



# ePEP User Guide for Designated Teachers



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## 1) Getting Started

---

This manual is designed to help you navigate the new ePEP System which has replaced the previous paper based system.

The new ePEP enables professionals to prepare, share and analyse information about the Young Person before the PEP meeting. There will now be more time for meaningful discussion and a tighter focus during the meeting which will be centred on the Young Person's education, progress and forward planning.

It is important to remember when navigating the new ePEP System is that the ePEP only has three pages before you get to the main body of the PEP.

These pages are the Homepage, the Service User Overview and the PEP Overview which acts as a Front Page to the PEP.

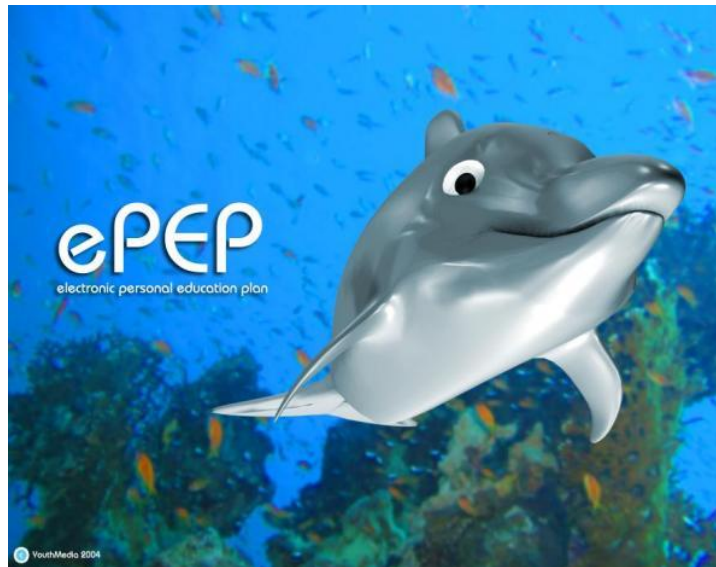
This guide will take you through each page, explaining in turn the various features you will use. The first section is a general section on using the ePEP system, the second looks at ePEP processes, the third at user processes and the fourth is a troubleshooting section.

In the appendices of the user guide there are details of everyone's responsibilities in regards to the new PEP as well as flow charts for the journey of an ePEP and a handy FAQ section along with other useful resources such as an agenda and various user agreements for new users.

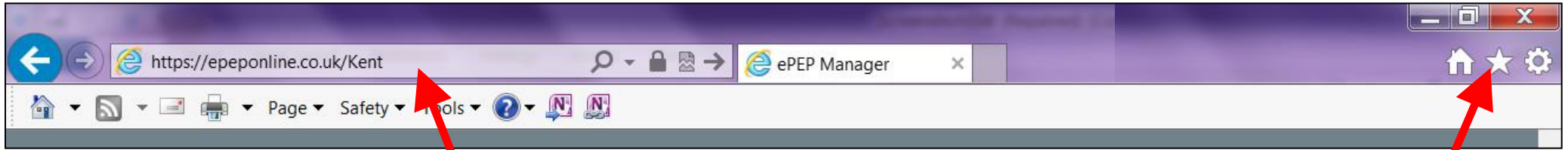
If you need any further help please email us at [VSK\\_ePEP@kent.gov.uk](mailto:VSK_ePEP@kent.gov.uk)

Please note all names and information used in this guide are made up and in no way reflect any real Kent persons or data.

# Introduction to the ePEP System



## 2) Entering the URL



Please enter the URL <https://epeponline.co.uk/kent> in the browser bar.

Please **do not** enter it in Google or search for it, as it will not appear due to it being a secure web address.



**Top Tip:** Save this to your favourites so you can bring the Login screen up easily.

### 3) Creating a Password

#### a) With a U Number and Unlock Key

Please have ready your User Name and an Unlock Key that you have been supplied with.

Your User Name should be a U followed by numbers for example U0000.

Your Unlock Key should be a series of numbers for example 123456.

