



Lewisham
Virtual School

PEP for Success Guidance for Users

Secure, Accredited, GDPR Compliant
Award-Winning Software



Crown
Commercial
Service
Supplier



Table of Contents

Introduction	3
Contact Details for Support	3
How to Log in	4
How to Change Your Password.....	5
How to Start New PEP	7
Basic Info.....	8
Pupil Tab	8
Pupil information	8
Dropdowns.....	10
Folder (History)	11
Contacts	12
Prior Attainment.....	15
Interventions.....	16
Data Module	17
EYFS.....	17
Primary.....	19
Secondary	20
Post-16	22
14-19	23
Year 9	23
Year 10	24
Year 11	24
Pupil Voice	25
Early Years, Primary, Secondary and Post-16.....	25
SEND Module	26
Statutory School Age	26
Post-16.....	27
Meeting Module	27
Targets & Actions Module	29
EYFS.....	30
Statutory School Age	31
Exporting.....	32
How to upload file	32
How to access PEP Training Video.....	34
System Requirements, Browser Preference and Devices	35

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.

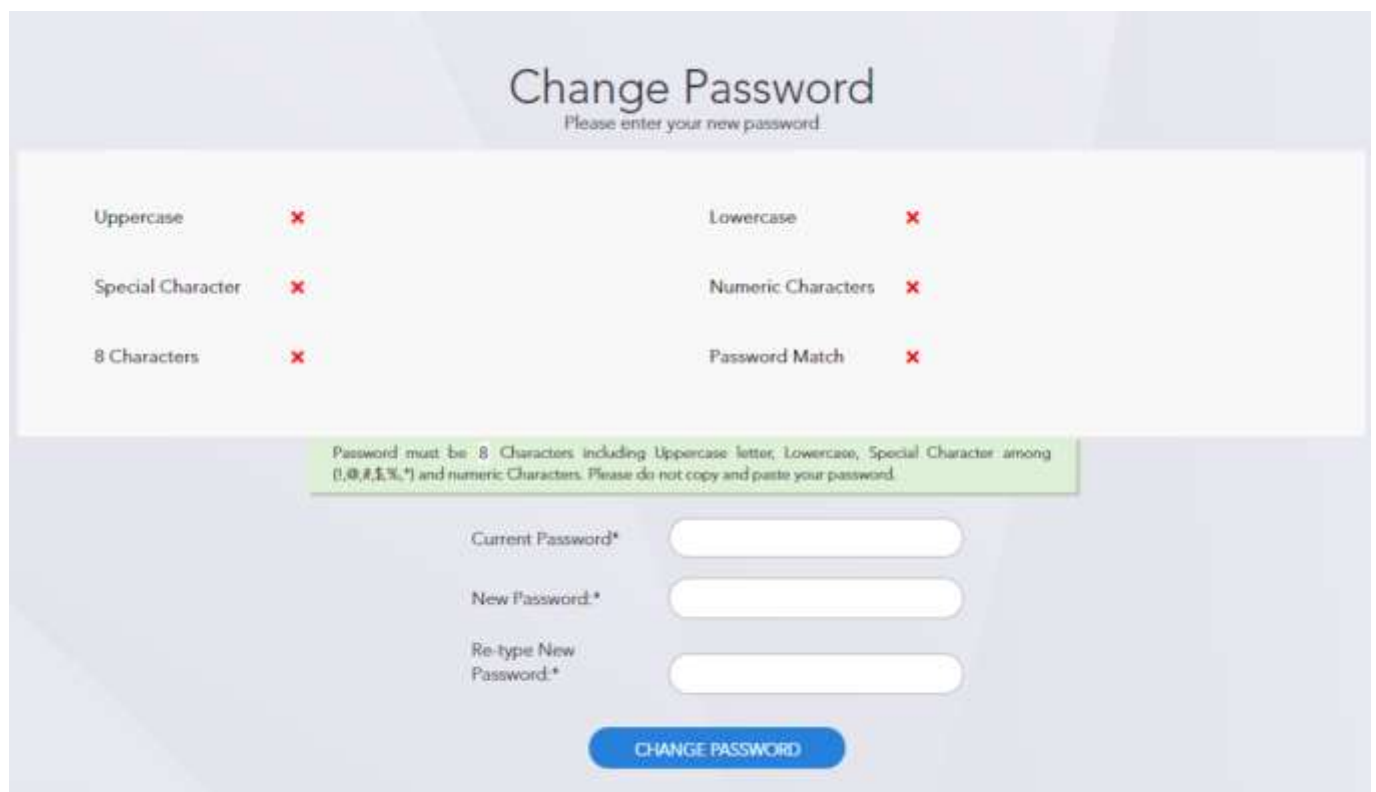
How to Change Your Password

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.



Uppercase	×	Lowercase	×
Special Character	×	Numeric Characters	×
8 Characters	×	Password Match	×

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

Current Password*

New Password*

Re-type New Password*

[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 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.

Accredited Analyse School Performance
Data Supplier by DfE*



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



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.



ASSET[®] Home Back Forward Refresh Logout

PEP dashboard for ASSET Test CIC

Name: WISIT Test CIC Date of Meeting: 20/10/2021 Term of PEP: Summer (2021)

School Name: Assetha Test School Year Group: 111 SEND: Unknown

Current attendance 0.0%	Exclusions to date 0	English latest level	English on track?	Maths latest level	Maths on track?
----------------------------	-------------------------	----------------------	-------------------	--------------------	-----------------

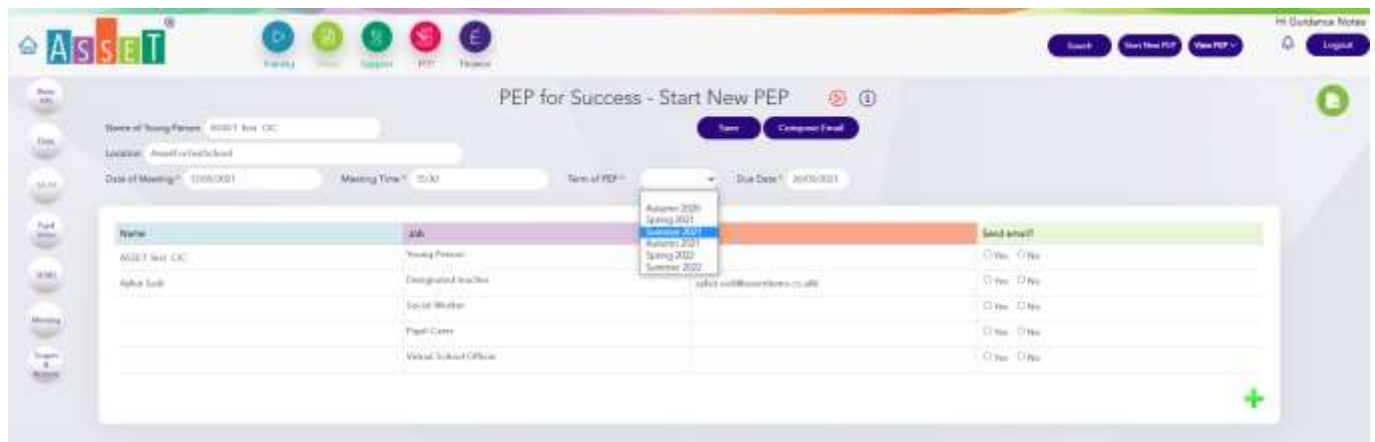
Actions: View View Completed

Pupil Premium spent this year £	Date of THIS PEP 25/03/2021 to 05/10 Summer 2021	Date of NEXT PEP	PEP Grade Excellent
------------------------------------	--	------------------	------------------------

Search Start New PEP View PEP Login

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

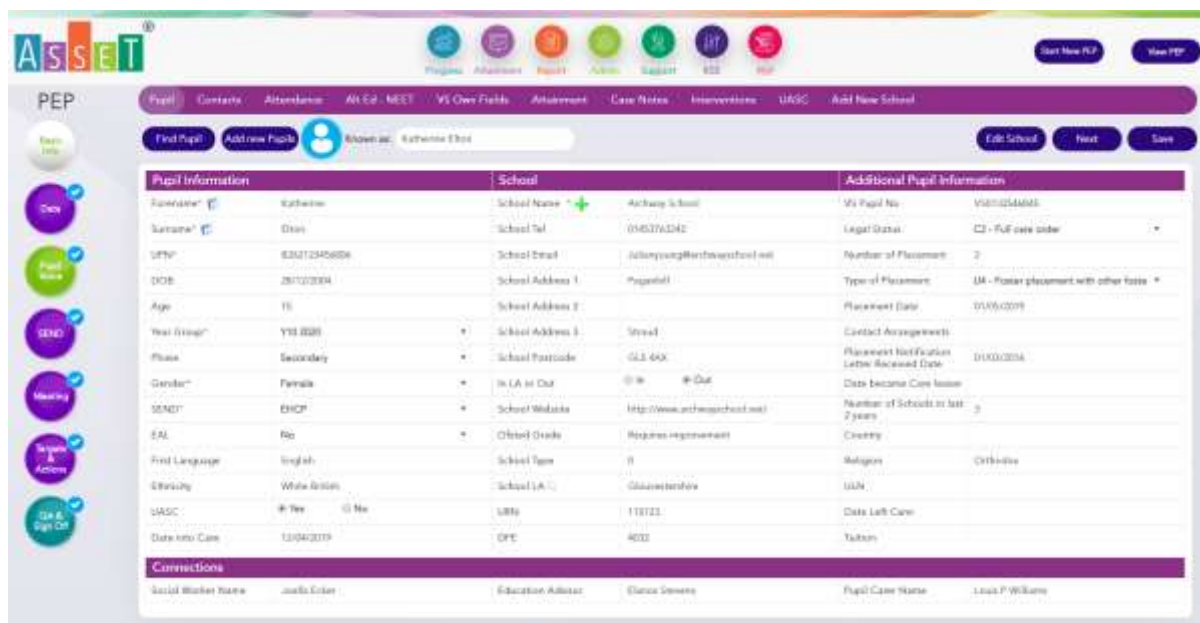
become blank ready to be completed. You will be taken to the Basic Information page and from there you can navigate anywhere else you need to go.



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.

Basic Info Module

Pupil Contacts All Ed - NEET Prior Attainment Docs Interventions UASC

Find Pupil Submit Next Save

Pupil Information		School		Additional Pupil Information	
Forename*	ASSET Test	School Name +	Asset Test School	VS Number	
Surname*	OC	School Tel	013886 791025	Legal Status	
UPN*	123456	School Email	assettest@assetdemo.co.uk	Type of Placement	
DOB	07/03/2012	School Address 1	Street 1, London	Placement Date	
Age	9	School Address 2	Street 2, London	Number of Placement	
Year Group*	Y11	School Address 3	Street 3, London	Date became Care leaver	
Phase	Secondary	School Postcode	110096	Intended Destination	
Gender*	Male	In LA or Out	<input type="radio"/> In <input checked="" type="radio"/> Out	YOS Service	<input type="radio"/> Yes <input checked="" type="radio"/> No
SEND*	Unknown	School Website	assettestschool.com		
CWD	<input type="radio"/> Yes <input type="radio"/> No	Ofsted Grade	Outstanding		
Ethnicity	Turkish	School LA	Barking and Dagenham		
UASC	<input type="radio"/> Yes <input type="radio"/> No	URN	concrete		
Date Into Care		DFE	TEST		
Date care Ended		Number of Schools in last 2 years			
RAG Rating		Dual Registered School			
Young Person Tel		Leavers	<input checked="" type="checkbox"/>		
Young Person Email					
Connections					
Social Worker Name		Designated Teacher	Aykut Sali	Virtual School Officer	
Pupil Care Name		IRO		Virtual School Officer 2	

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.

