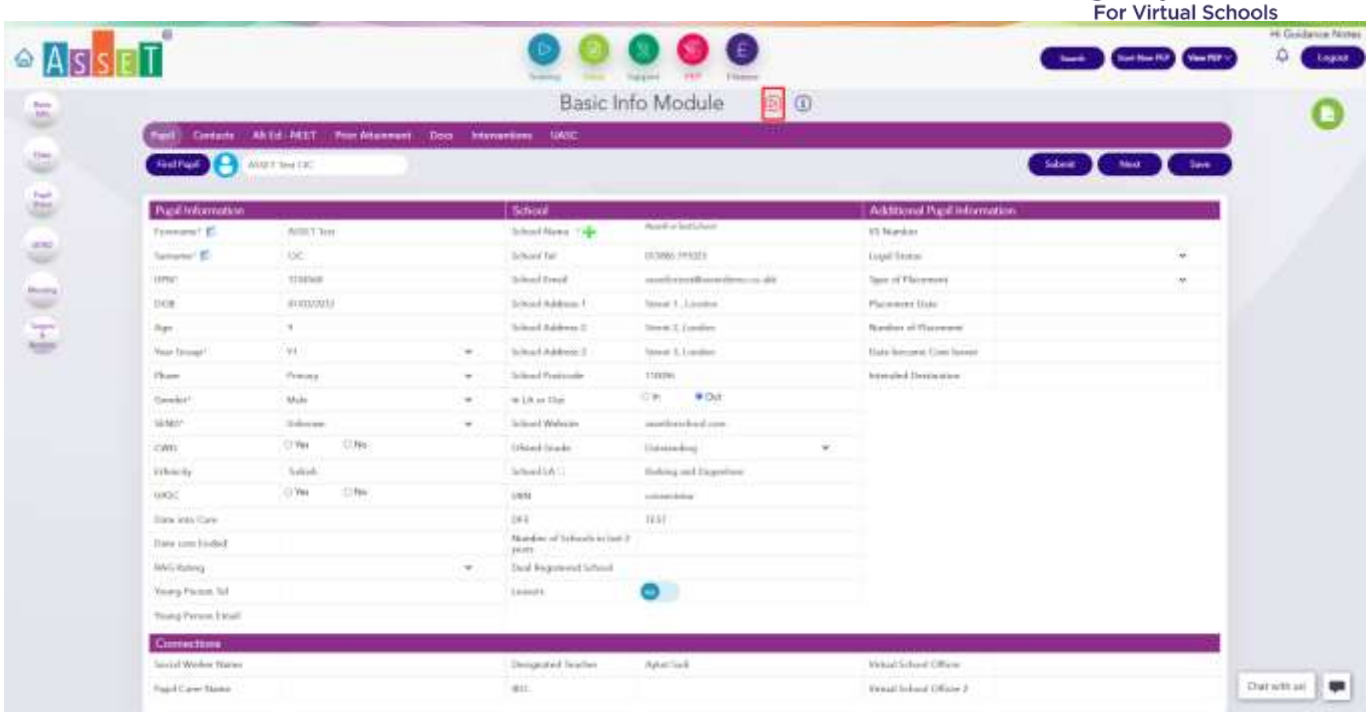
PEP Training Videos can be accessed by clicking on Support then PEP Training Videos.  You will be redirected to the videos section of the site.




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.




## System Requirements, Browser Preference and Devices

PEP for Success works best on the web browser Google Chrome, avoid using Internet Explorer as the functionality of the application is affected whilst using this web browser. If you do not have Google Chrome installed please ask a member from your IT department, if this is not possible then PEP for Success also works well with Mozilla Firefox. If you are using Apple iOS operating system please download Google Chrome or Mozilla Firefox, if this is not possible then please feel free to use Safari.

PEP for Success is compatible with desktop, mobile and tablet devices. All devices are supported to use PEP for Success, if you find any issues with the application please provide screenshot and screen resolution to virtualschools@assetforschools.co.uk the application will work well on a stable broadband connection.

You can find your screen resolution by right-clicking on the desktop and selecting Display Settings, once you click here the screen resolution should be displayed as Display Resolution and should show figures such as 1920 x 1080.

# 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

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