If you have not received these details please email VSK ePEP Admin at [VSK\\_ePEP@kent.gov.uk](mailto:VSK_ePEP@kent.gov.uk).

The following instructions will enable you to create a password. You will then be able to access the system



ePEPOnline  
Kent County Council

Kent County Council

Username:

Password:

Login

You have successfully logged out.

FORGOTTEN PASSWORD?  
I REQUEST AN UNLOCK KEY  
I HAVE AN UNLOCK KEY

v4.1 build 991

ePEP  
electronic personal education plan

Please click 'I HAVE AN UNLOCK KEY'.

## Reset your password

Kent County Council

### Password Reset

Please enter BOTH your usernumber and the unlock key, and press 'Submit Key'.  
You should have received the unlock key by email.

User number:

Unlock Key:

Submit Key

Please enter your User Number here i.e.U0000.

Please enter your Unlock Key here. (The other number you have been sent).

Please click 'Submit Key'.  
This will take you to a new screen which will prompt you to enter a password.

## Reset your password

Kent County Council

### Password Recovery - Step 2

Please enter your new password below. You will need to enter the password twice to ensure it is correct.

- Passwords must be at least 7 characters long and contain at least 1 number.
- Last 3 passwords cannot be used as new password.
- Passwords are case sensitive ('dog' is not the same as 'Dog').

New Password:

Confirm New Password:

Submit

Cancel

Please enter a new password. This new password must be at least seven characters long and contain at least one number. Passwords **ARE** case sensitive.

Please click 'Submit'. This will take you back to the Login Screen.

#### 4) Logging In

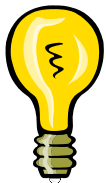
The screenshot displays the ePEPOnline login interface for Kent County Council. The page features a blue header with the text "ePEPOnline" and "Kent County Council". Below this is a red box containing the Kent County Council logo. The main content area is white and contains a login form with fields for "Username:" and "Password:", a "Login" button, and links for "FORGOTTEN PASSWORD?", "REQUEST AN UNLOCK KEY", and "I HAVE AN UNLOCK KEY". Three red callout boxes with arrows point to the form elements: the first points to the Username field, the second points to the Password field, and the third points to the Login button.

To log in please enter your Username.

Please enter the password you have set. If you have forgotten your password please see the troubleshooting section of the manual.

Please click 'Login'.

## 5) Homepage



### Top Tip:

Click 'Homepage' to bring you back to this page at any time

### Actions

Click here to view all the young people in your school or setting.

### Your ePEP Learners

This lists all the young people in your school or setting. Please check this list is correct. It is vital you are attached to the correct young people for the system to work. If incorrect please let VSK ePEP admin know.

### Your Messages

This is a list of all recent messages for a quick 'at a glance' view.

### Current PEPs

This lists all open PEPs for the young people in your school or setting.

Welcome to ePEP Online

Welcome to ePEP Manager. To get started, please select an action from the options below. Alternatively, please select a recently used Learner.

**Actions**

- [View your Learners](#)
- [Photo Album](#)
- [Library](#)

**Your ePEP Learners**

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12073   | Oliver Wood      | 01/02/1999 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

**Your Messages**

**Current PEPs**

|      | Name             | Start Date | Target Date |                      |
|------|------------------|------------|-------------|----------------------|
| 6996 | Harry Potter     | 21/04/2014 | 29/04/2014  | <a href="#">View</a> |
| 6441 | Hermione Granger | 18/02/2014 | 25/02/2014  | <a href="#">View</a> |

**Homepage**

**Notice Board**

**Your Learners**

**Your Messages**

**Your School**

**Schools Directory**

**Log Off**

**Users Directory**

- Designated Member of Staffs
- Designated Member of Staff Supports
- Designated Teachers
- Designated Teacher Supports
- Foster Carers
- General Managements
- IROs
- IRO Admins
- IRO Team Managers
- Parents
- Residential Key Workers
- Social Service Managers
- Social Services Team Leaders
- Social Work Administrators
- Social Work Assistants
- Social Workers
- VSK Apprentices
- VSK Assistant Heads
- VSK CIC Nurse Admins
- VSK CIC Nurses
- VSK Deputy Heads
- VSK ePEP Administrators
- VSK ePEP System Administrators
- VSK EWOss
- VSK FEOss
- VSK Head/Managers