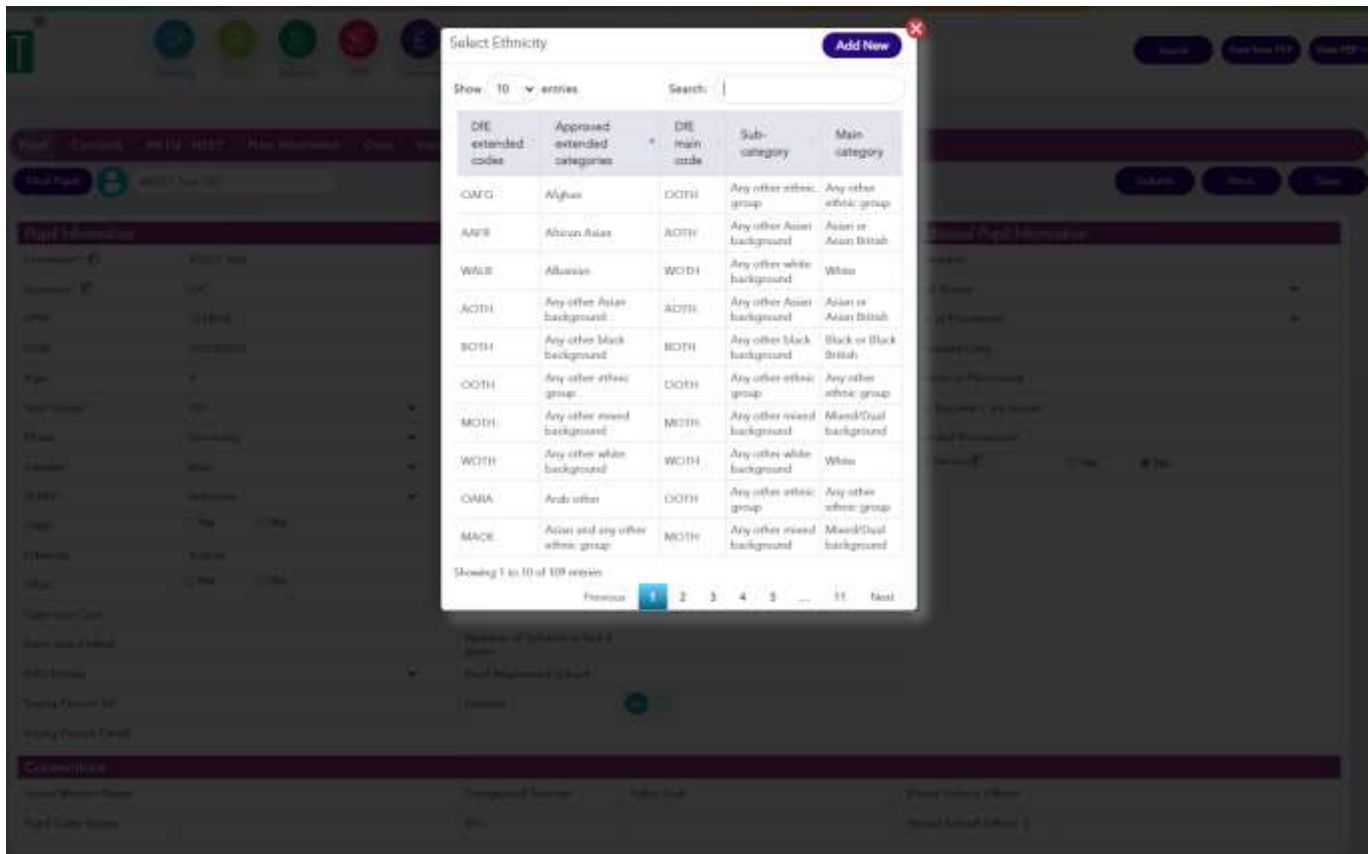
Basic Info Module

Pupil Contacts All Ed - NEET Prior Attainment Docs Interventions UASC

Find Pupil Submit Next Save

Pupil Information		School		Additional Pupil Information	
Forename*	ASSET Test	School Name +	Asset Test School	VS Number	
Surname*	OC	School Tel	013886 791025	Legal Status	
UPN*	123456	School Email	assettest@assetdemo.co.uk	Type of Placement	
DOB	07/03/2012	School Address 1	Street 1, London	Placement Date	
Age	9	School Address 2	Street 2, London	Number of Placement	
Year Group*	Y11	School Address 3	Street 3, London	Date became Care leaver	
Phase	Secondary	School Postcode	110096	Intended Destination	
Gender*	Male	In LA or Out	<input type="radio"/> In <input checked="" type="radio"/> Out	YOS Service	<input type="radio"/> Yes <input checked="" type="radio"/> No
SEND*	Unknown	School Website	assettestschool.com		
CWD	<input type="radio"/> Yes <input type="radio"/> No	Ofsted Grade	Outstanding		
Ethnicity	Turkish	School LA	Barking and Dagenham		
UASC	<input type="radio"/> Yes <input type="radio"/> No	URN	concrete		
Date Into Care		DFE	TEST		
Date care Ended		Number of Schools in last 2 years			
RAG Rating		Dual Registered School			
Young Person Tel		Leavers	<input checked="" type="checkbox"/>		
Young Person Email					
Connections					
Social Worker Name		Designated Teacher	Aykut Sali	Virtual School Officer	
Pupil Care Name		IRO		Virtual School Officer 2	

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.

Basic Info Module

Pupil | Contacts | Alt Ed - REET | Prior Attainment | Docs | Interventions | UASC

Find Pupil: ASSET Test CIC [Submit] [Next] [Save]

Pupil Information		School		Additional Pupil Information	
Forename*	ASSET Test	School Name *	Asset or Test School	VS Number	
Surname*	CIC	School Tel	01386 791033	Legal Status	
UPN*	1234568	School Email	assetfutures@assetfutures.co.uk	Type of Placement	
DOB	07/03/2012	School Address 1	Street 1, London	Placement Date	
Age	9	School Address 2	Street 2, London	Number of Placement	
Year Group*	Y11	School Address 3	Street 3, London	Date Income Care began	
Phase	Secondary	School Postcode	E10096	Intended Destination	
Gender*	Male	In LA or Out	<input type="radio"/> In <input checked="" type="radio"/> Out	YOS Screened	<input type="radio"/> Yes <input checked="" type="radio"/> No
SEND*	Unknown	School Website	assetfutureschool.com		
CWD	<input type="radio"/> Yes <input type="radio"/> No	Obtained Grade	Outstanding		
Ethnicity	Turkish	School LA (1)	Isling and Islington		
UASC	<input type="radio"/> Yes <input type="radio"/> No	URN	10000000		
Date into Care		DBE	TEET		
Date care Ended		Number of Schools in last 2 years			
BAQ Rating		Dual Registered School			
Young Person Tel	012 Amber Green	Leavers	<input checked="" type="checkbox"/>		
Young Person Email					

Connections			
Social Worker Name	Designated Teacher	Aysha Sult	Virtual School Officer
Pupil Carer Name	BD		Virtual School Officer 2

Pupil Information

Forename* ASSET Test

Surname* CIC

UPN* 1234568

DOB 07/03/2012

Age 9

Year Group* Y11

Phase Secondary

Gender* Male

SEND* Unknown

CWD Yes No

Ethnicity Unknown None SEN Support EHCP

UASC Yes No

Date into Care

Date care Ended

BAQ Rating

Young Person Tel

Young Person Email

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

Pupil Information

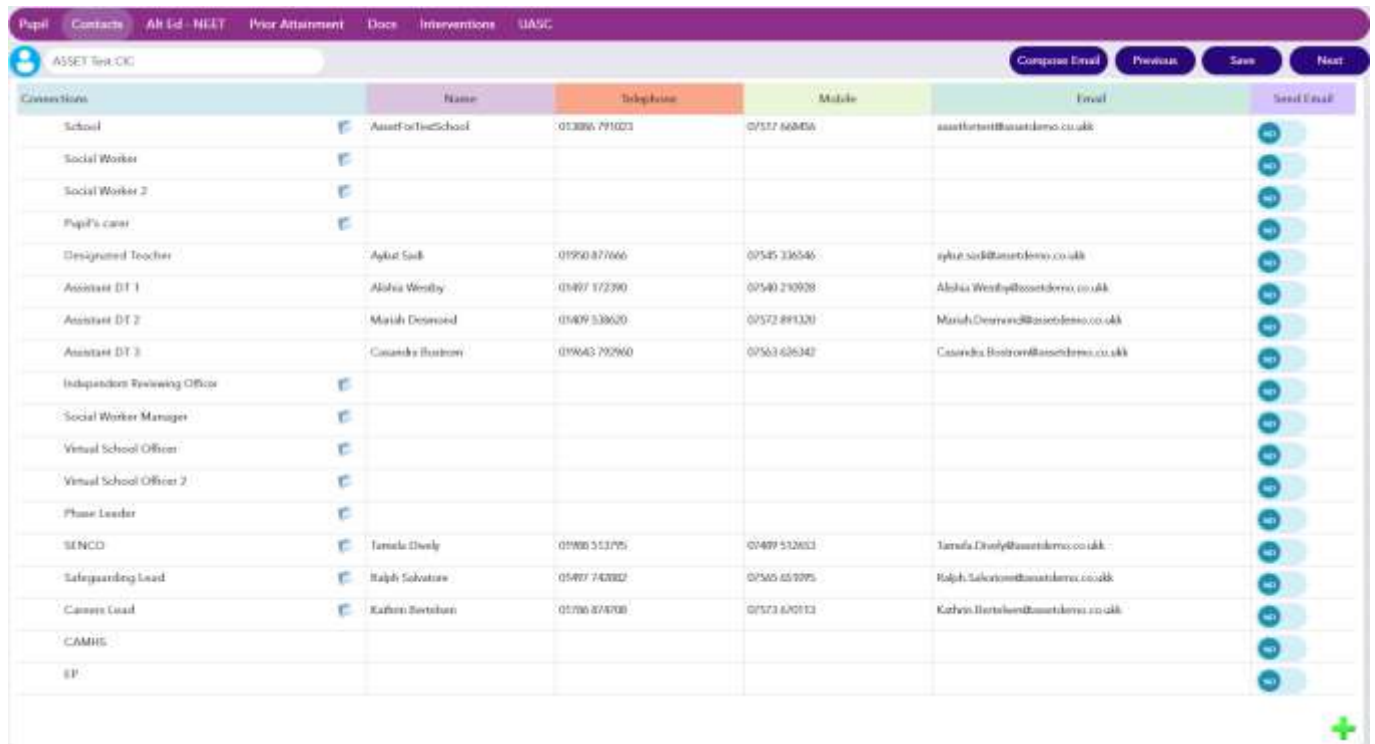
Forename* ASSET Test

Surname* CIC

Forename History

Forename	Date
ASSET Test	12/05/2021
ASSET Test Pupil	12/05/2021

Contacts



Connections	Name	Telephone	Mobile	Email	Send Email
School	AssetForTheSchool	013806 791023	01517 60806	assetfortheschool@assetdemo.co.uk	Yes
Social Worker					Yes
Social Worker 2					Yes
Pupil's carer					Yes
Designated Teacher	Ayub Saib	01950 877666	07545 336546	ayub.saib@assetdemo.co.uk	Yes
Assistant DT 1	Abdha Westby	01497 172390	07540 210928	Abdha.Westby@assetdemo.co.uk	Yes
Assistant DT 2	Mariah Desmond	01409 538620	07572 891320	Mariah.Desmond@assetdemo.co.uk	Yes
Assistant DT 3	Cassandra Bostrom	019643 792960	07563 626342	Cassandra.Bostrom@assetdemo.co.uk	Yes
Independent Reviewing Officer					Yes
Social Worker Manager					Yes
Virtual School Officer					Yes
Virtual School Officer 2					Yes
Phase Leader					Yes
SENCO	Jamela Dively	01900 513795	01497 512623	Jamela.Dively@assetdemo.co.uk	Yes
Safeguarding Lead	Rajsh Solovtsov	05497 742822	07565 657095	Rajsh.Solovtsov@assetdemo.co.uk	Yes
Careers Lead	Kathryn Swetschun	01700 874008	07573 670123	Kathryn.Swetschun@assetdemo.co.uk	Yes
CAMHS					Yes
EP					Yes

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. joeblogs@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.

Pupil Contacts Alt Ed - NEET Prior Attainment Docs Interventions UASC

ASSET Test LIC [Compose Email] [Previous] [Sort] [Next]

Connections	Name	Telephone	Mobile	Email	Send Email
School	AssetForTestSchool	01386 791023	07517 66856	assetfortest@assetdemo.co.uk	[Send Email]
Social Worker					[Send Email]
Social Worker 2					[Send Email]
Pupil's carer					[Send Email]
Designated Teacher	Aykut Sari	01950 077666	07545 336546	aykut.sari@assetdemo.co.uk	[Send Email]
Assistant DT 1	Alvina Westby	01487 122980	07540 210928	Alvina.Westby@assetdemo.co.uk	[Send Email]
Assistant DT 2	Mariah Desmond	01489 536620	07572 89120	Mariah.Desmond@assetdemo.co.uk	[Send Email]
Assistant DT 3	Camanda Boston	019643 792960	07565 626342	Camanda.Boston@assetdemo.co.uk	[Send Email]
Independent Reviewing Officer					[Send Email]
Social Worker Manager					[Send Email]
Virtual School Officer					[Send Email]
Virtual School Officer 2					[Send Email]
Phase Leader					[Send Email]
SENCO	Tamela Dively	01988 533795	07489 232023	Tamela.Dively@assetdemo.co.uk	[Send Email]
Safeguarding Lead	Ralph Salvatore	01487 742822	07565 651095	Ralph.Salvatore@assetdemo.co.uk	[Send Email]
Career Lead	Kathrin Bartelshagen	01786 078708	07573 670112	Kathrin.Bartelshagen@assetdemo.co.uk	[Send Email]
CAMHS					[Send Email]
EP					[Send Email]

Alt Ed – NEET (Alternative Education)

Pupil Contacts Alt Ed - NEET Prior Attainment Docs Interventions UASC

ASSET Test LIC [Previous] [Save] [Next]

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
Backed timetable	12/05/2021	26/05/2021	15	121 Tutorials
	dd/mm/yyyy	dd/mm/yyyy		
	dd/mm/yyyy	dd/mm/yyyy		

Who agreed the alternative arrangements? Head Teacher

Is the pupil without an effective school place? Yes No Reason:

Without an effective school place during school year? Yes No

What is the action plan?

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).

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	03/03/2020	04/03/2020	10	Online tuition programme
Extended Fixed Term Exclusions				
Placement move				
CME/Not on roll of OFSTED registered establishment				
UASC Newly arrived				
NFC and previously EHE				
Medical/SENH needs				
Reduced timetable				
Respite package				
Staged transition into new school				

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?

8/8 Character(s) Remaining

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.

Pupil Contacts Alt Ed - NEET Price Attainment Docs Interventions UASC

ASSET Test DC

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

Most Recent education/training/job*	Provider/Employer*	Start Date*	End Date*
		25/03/2021	dd/mm/yyyy
		25/03/2021	dd/mm/yyyy
		25/03/2021	dd/mm/yyyy

Is the pupil NEET? Yes No

Without an effective school place during school year? Yes No

Reason:

Are there any problems with the young person's education, employment or training? :

If you have any problems, do you know who you can speak to? :

Please outline any planned changes that are expected between now and the next PEP in placement move, education move, or increase in family contact.
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.

Pupil Contacts **Alt Ed - NEET** Prior Attainment Docs Interventions LASC

ASSET Test OC Previous Save Next

This student is receiving 15 hours per week in an Ofsted registered establishment? Yes No

Is the student receiving more than 15 hours per week education? Yes No

If yes, how many hours in total?
what is the funding stream for this? *

Number of Government Funded hours

Number of Additional Funded hours

Are the Government funded hours stretched? Yes No

Is the pupil NEET? Yes No Reason:

Prior Attainment

Basic Info Module

Pupil Contacts **Alt Ed - NEET** **Prior Attainment** Docs Interventions LASC

ASSET Test OC Previous Save Next

Early Years Foundation Stage

Good level of development currently achieved? Yes No Unknown Year 1 Phonics screen 20 / 40 Year 2 Phonics Resit 25 / 40

Key Stage 1 Results No Key Stage 1 attainment Unknown

Reading	85	Writing	89	Maths	85
---------	----	---------	----	-------	----

Key Stage 2 Results No Key Stage 2 attainment Unknown

Reading	100	Writing	98	Maths	110
---------	-----	---------	----	-------	-----

Key Stage 4 Results No Key Stage 4 attainment Unknown

Subject Name	Result	Subject Name	Result	Subject Name	Result
English	4	Biology	4	History	3
Maths	3	Chemistry	6	Physical Education	RBose Average
Physics	5	ICT	12M		

Key Stage 5 Results

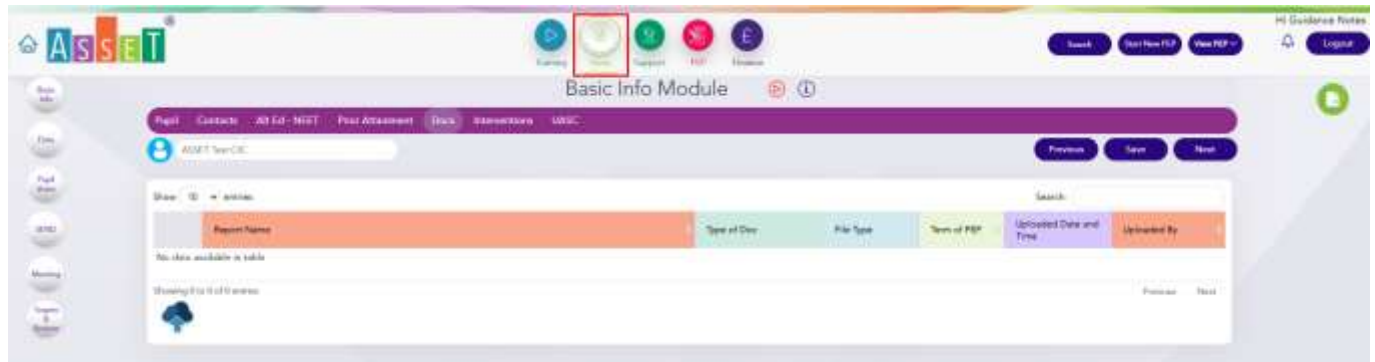
Subject Name	Result	Subject Name	Result	Subject Name	Result

EEP Hours

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Total
Hours Achieved	4	7	10	20				41

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.

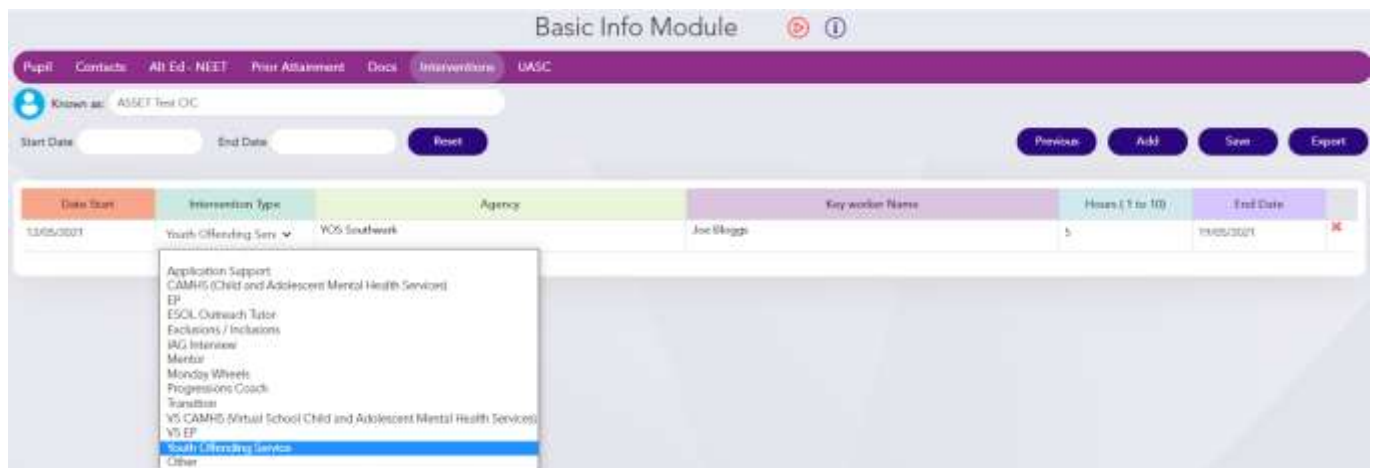
Docs



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.

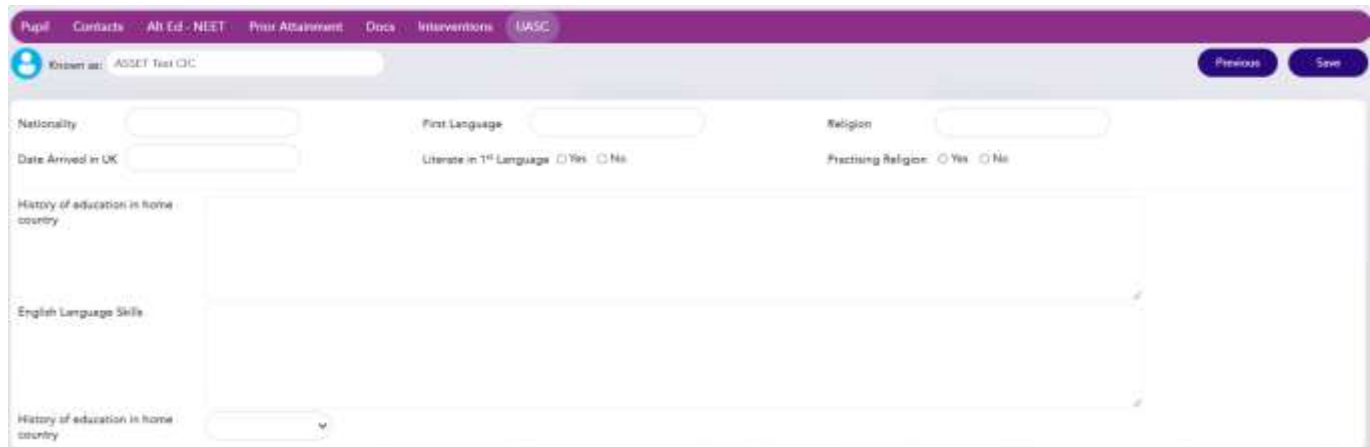


Interventions



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.