## 6) Searching for a User

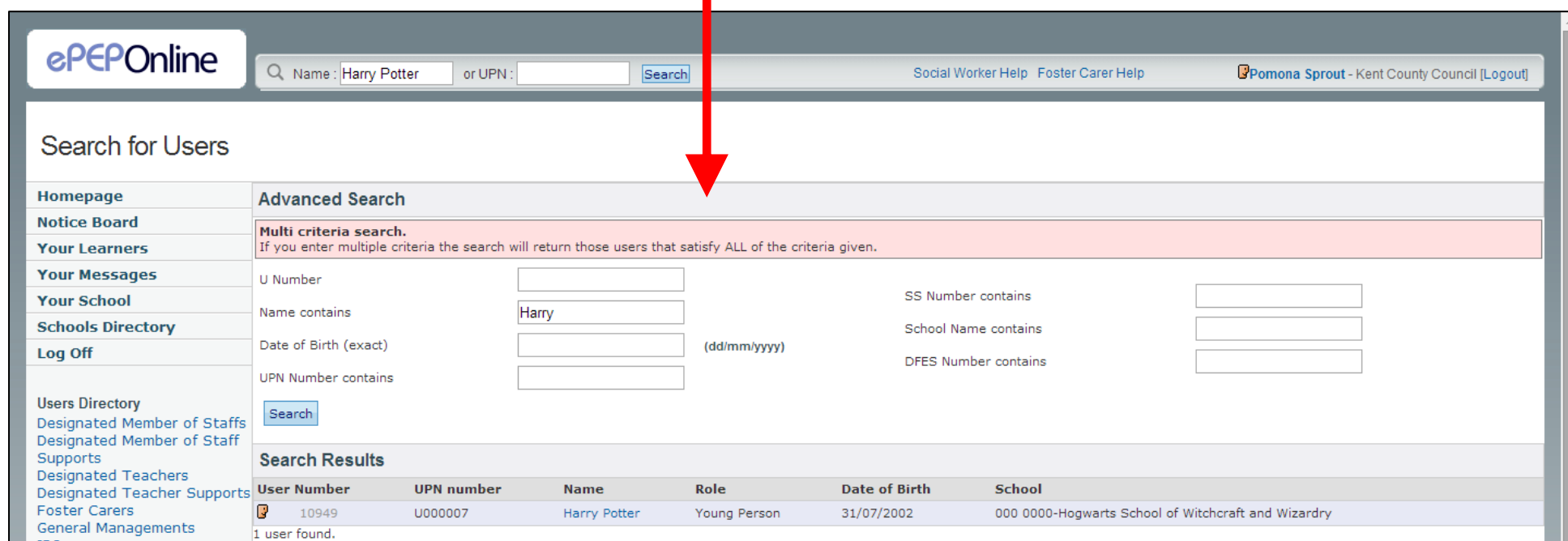
Please note when searching you will only see young people attending your school or setting, all child level data is protect in accordance with KCC guidelines.

At the top of every page you will see a search bar as shown below, you can search for Young People in your school/setting, or for Professionals. You can search by name and (for young people) by UPN number. Fill in the details and click the blue "Search" button.



The screenshot shows the top of the ePEPOnline interface. On the left is the 'ePEPOnline' logo. To its right is a search bar with two input fields: 'Name : ' and 'or UPN : '. A red arrow points to the 'Name' field. To the right of these fields is a blue 'Search' button. Further right are links for 'Social Worker Help' and 'Foster Carer Help'. On the far right, it says 'Pomona Sprout - Kent County Council [Logout]'.