ASSET PEP for Success - EYF5 Data Module

Child: [Name] Date of Birth: [Date] School: [School Name]

Assessment Date: [Date]

Assessment Area	Objective	Assessment Level	Previous	Current
Communication & Language	1. Understand and use spoken language			
	2. Understand and use written language			
	3. Understand and use basic grammar			
Physical Development	1. Develop basic motor skills			
	2. Develop fine motor skills			
	3. Develop gross motor skills			
Personal, Social & Emotional Development	1. Develop self-awareness			
	2. Develop self-regulation			
	3. Develop relationships			
Literacy	1. Reading			
	2. Writing			
	3. Spelling			
Maths	1. Numbers			
	2. Shape, space and measures			
	3. Problem solving			
Understanding the World	1. People and communities			
	2. The world			
	3. Technology			
Health and Well-being	1. Understanding and managing emotions			
	2. Physical well-being			

Outcomes of the EYF5 Early Language Online Monitoring Tool (EMOT)

Please tick the completed copy with ACP (parental)

Area	Previous Assessment			Current Assessment		
	Assessment Level	Met	Not Met	Assessment Level	Met	Not Met
Understanding and using spoken language						
Understanding and using written language						
Basic grammar						
Self-awareness						
Self-regulation						
Relationships						

Has the child met the expected progress? Yes No

If the child is not making expected progress, what support can you provide to meet the goal?

Supporting them to...

ASSET for Schools | Settings | Resources | Support | Feedback | Help

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.



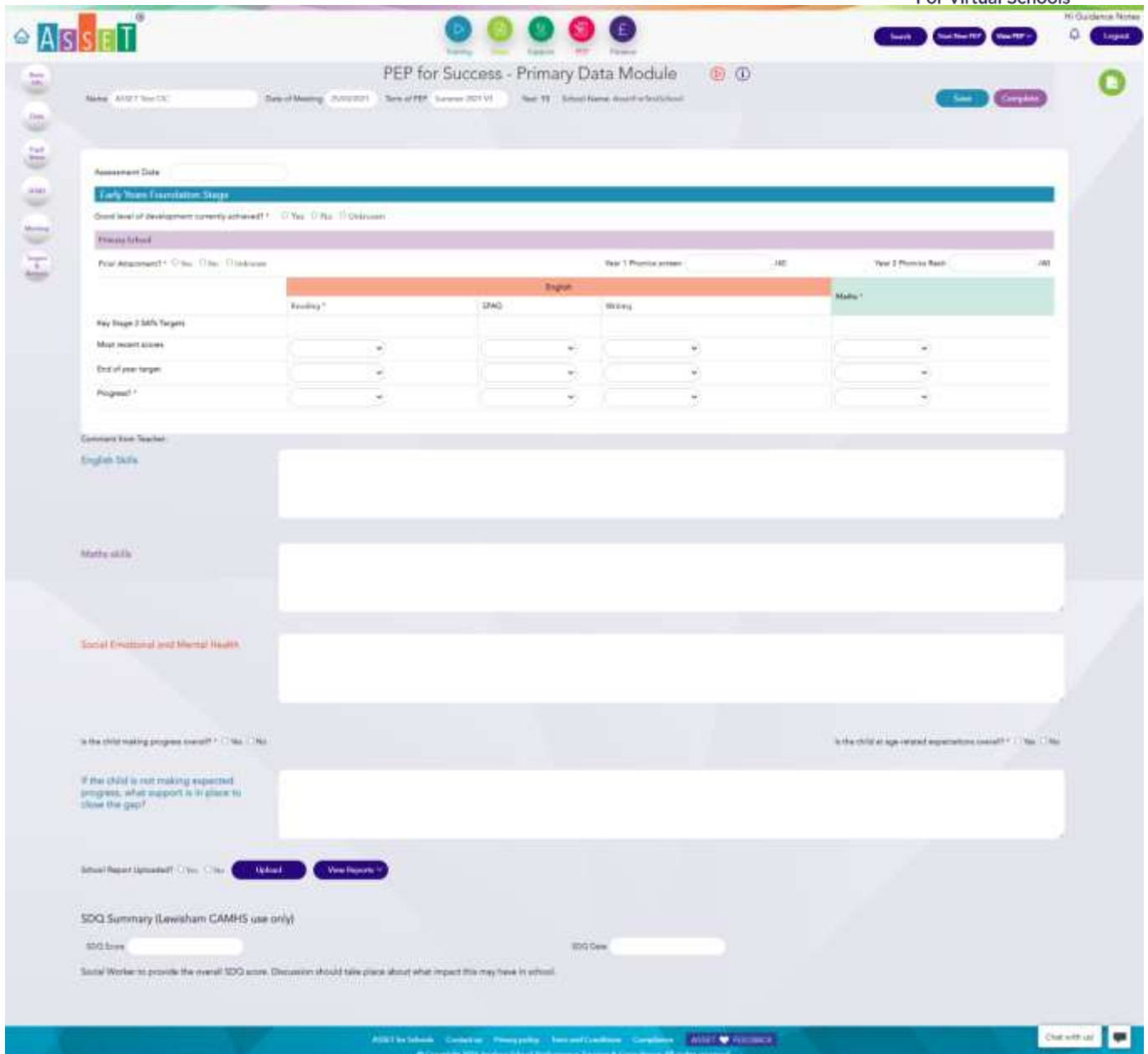
The screenshot shows a form with the following elements:

- A text area for "Comments from teachers" with a character count of "80 Characters Remaining".
- A radio button question: "Copy of free writing provided?" with "Yes" and "No" options.
- A radio button question: "Is the child making expected progress overall?" with "Yes" and "No" options.
- A radio button question: "Is the child at age-related expectations overall?" with "Yes" and "No" options.
- A text area for "If the child is not making expected progress, what support is in place to diminish the gap?" with a character count of "80 Characters Remaining".
- A radio button question: "School Report Uploaded?" with "Yes" and "No" options.
- Two buttons: "Upload" and "View Reports".

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.



ASSET[®] PEP for Success - Primary Data Module

Name: ASSET Test DC Date of Meeting: 20/02/2021 Term of PEP: Summer 2021 V1 Year: Y5 School Name: Ashford Primary School

Assessment Date: [Field]

Good level of development currently achieved? Yes No Unknown

Prior Attainment? Yes No Unknown

Key Stage 3/4 Targets	English			Maths
	Reading	SPaG	Writing	
Must meet scores	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
End of year target	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Progress	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

English Skills: [Text Area]

Maths skills: [Text Area]

Social Emotional and Mental Health: [Text Area]

Is the child making 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 close the gap? [Text Area]

School Report Uploaded? Yes No [Update](#) [View Reports](#)

SDQ Summary (Lewisham CAMHS use only)

SDQ Score: [Field] SDQ Date: [Field]

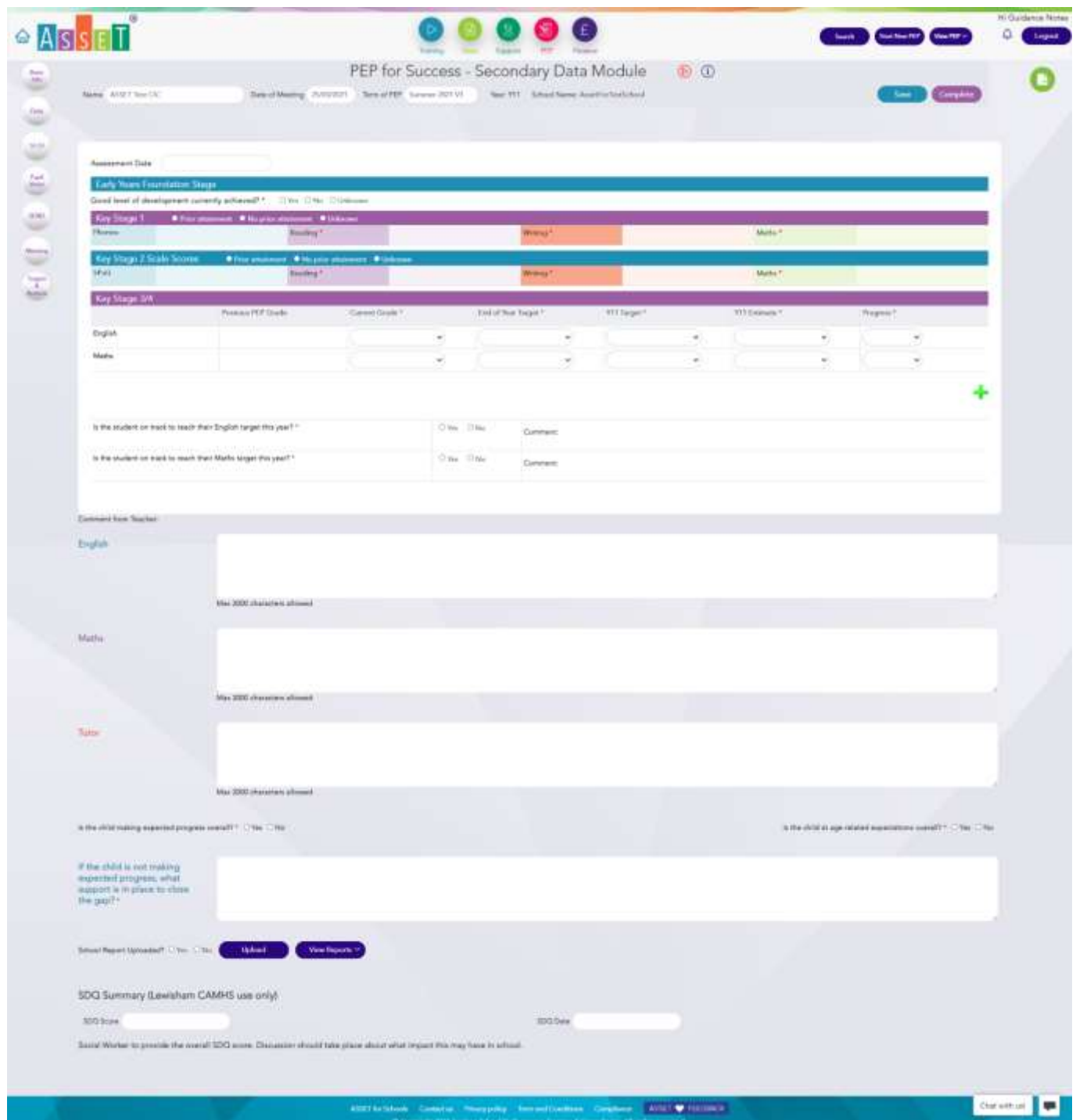
Social Worker to provide the overall SDQ score. Discussion should take place about what impact this may have in school.

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.



The screenshot shows the 'PEP for Success - Secondary Data Module' interface. At the top, there are navigation icons for 'Home', 'Settings', 'Reports', 'PEP', and 'Profile'. The main header includes the ASSET logo and the title 'PEP for Success - Secondary Data Module'. Below this, there are fields for 'Name', 'Date of Meeting', 'Term of PEP', 'Year Y11', and 'School Name'. A sidebar on the left contains navigation buttons for 'Home', 'Data', 'Tools', 'Full Report', 'Reports', 'Support & Help', and 'Admin'. The main content area is divided into several sections:

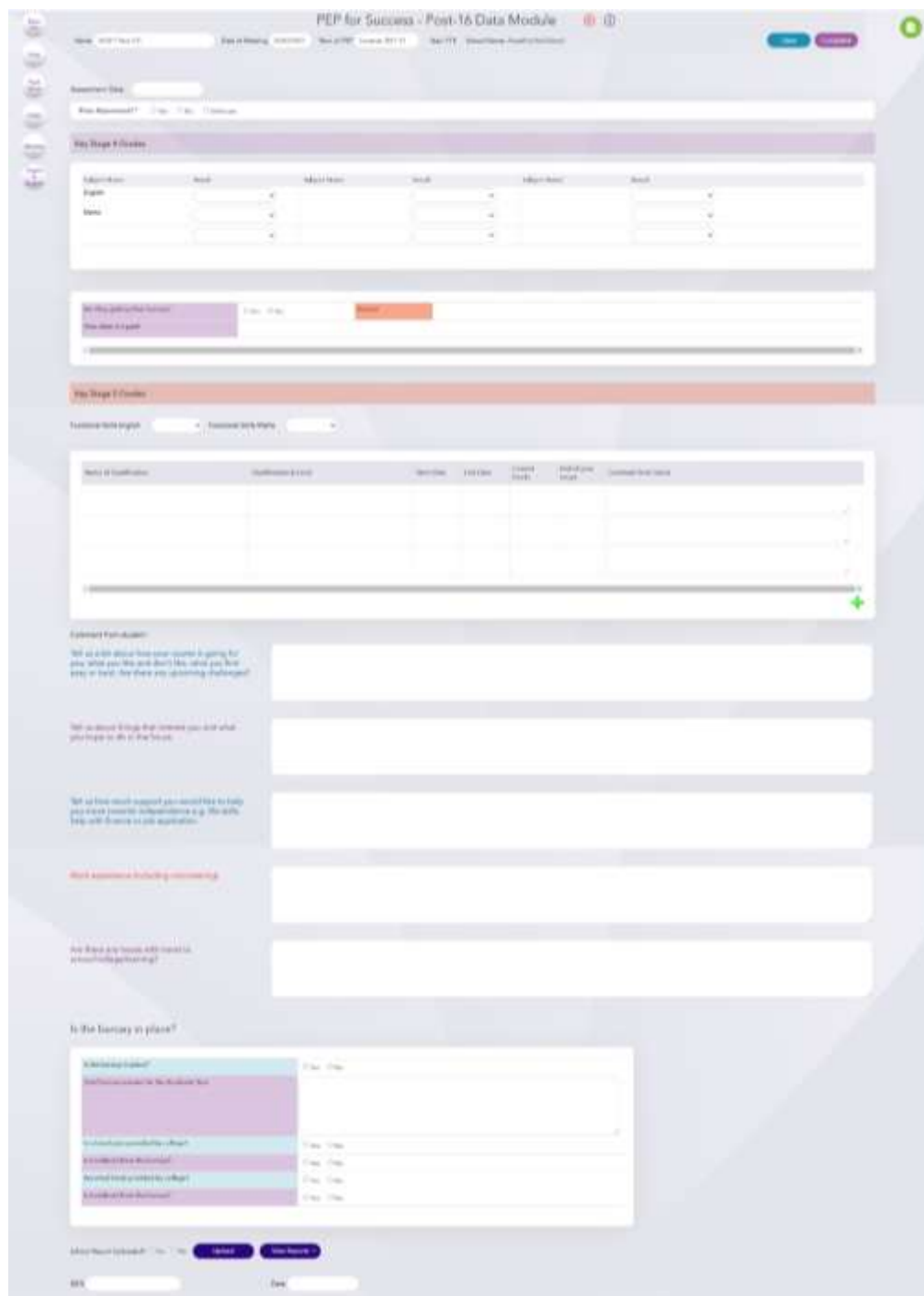
- Assessment Date:** A text input field.
- Early Years Evaluation Steps:** A section with a 'Good level of development currently achieved?' question and radio buttons for 'Yes' and 'No'.
- Key Stage 1:** A section with a 'Four attainment' / 'No prior attainment' / 'Unknown' question and radio buttons. Below it are three columns: 'Reading', 'Writing', and 'Maths', each with a dropdown menu.
- Key Stage 2 Scale Scores:** A section with a 'Four attainment' / 'No prior attainment' / 'Unknown' question and radio buttons. Below it are three columns: 'Reading', 'Writing', and 'Maths', each with a dropdown menu.
- Key Stage 2/3:** A table with columns: 'Previous PEP Grade', 'Current Grade?', 'End of Year Target?', 'Y11 Target?', 'Y11 Expects?', and 'Progress?'. There are rows for 'English' and 'Maths'.
- Progress Questions:** Two questions with radio buttons for 'Yes' and 'No':
 - 'Is the student on track to reach their English target this year?'
 - 'Is the student on track to reach their Maths target this year?'
- Comments from Teacher:** Three text input fields for 'English', 'Maths', and 'Tutor', each with a 'Max 2000 characters allowed' note.
- Additional Questions:** Two more questions with radio buttons for 'Yes' and 'No':
 - 'Is the child making expected progress overall?'
 - 'Is the child at age-related expectations overall?'
- Support Section:** A question 'If the child is not making expected progress, what support is in place to close the gap?' followed by a large text input area.
- Report Upload:** A section with 'School Report Uploaded?' radio buttons and 'Upload' and 'View Reports' buttons.
- SDQ Summary:** A section with 'SDQ Summary (Lewisham CAMHS use only)', 'SDQ Score' and 'SDQ Date' input fields, and a note: 'Social Worker to provide the overall SDQ score. Discussion should take place about what impact this may have in school.'

The footer contains the ASSET logo, navigation links, copyright information, and a 'Chat with us' button.

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.



PEP for Success - Post-16 Data Module

Key Stage 4 Grades

Subject Name	Grade	Subject Name	Grade	Subject Name	Grade
English	A				
Maths	A				

Key Stage 5 Grades

Name of Qualification	Qualification Code	Year/Level	1st Exam	2nd Exam	3rd Exam	4th Exam	5th Exam	6th Exam

Comments 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?

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

Tell us how much support you need (e.g. help with finance or job application).

What assistance do you need?

Are there any issues with timetable or timetabling?

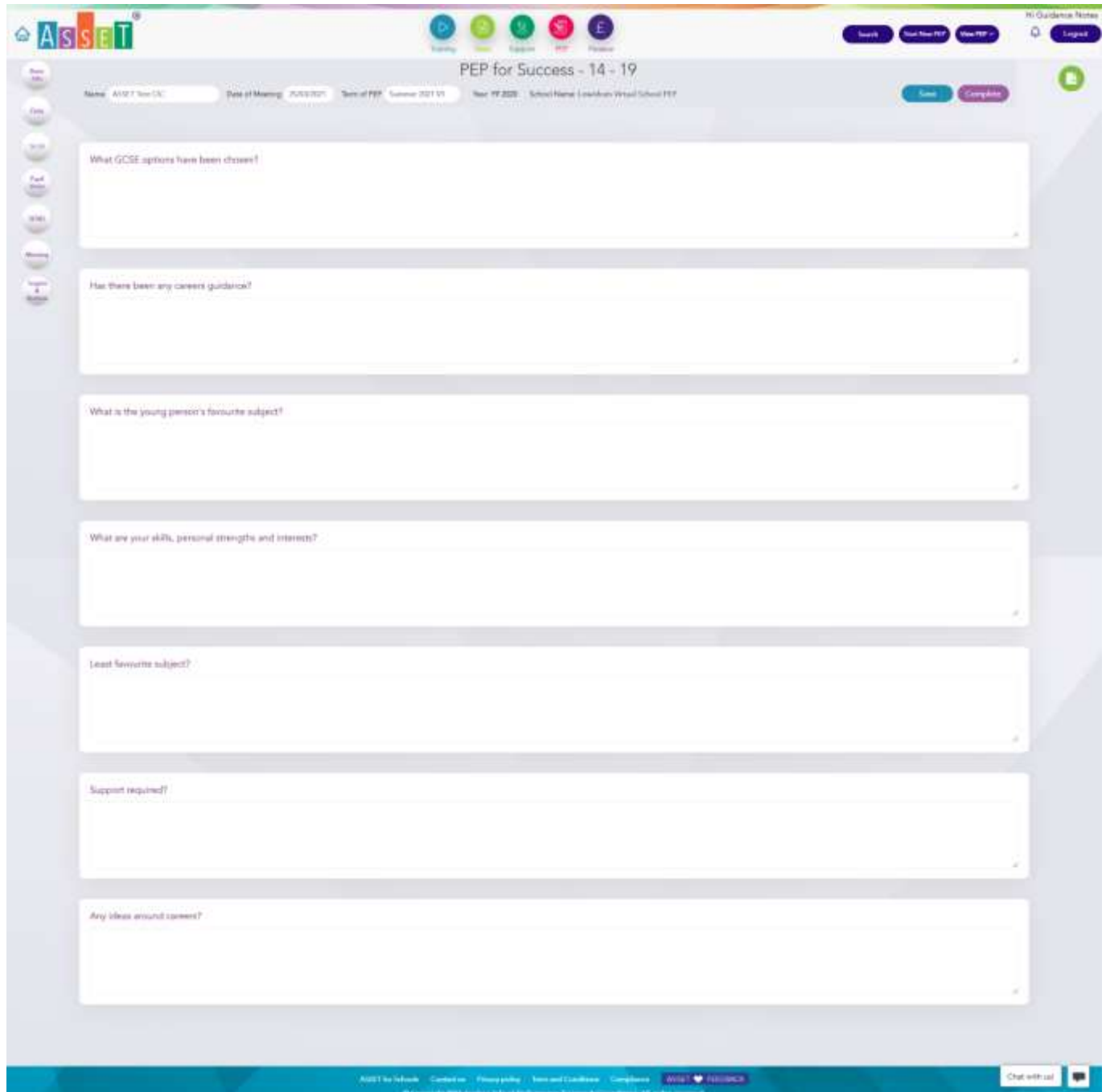
Is the timetable in place?

Save Cancel

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



The screenshot shows the ASSET interface for a 'PEP for Success - 14 - 19' form. The header includes the ASSET logo, navigation icons (Training, Skills, Evidence, PEP, Review), and user controls (Search, Add New PEP, View PEP, Logout). The form title is 'PEP for Success - 14 - 19' and it is for 'Year 9 (2024)'. The form contains the following text input fields:

- What GCSE options have been chosen?
- Has there been any career guidance?
- What is the young person's favourite subject?
- What are your skills, personal strengths and interests?
- Least favourite subject?
- Support required?
- Any ideas around support?

The footer contains links for 'ASSET for Schools', 'Contact us', 'Privacy policy', 'Terms and Conditions', 'Compliance', 'ASSET', and 'FEEDBACK', along with a 'Chat with us' button.