Once you click search you get taken to the search page, here it will list all people with the name searched. You can refine your search by filling in one of the additional fields and clicking the blue "Search" button.



The screenshot shows the 'Search for Users' page. On the left is a sidebar with navigation links: 'Homepage', 'Notice Board', 'Your Learners', 'Your Messages', 'Your School', 'Schools Directory', 'Log Off', 'Users Directory', 'Designated Member of Staffs', 'Designated Member of Staff Supports', 'Designated Teachers', 'Designated Teacher Supports', 'Foster Carers', and 'General Managements'. The main content area is titled 'Search for Users' and contains an 'Advanced Search' section. This section has a red header with the text 'Multi criteria search. If you enter multiple criteria the search will return those users that satisfy ALL of the criteria given.' Below this are several search criteria with input fields: 'U Number', 'Name contains' (with 'Harry' entered), 'Date of Birth (exact)' (with '(dd/mm/yyyy)' as a hint), 'UPN Number contains', 'SS Number contains', 'School Name contains', and 'DFES Number contains'. A blue 'Search' button is at the bottom of this section. Below the search criteria is a 'Search Results' section. It contains a table with the following data:

| User Number | UPN number | Name         | Role         | Date of Birth | School                                              |
|-------------|------------|--------------|--------------|---------------|-----------------------------------------------------|
| 10949       | U000007    | Harry Potter | Young Person | 31/07/2002    | 000 0000-Hogwarts School of Witchcraft and Wizardry |

Below the table, it says '1 user found.'

If you click the Young Person's name in blue it takes you through to the 'Service User Overview', from this page you can navigate to the 'PEP Overview' page.

## 7) How to get to the Service User Overview

### a) From the Homepage

Please click on the name of the young person in blue or click the 'View' tab next to their name under 'Your ePEP Learners'.

**Welcome to ePEP Online**

Welcome to ePEP Manager. To get started, please select an action from the options below. Alternatively, please select a recently used Learner.

**Actions**

- View your Learners
- Photo Album Library

**Your ePEP Learners**

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12073   | Oliver Wood      | 01/02/1999 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

**Current PEPs**

|      | Name             | Start Date | Target Date |                      |
|------|------------------|------------|-------------|----------------------|
| 6996 | Harry Potter     | 21/04/2014 | 29/04/2014  | <a href="#">View</a> |
| 6441 | Hermione Granger | 18/02/2014 | 25/02/2014  | <a href="#">View</a> |

**Top Tip:** Do not click the young person's name under 'Current Assessments' as this takes you to the 'PEP Overview' page.

To get to the 'User Overview' from 'PEP Overview' please click the young person's name in blue next to 'View PEP' or click 'Return to Service User Overview' in 'Actions'.

[View PEP for Harry Potter](#)

[Homepage](#)
[Notice Board](#)
[Your Learners](#)
[Your Messages](#)
[Your School](#)
[Schools Directory](#)
[Log Off](#)

[Users Directory](#)
[Designated Member of Staffs](#)
[Designated Member of Staff Supports](#)
[Designated Teachers](#)
[Designated Teacher Supports](#)
[Foster Carers](#)
[General Managements](#)
[IROs](#)
[IRO Admins](#)
[IRO Team Managers](#)
[Parents](#)
[Residential Key Workers](#)
[Social Service Managers](#)
[Social Services Team Leaders](#)
[Social Work Administrators](#)
[Social Work Assistants](#)
[Social Workers](#)
[VSK Apprentices](#)
[VSK Assistant Heads](#)
[VSK CIC Nurse Admins](#)
[VSK CIC Nursess](#)
[VSK Deputy Heads](#)
[VSK ePEP Administrators](#)
[VSK ePEP System Administrators](#)
[VSK EWOss](#)
[VSK FELOss](#)
[VSK Head/Managers](#)
[VSK Locality Admins](#)
[VSK Support Officerss](#)
[VSK UASC Support Teams](#)
[Young Persons](#)
[Youth Offending Services](#)

View PEP

Use this page to view and manage details about a particular assessment.

Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

PEP Details

Description:

Initiated by: Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: No

PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

PEP Log

| Date       |                                              |
|------------|----------------------------------------------|
| 27/04/2014 | <b>Pomona Sprout</b> edited the PEP details. |
| 27/04/2014 | Basic information copied into assessment.    |

Young Person's Progress

3 of 37 questions have been answered

Professional Section

Professional

Special Needs

Progress Tracking

The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

Attachments

Edit..

PEP Notes

Edit..

**Actions**

This is where you can add to a young person's Albums or Library

**Attendance**

This shows a young person's attendance, when red attendance is lower than 85% and when green attendance is higher than 85%

**Attainment Tracker**

This shows a young person's historical levels and progress in key areas of study.

or UPN:  Carer Help

## Harry Potter (Young Person)

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)  
  
[Users Directory](#)  
[Designated Member of Staffs](#)  
[Designated Member of Staff Supports](#)  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[Foster Carers](#)  
[General Managements](#)  
[IROs](#)  
[IRO Admins](#)  
[IRO Team Managers](#)  
[Parents](#)  
[Residential Key Workers](#)  
[Social Service Managers](#)  
[Social Services Team Leaders](#)  
[Social Work Administrators](#)  
[Social Work Assistants](#)  
[Social Workers](#)  
[VSK Apprentices](#)  
[VSK Assistant Heads](#)  
[VSK CIC Nurse Admins](#)  
[VSK CIC Nurses](#)  
[VSK Deputy Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK EWOss](#)  
[VSK FELOss](#)  
[VSK Head/Managers](#)

### View User

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

**Actions**  

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

**Attendance**  

• %

**Attainment Tracker details**

### About Harry Potter (U10949)

[Edit..](#)

**Full Name:** Harry Potter

**Date of Birth:** 31/07/2002 (11)

**Capita One Link:** No

**UPN Number:** U000007

**School:** Hogwarts School of Witchcraft and Wizardry (Other)

**Date Added:**

**Date Entered Care:** 01/01/2003

**Record Owner:** [Change](#)

### Users with access to this record

[Add..](#)

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

## About

This section is a summary of the young person, their personal and education details.

If you notice any error please contact VSK ePEP admin as they can alter a young person's details here

## Users with access to this record

This section lists the professionals associated to the young person. They are the young person's Social Worker, Independent Reviewing Officer, Designated Teacher and VSK Assistant Head and Carer.

Residential Key Workers  
Social Service Managers  
Social Services Team Leaders  
Social Work Administrators  
Social Work Assistants  
Social Workers  
VSK Apprentices  
VSK Assistant Heads  
VSK CIC Nurse Admins  
VSK CIC Nurses  
VSK Deputy Heads  
VSK ePEP Administrators  
VSK ePEP System Administrators  
VSK EWOss  
VSK FELOss  
VSK Head/Managers  
VSK Locality Admins  
VSK Support Officers  
VSK UASC Support Teams  
Young Persons  
Youth Offending Services

### About Harry Potter (U10949)

**Full Name:** Harry Potter  
**Date of Birth:** 31/07/2002 (11)  
**Capita One Link:** No  
**UPN Number:** U000007  
**School:** Hogwarts School of Witchcraft and Wizardry (Other)  
**Date Added:**  
**Date Entered Care:** 01/01/2003  
**Record Owner:**  [Change](#)

### Current PEPs

| Date Started    | Target Date | Meeting Date |                      |
|-----------------|-------------|--------------|----------------------|
| 7024 24/04/2014 | 13/10/1997  | 06/10/1997   | <a href="#">View</a> |

### Awards

This section is where any adult involved with the young person can award points.