Year 10

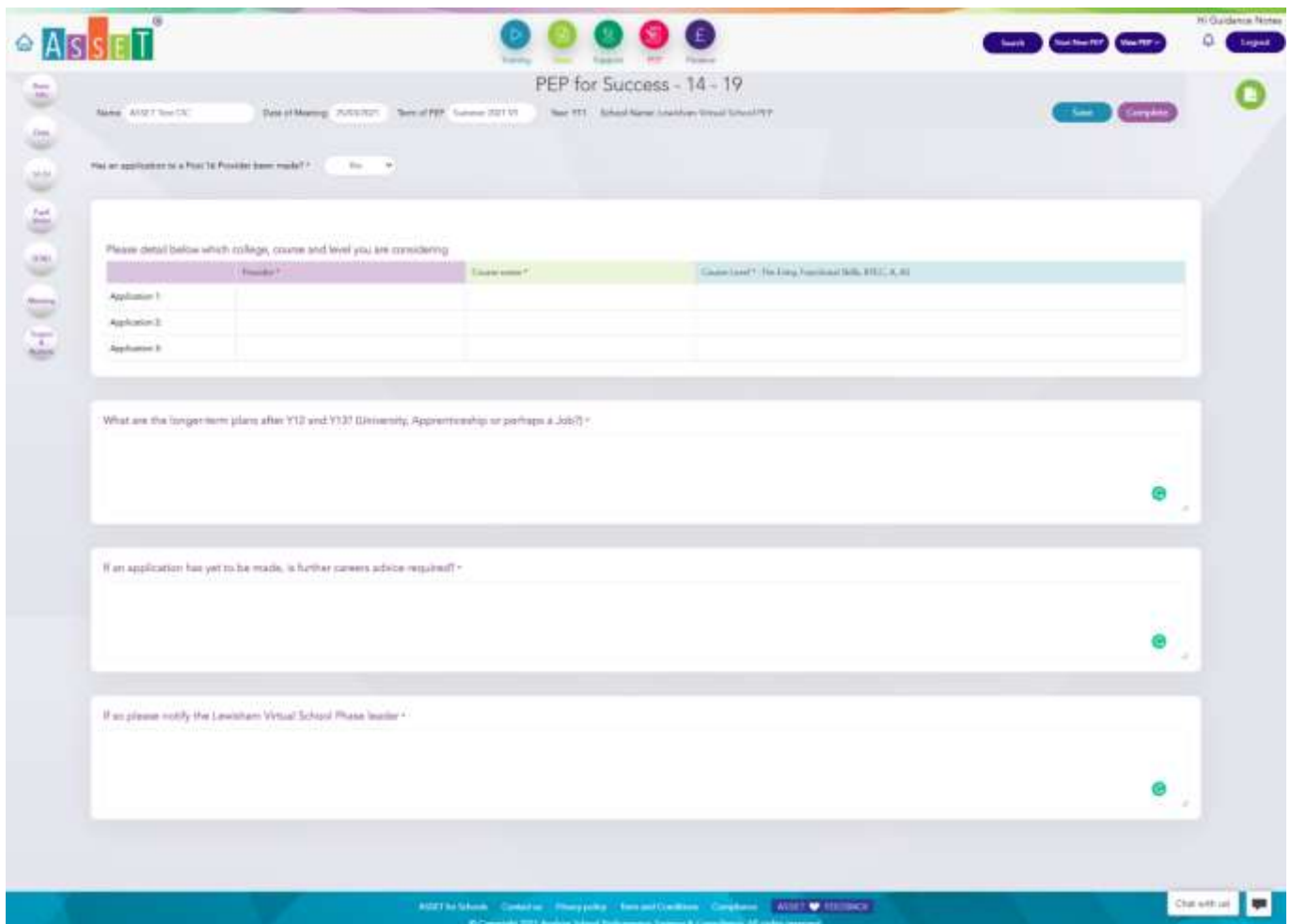


The screenshot shows the ASSET Year 10 PEP for Success form. The title is "PEP for Success - 14 - 19". The form includes a header with the ASSET logo, navigation icons (Training, PEP, Progress, PEP, Review), and buttons for Search, Start New PEP, View PEP, and Logout. The main content area contains a form with the following questions and dropdown menus:

- In a work experience planned?
- If so for how long (in 2 weeks)?
- Have the hours been added to the CEP yet?
- Has an (SL) career experience been undertaken?
- Has the action plan from the experience been added to Asset?

The footer contains the ASSET logo, navigation icons, and buttons for Search, Start New PEP, View PEP, and Logout. It also includes a "Chat with us" button and a copyright notice: "© Copyright 2021 Analyse School Performance, Training & Consulting. All rights reserved."

Year 11



The screenshot shows the ASSET Year 11 PEP for Success form. The title is "PEP for Success - 14 - 19". The form includes a header with the ASSET logo, navigation icons (Training, PEP, Progress, PEP, Review), and buttons for Search, Start New PEP, View PEP, and Logout. The main content area contains a form with the following questions and input fields:

- Has an application to a Post 16 Provider been made? - Yes
- Please detail below which college, course and level you are considering

Provider	Course	Course Level (No Longitudinal Skills, BTEC, A, AS)
Application 1		
Application 2		
Application 3		

- What are the longer term plans after Y12 and Y13 (University, Apprenticeship or perhaps a Job)?
- If an application has yet to be made, is further careers advice required?
- If so please notify the Lewisham Virtual School Phase leader

The footer contains the ASSET logo, navigation icons, and buttons for Search, Start New PEP, View PEP, and Logout. It also includes a "Chat with us" button and a copyright notice: "© Copyright 2021 Analyse School Performance, Training & Consulting. All rights reserved."

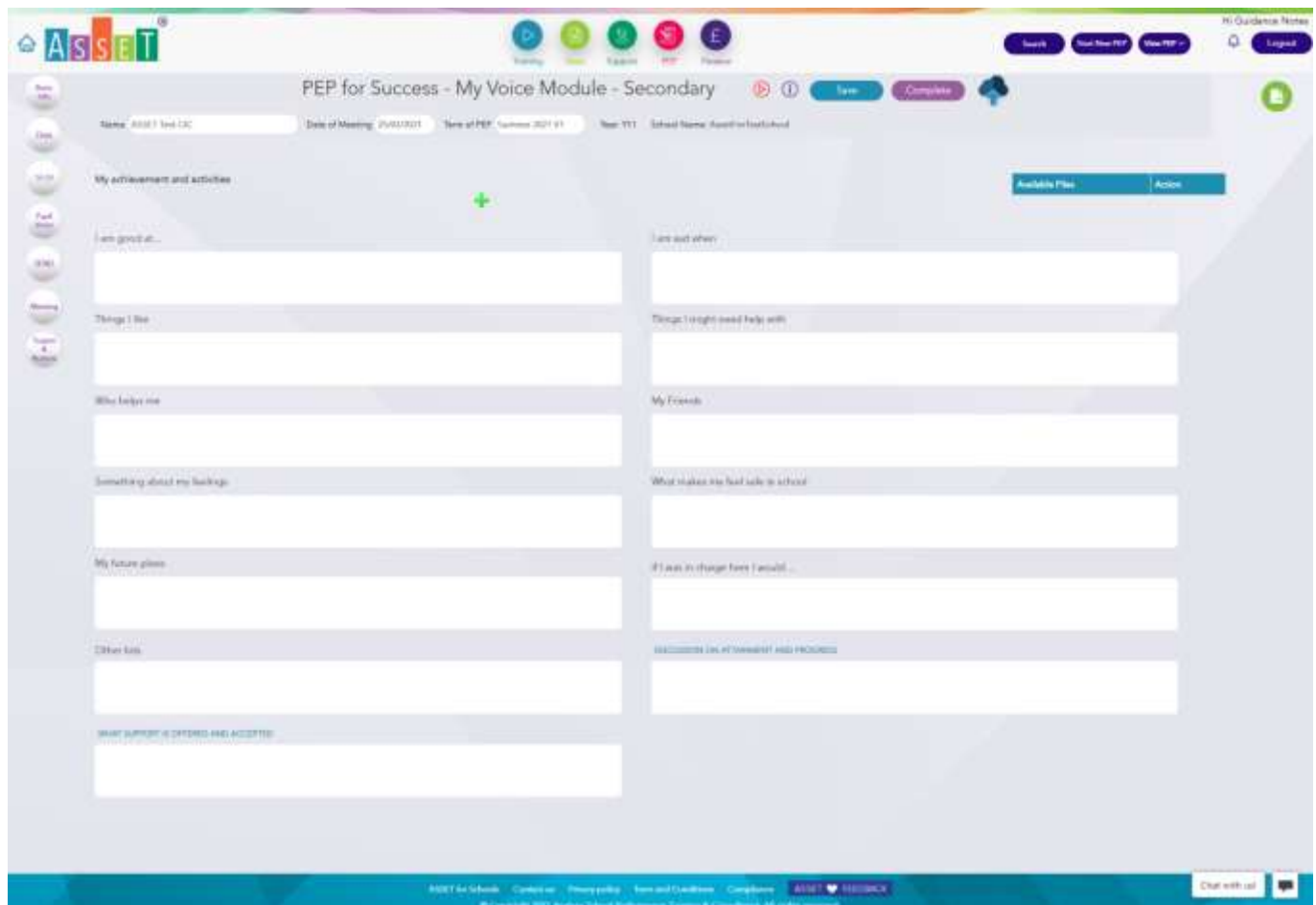
Pupil Voice

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: **Find Pupil** Date of Meeting: Term of PEP: 

Early Years, Primary, Secondary and Post-16



ASSET[®] Training Support PEP Review

Search Filter PEP View PEP Guidance Notes Logout

PEP for Success - My Voice Module - Secondary **Save** **Complete** 

Name: Date of Meeting: Term of PEP: Year: School Name:

My achievement and activities **Available Files** **Action**

I am good at... **I am not when**

Things I like **Things I might need help with**

What I enjoy in **My friends**

Something about my feelings **What makes me feel safe in school**

My future plans **If I was in charge here I would...**

Other bits **RECOMMENDED DEVELOPMENT AND PROGRESS**

WHAT SUPPORT IS OFFERED AND ACCEPTED:

ASSET For Schools Contact us Privacy policy Terms and Conditions Compliance ASSET FEEDBACK Chat with us

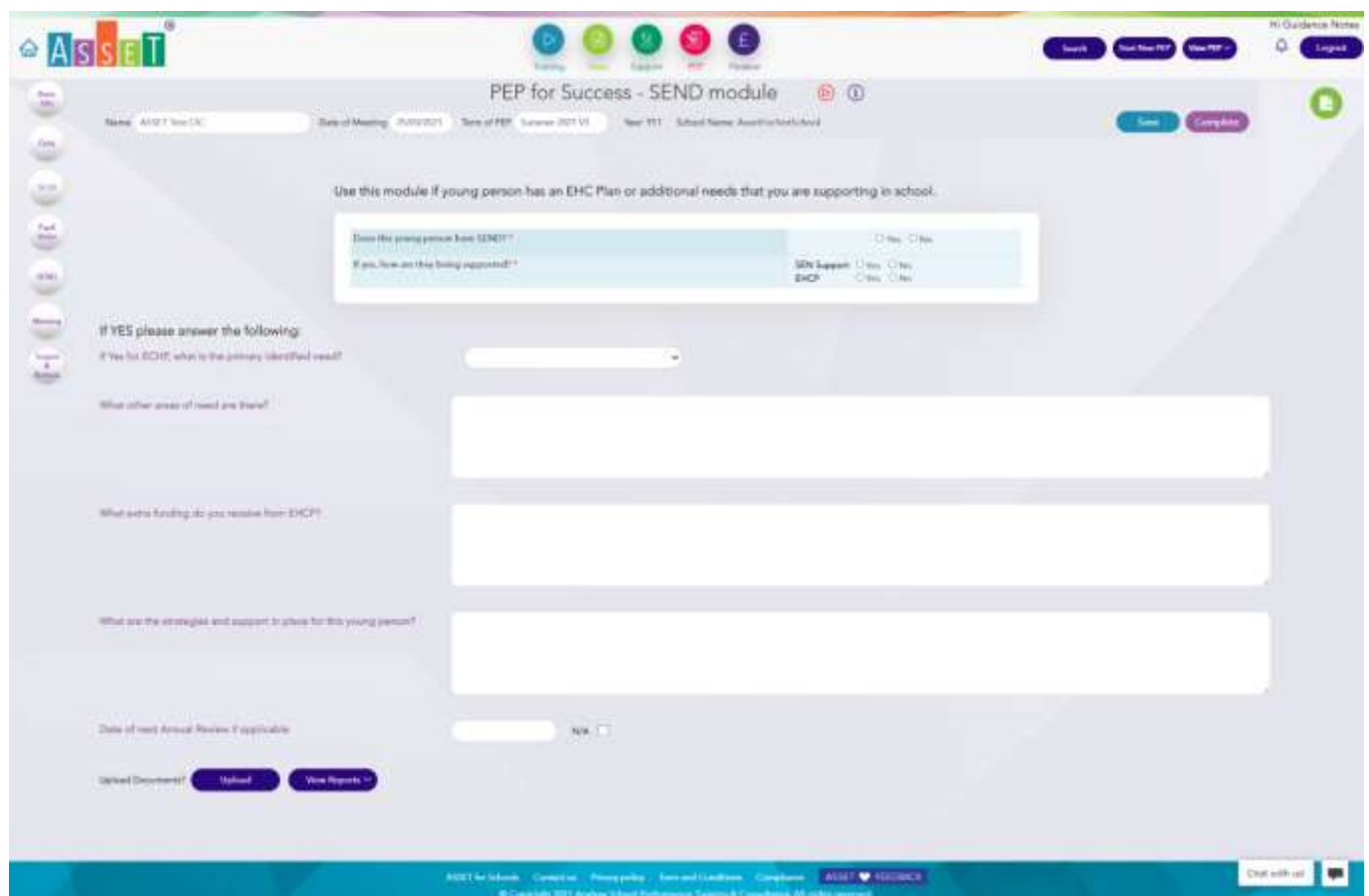
© Copyright ASSET Analysis School Performance, Training & Consultancy. All rights reserved.

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



ASSET[®] | Home | Training | Tools | Support | Help | About

Hi Guidance Notes | Logout

Search | Add New PEP | View PEP

PEP for Success - SEND module

Name: ASSET Test GC | Date of Meeting: 01/01/2021 | Term of PEP: Summer 2021 V1 | Year: Y11 | School Name: Asaethorpe School

Save | Complete

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 you, how are they being supported? SEN Support: Yes No
EHCP: Yes No

If YES please answer the following

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

What other areas of need are there?

What extra funding do you receive from EHCP?

What are the strategies and support in place for this young person?

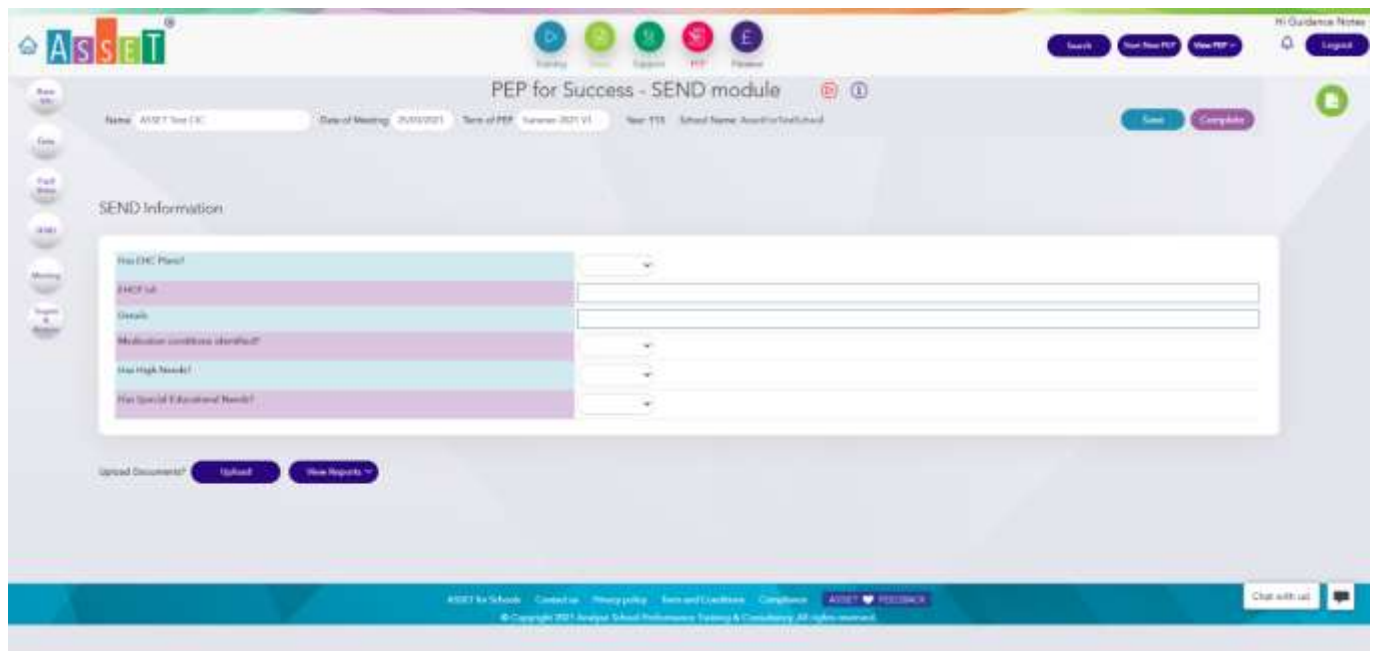
Date of next Annual Review if applicable: N/A

Upload Document | Upload | View Reports

ASSET for Schools | Contact us | Privacy policy | Terms and conditions | Compliance | ASSET | GUIDANCE | Chat with us

© Copyright 2021 Asaethorpe School Performance, Training & Consultancy. All rights reserved.

Post-16



ASSET[®] Training Support PEP Review

Search Start New PEP View PEP Logout

PEP for Success - SEND module

Name: ASSET Test (E) Date of Meeting: 20/10/2021 Term of PEP: Summer (2021/22) Year: Y11 School Name: Aspire for Individual

Save Complete

SEND Information

Has EHC Plan?

EHCP cat

Details

Medication conditions identified?

Has High Needs?

Has Special Educational Needs?


Upload Documents:

ASSET for Schools Contact us Privacy policy Terms and Conditions Compliance ASSET FEEDBACK Chat with us!

© Copyright 2021 Aspire School Performance Training & Consulting. All rights reserved.

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:

Year:

School Name:

Who Attended?

Name	Title	Email	Attended?
ASSET Test OC	Young Person		<input type="checkbox"/> Yes <input type="checkbox"/> No
Aparna	Designated Teacher	aparna@aspireschool.co.uk	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Worker		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Parent/Carer		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Virtual School Officer		<input type="checkbox"/> Yes <input type="checkbox"/> No

What's going well?

Things to address

Were any other activities?

Behaviour, Attendance and Exclusions

What's not going well?

Things to work on

Have Plans?

Relationship with Staff and Peers

Discussion on Attendance and Progress

What support is offered and accepted

Any other actions that need to be taken from the meeting

What VS programmes is the child involved in

Social Worker Comments

Carer Comments

Others Comments (please state name and professional role)

Is Date and Time of next meeting known?

Date and Time of next meeting:

Location of next meeting:

Term of PEP of next meeting:

ASSET for Schools

© Copyright 2021 Aspire School Performance, Training & Consulting. All rights reserved.

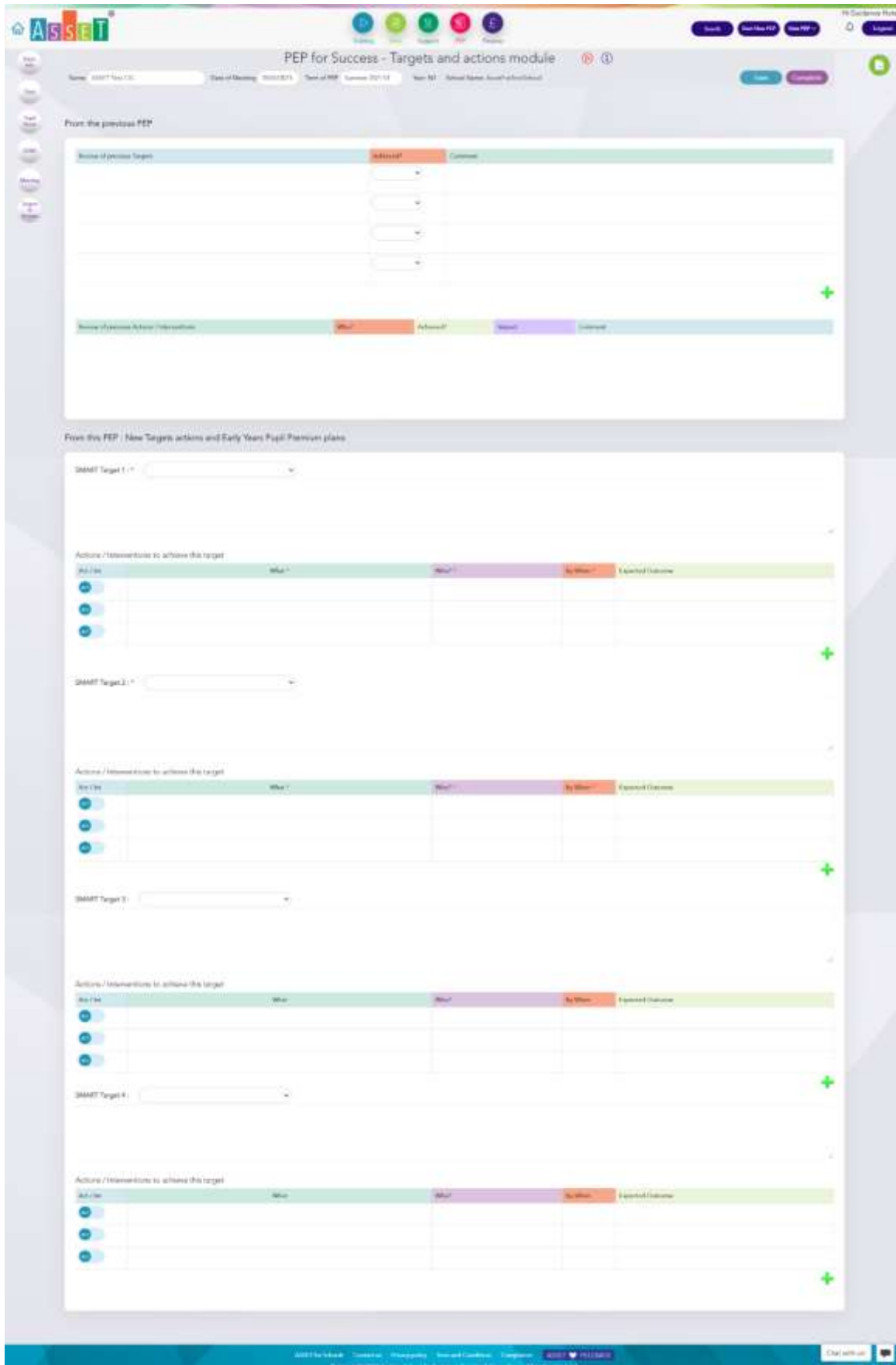
ASSET ♥ FEEDBACK

Chat with us

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



The screenshot displays the 'PEP for Success - Targets and actions module' interface. At the top, there is a navigation bar with the ASSET logo, user profile icons, and buttons for 'Search', 'Add New PEP', 'Add PEP', and 'Logout'. Below this, the page title 'PEP for Success - Targets and actions module' is centered, with a 'Print' button on the right. The main content area is divided into two sections:

- From the previous PEP:** This section contains two tables. The first table, 'Review of previous targets', has columns for 'Individual' and 'Comments'. The second table, 'Review of previous Action Interventions', has columns for 'What?', 'When?', 'By Whom?', and 'Expected Outcomes'.
- From this PEP / New Targets actions and Early Years Pupil Premium plans:** This section contains four 'SMART Target' entries. Each entry starts with a 'SMART Target #' dropdown menu, followed by a text input field for the target description. Below each target is a table for 'Actions / Interventions to achieve this target'. Each table has columns for 'What?', 'When?', 'By Whom?', and 'Expected Outcomes'. To the left of each table are three blue circular icons with plus signs, likely for adding or editing actions.