### Users with access to this record

| Name                                                                                                   | Role                       |                        |
|--------------------------------------------------------------------------------------------------------|----------------------------|------------------------|
|  Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
|  Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
|  Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
|  Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
|  Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
|  Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

### User Notes

This is a test

### Completed PEPs

| Date Started    | Completed Date | Meeting Date |                      |
|-----------------|----------------|--------------|----------------------|
| 6996 21/04/1997 | 24/04/1997     | 22/04/2014   | <a href="#">View</a> |

### Health Record

### Awards



by  
eCareSolutions

ePEPOnline
Name: or UPN: Search
Social Worker Help Foster Carer Help
Pomona Sprout - Kent County Council [Logout]

Harry Potter (Young Person)

Current PEPs

This is the current PEP. A 'Current PEP' should be opened by you or the Social Worker one month before the PEP Meeting. A week after the PEP meeting when the PEP has been marked as complete, the PEP moves to 'Completed PEPs'

To view a 'Current Assessment' please click on the date in blue or 'View'.

Completed PEPs

This is where a completed PEP is filed.

It is important that you never edit a completed PEP.

To view completed PEPs please click on the date in blue or 'View'.

Attendance
Attainment Tracker details

%

Social Services Team Leaders About Harry Potter (U10949) Edit.. Users with access to this record Add..

Health Record
Awards

School transitions

Current PEPs
Add..

| Date Started    | Target Date | Meeting Date |      |
|-----------------|-------------|--------------|------|
| 7024 24/04/2014 | 13/10/1997  | 06/10/1997   | View |

Completed PEPs

| Date Started    | Completed Date |
|-----------------|----------------|
| 6996 21/04/1997 | 24/04/1997     |

School transitions

It is essential that this be filled in for any school educational placement change or move.

| Start date | Transition to  | Current school |
|------------|----------------|----------------|
| 24/01/1996 | Primary School |                |

Add a school transition.

Time Tracker details

School Transitions

This is where any transition is entered.

Designated Teachers should open or amend a record to reflect school choices when entering Infant, Primary or Secondary phases in education.

## Harry Potter (Young Person)

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff](#)[Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)

## View User



Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

## Actions

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

## Attendance

0%

Attainment Tracker [details](#)[by](#)  
**eCareSolutions**

| Start date                                                                                   | Transition to  | Current school | New School                                 |
|----------------------------------------------------------------------------------------------|----------------|----------------|--------------------------------------------|
|  24/01/1996 | Primary School |                | Hogwarts School of Witchcraft and Wizardry |

[Add a school transition.](#)Time Tracker [details](#)Harry Potter [info](#) [start](#)Time Tracker

This is a timeline in which everyone associated with a young person can upload pictures, reports, events and occasions involving the young person. It is designed to hold all a young person's memories for them to look at when they wish.



PEP

|                               |      |      |      |               |      |      |      |      |      |      |      |      |      |               |      |      |
|-------------------------------|------|------|------|---------------|------|------|------|------|------|------|------|------|------|---------------|------|------|
| 2006                          | 2007 | 2008 | 2009 | 2010s<br>2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020s<br>2020 | 2021 | 2022 |
| prev <b>Apr 25, 2014</b> next |      |      |      |               |      |      |      |      |      |      |      |      |      |               |      |      |

[Add a new Time Tracker record](#)

## 9) How to get to the PEP Overview

### a) From the Homepage

The screenshot shows the ePEPOnline Pomona Sprout interface. The top navigation bar includes the ePEPOnline logo, a search bar for Name or UPN, and links for Social Worker Help, Foster Carer Help, and a user profile for Pomona Sprout. The main content area is titled 'Welcome, Pomona Sprout' and contains a 'Welcome to ePEP Online' message with a help icon and instructions. Below this is an 'Actions' section with links to 'View your Learners', 'Photo Album', and 'Library'. The 'Your ePEP Learners' section displays a table of learners with columns for Username, Name, and DOB, each with a 'View' button. The 'Current PEPs' section displays a table of current PEPs with columns for Name, Start Date, and Target Date, each with a 'View' button. The 'Your Messages' section is empty. A sidebar on the left lists various user roles and permissions. Two red callout boxes provide tips: one pointing to the 'View your Learners' link and another pointing to the 'View' button next to a learner's name.