At the bottom of the interface, there is a footer with the text 'ASSET For Schools - Contact Us - Privacy Policy - Terms and Conditions - Copyright © ASSET 2023' and a 'Chat with us' button.

Exporting

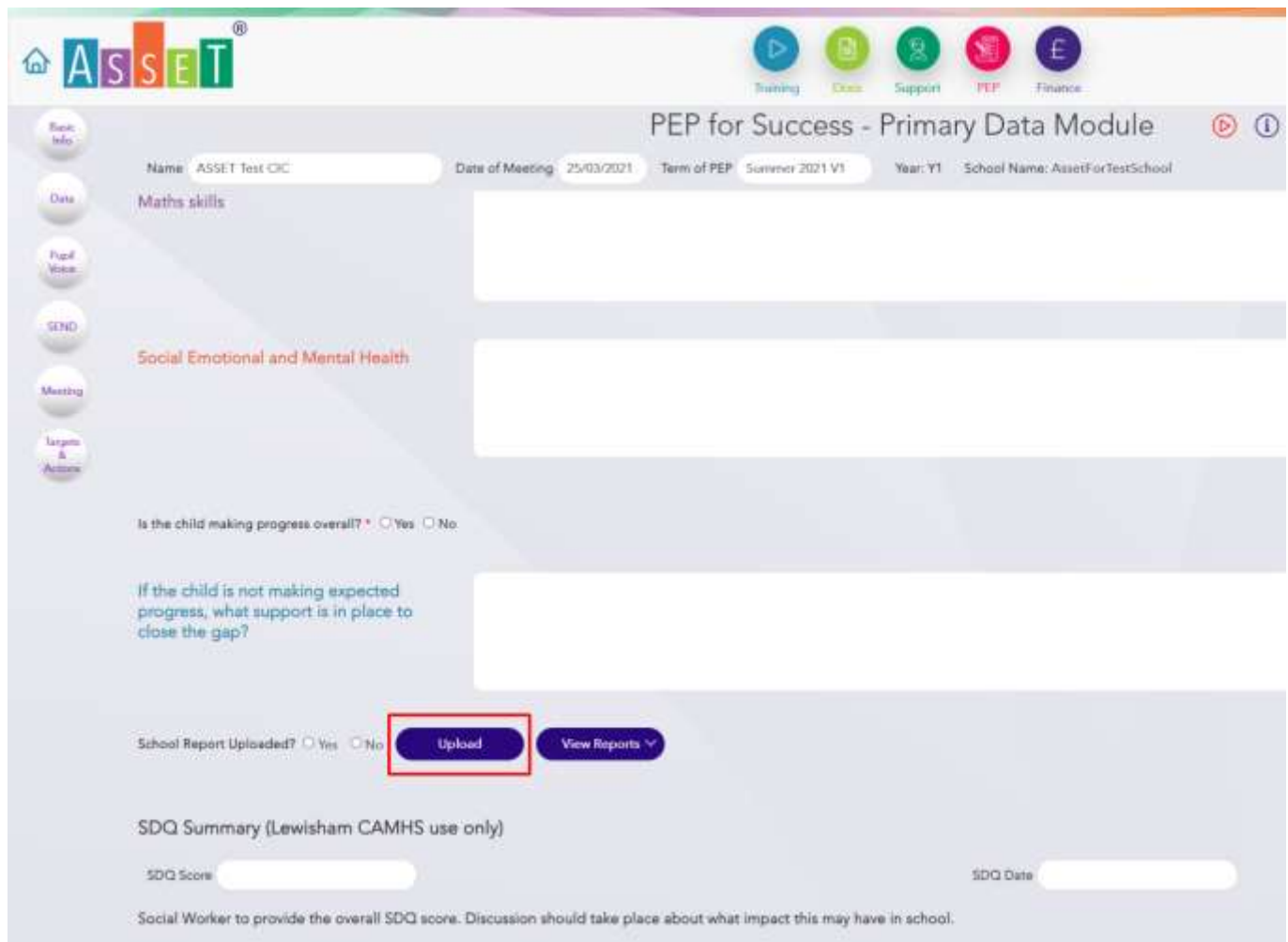
Each module and report is exportable. To export click on the green icon on the right-hand side of the page. Clicking on this icon will open a menu for you to choose from. PDF export will do a single page of the module or the report you are on whilst Full PEP will export all modules.



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

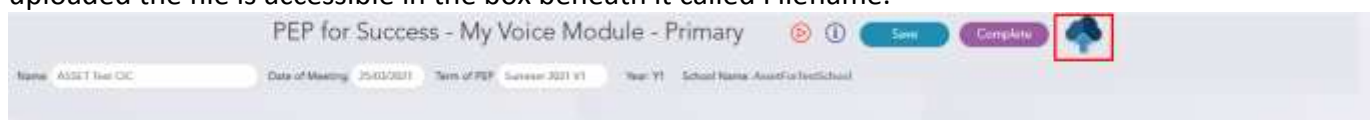
How to upload file

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.

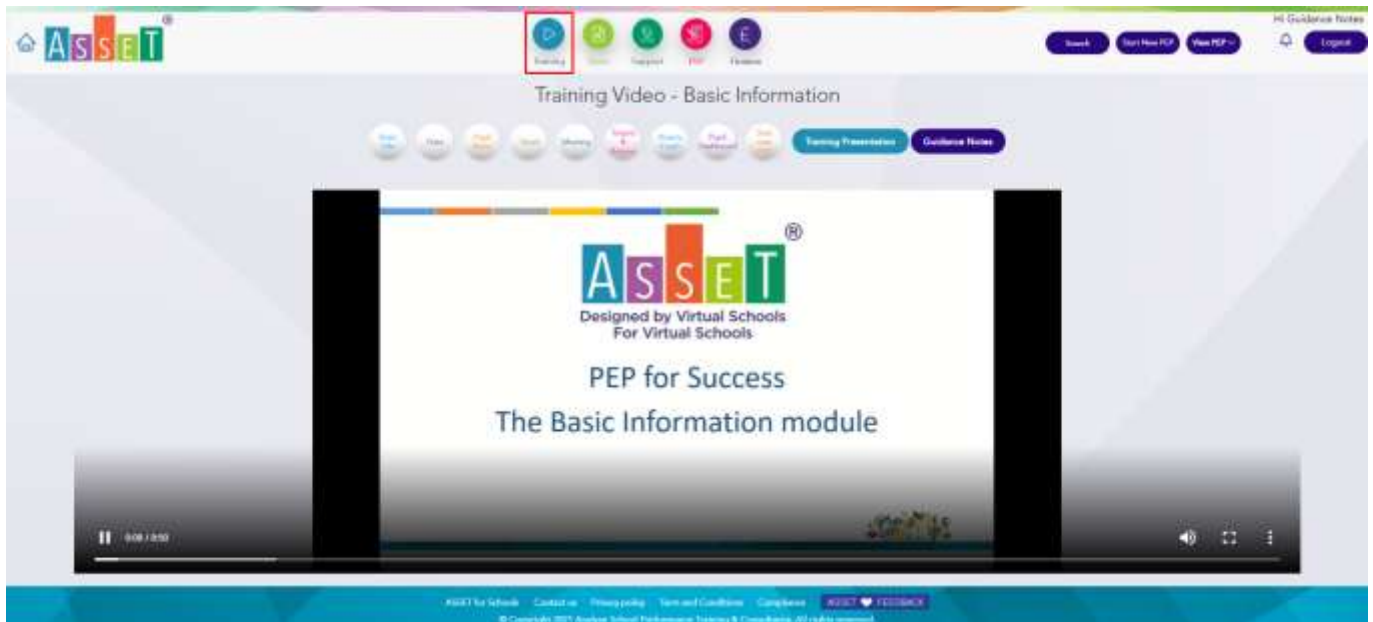
Media can be uploaded on each Pupil Voice Module by clicking on the image as shown below. Once uploaded the file is accessible in the box beneath it called Filename.



Available Files	Action
Pupil Voice.pdf	Delete

How to access PEP Training Video

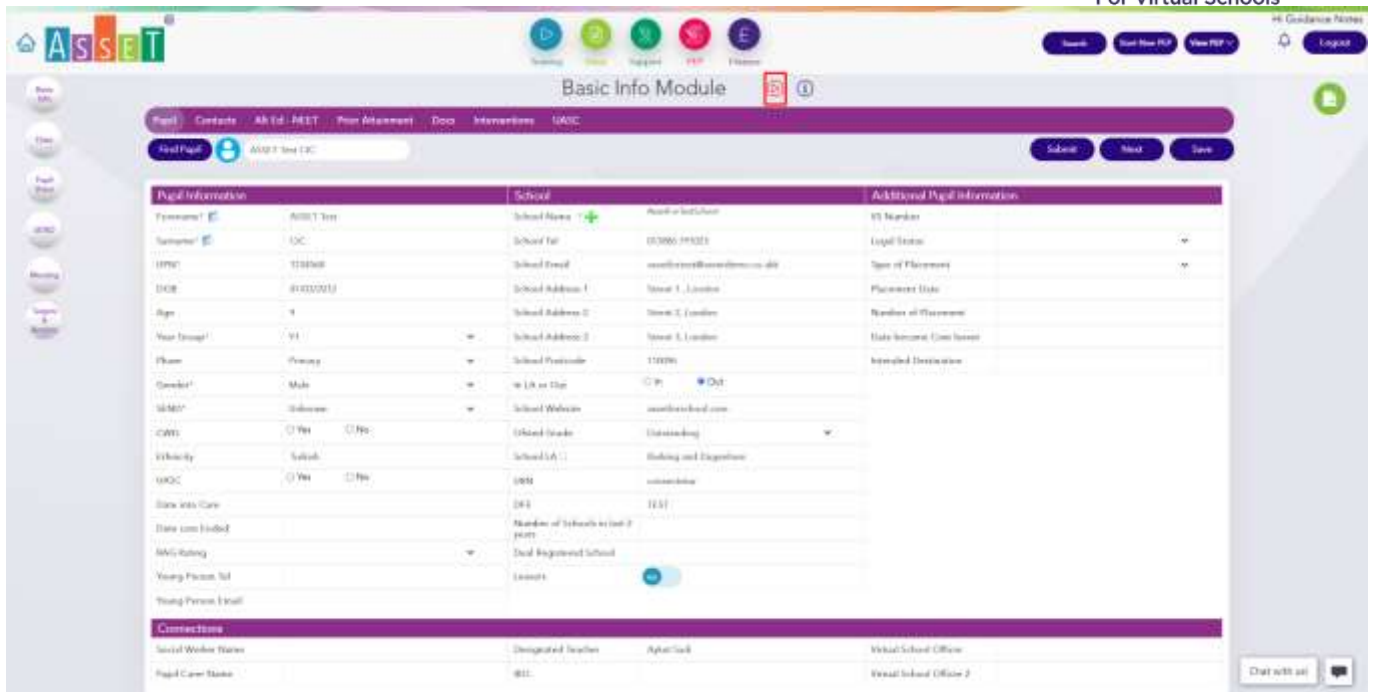
PEP Training Videos can be accessed by clicking on Support then PEP Training Videos. You will be redirected to the videos section of the site.



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>

COPYRIGHT © 2003-2021 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.