**Top Tip:** Do not click their name under "Your ePEP Learners" as this takes you to the User Area.

Under 'Current PEPs' click on the young person's name in blue or 'View' in blue next to their name

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12073   | Oliver Wood      | 01/02/1999 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

|      | Name             | Start Date | Target Date |                      |
|------|------------------|------------|-------------|----------------------|
| 6996 | Harry Potter     | 21/04/2014 | 29/04/2014  | <a href="#">View</a> |
| 6441 | Hermione Granger | 18/02/2014 | 25/02/2014  | <a href="#">View</a> |

ePEPOnline
Name: or UPN: Search
Social Worker Help Foster Carer Help
Pomona Sprout - Kent County Council [Logout]

## Harry Potter (Young Person)

Homepage
Notice Board
Your Learners
Your Messages
Your School
Schools Directory
Log Off

View User

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Attendance Attainment Tracker

For a Current PEP

In the section named 'Current PEPs' please click on the date or 'View'. This will take you to the Current PEP.

For a Completed PEP

In the section named 'Completed PEPs' please click on the date or 'View'. This will take you to the completed PEP.

About Harry Potter (U10949) Edit.. Users with access to this record Add..

Record Owner: Change This is a test

| Current PEPs |              |             |              |
|--------------|--------------|-------------|--------------|
|              | Date Started | Target Date | Meeting Date |
| 7024         | 24/04/2014   | 13/10/1997  | 06/10/1997   |

| Completed PEPs |              |                |              |
|----------------|--------------|----------------|--------------|
|                | Date Started | Completed Date | Meeting Date |
| 6996           | 21/04/1997   | 24/04/1997     | 22/04/2014   |

**School transitions**

It is essential that this be filled in for any school educational placement change or move.

| Start date | Transition to  | Current school | New School                                 |
|------------|----------------|----------------|--------------------------------------------|
| 24/01/1996 | Primary School |                | Hogwarts School of Witchcraft and Wizardry |

Add a school transition.

**Time Tracker details**

Harry Potter info start

**ePEPOnline** Search Name: or UPN: Social Worker Help Foster Carer Help

## View PEP for Harry Potter

Use this page to view and manage details about a particular assessment.

**Homepage**

**Notice Board**

**Your Learners**

**Your Messages**

**Your School**

**Schools Directory**

**Log Off**

**Users Directory**

- Designated Member of Staffs
- Designated Member of Staff Supports
- Designated Teachers
- Designated Teacher Supports
- Foster Carers
- General Managements
- IROs
- IRO Admins
- IRO Team Managers
- Parents
- Residential Key Workers
- Social Service Managers
- Social Services Team Leaders
- Social Work Administrators
- Social Work Assistants
- Social Workers
- VSK Apprentices
- VSK Assistant Heads
- VSK CIC Nurse Admins
- VSK CIC Nurses
- VSK Deputy Heads
- VSK ePEP Administrators
- VSK ePEP System Administrators
- VSK EWOs
- VSK FELOs
- VSK Head/Managers
- VSK Locality Admins
- VSK Support Officers
- VSK UASC Support Teams
- Young Persons
- Youth Offending Services

**View PEP**

**Actions**

- Return to Service User Overview
- View / Print Report
- View / Print Education Summary Report
- Delete PEP
- Export PEP to XML File

**PEP Details** [Edit..](#)

**Description:**

**Initiated by:** Pomona Sprout

**Question Group:** Key Stage 3

**PEP Type:** PEP 1

**Year group:** Year 9

**Date started:** 27/04/1997

**Target date:** 28/06/1997

**Is complete:** No

**PEP Meeting Invitations Status**

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

**PEP Log** [Export Log](#)

| Date       | Action                                    |
|------------|-------------------------------------------|
| 27/04/2014 | Pomona Sprout edited the PEP details.     |
| 27/04/2014 | Basic information copied into assessment. |

**Young Person's Progress**

3 of 37 questions have been answered.

**Professional Section**

[Professional](#) [Special Needs](#)

**Progress Tracking**

The progress tracking has been relocated to Professional Section.

[Go to Professional Section](#)

**Attachments**

**PEP Notes**

Actions

This is where you can return to the 'Service User Overview' and print part or the entire PEP document.

PEP Details

This displays who initiated the PEP, which Question Group the young person will answer, if it is the first, second or third PEP of the year, the young persons' year group and PEP dates.

PEP Meeting Invitations' Status

This shows all the people who have been invited to the PEP meeting and if they have accepted etc.

PEP Log

This shows all the people who have accessed the PEP and areas they have edited.

### Young Person's Progress

This bar shows at a glance how many questions the young person has completed. The redder the bar the more questions the Young Person has answered.

### Professionals Section

To access the PEP document please click on the Goldfish icon marked 'Professional'.

### Attachments

This is where you can add any documents relevant to the PEP e.g. school reports.

### PEP Notes

If you wish to note any details around the PEP meeting you can do so here.

The screenshot shows the 'Pomona Sprout' web application interface for managing a Young Person's Progress (PEP) document. The interface is divided into several sections:

- Top Navigation:** Includes a search bar, 'Social Worker Help', 'Foster Carer Help', and a user profile 'Pomona Sprout - Kent County Council [Logout]'.
- Left Sidebar:** Contains navigation links such as 'Schools Directory', 'Actions', 'Service User Overview', 'Report', 'Education Summary Report', 'to XML File', 'PEP Type', 'PEP 1', 'Year 9', '27/04/1997', '28/06/1997', 'No', 'VSK Deputy Heads', and '21/06/1997'.
- Main Content Area:**
  - Young Person's Progress:** A section with a red progress bar and the text '3 of 37 questions have been answered'.
  - Professional Section:** Contains two icons: a goldfish icon labeled 'Professional' and a 'SEN' icon labeled 'Special Needs'.
  - Progress Tracking:** A warning message states: 'The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.' with a 'Go to Professional Section' link.
  - Attachments:** A section with an 'Edit..' button.
  - PEP Notes:** A section with an 'Edit..' button.
- Right Sidebar:** Contains a 'View all..' button and a log of actions: 'Pomona Sprout edited the PEP details.' and 'Basic information copied into assessment.'

Red callout boxes with arrows point to specific features:

- Box 1 (Young Person's Progress) points to the red progress bar.
- Box 2 (Professionals Section) points to the goldfish icon.
- Box 3 (Attachments) points to the Attachments section.
- Box 4 (PEP Notes) points to the PEP Notes section.

## 11) The PEP

### a) General Information

**Save Changes** **Return to PEP Overview**

Harry Potter (year9)

- Section 1 - Core Information (Social Services)**
  - About the Young Person
  - Care Plan
  - Contact
  - Attendance at PEP Meeting
  - Health
- Section 2 - Education Details (Designated Teacher)**
  - About the Young Person
  - Educational Establishment Details
  - Transition Arrangement
  - Previous School History
  - Special Educational Needs
  - Other Plans
  - Involvement of Other Agencies
  - Inclusion / Attendance
  - Attainment
- Section 3 - Young Persons Views (Young Person)**
  - Your Feelings About School
  - Your Feelings About Learning
  - Your Relationship With Your Teachers
  - Your Relationship With Your Peers
  - How You Feel About Yourself
  - Your Talents and Interests
  - Your Future Aspirations And Needs
  - What You Want People To Know
  - Your Educational Targets
- Section 4 - PEP Review (Designated Teacher)**
  - Organise a PEP Meeting
  - The PEP Meeting
  - Action Plan
  - Funding
- Section 5 - Summaries**
  - Education Summary
  - IRO Overview

The PEP auto saves as you enter information but you should click 'Save Changes' in the top left corner.

To return to the 'PEP Overview' please click 'Return to PEP Overview' in the top right corner.

To view the different pages of the PEP please click the blue writing. The page will then appear for you to read or complete.

Please note all Designated Teachers and support staff can read all pages. Support staff can edit section 2, 4 and in Section 5 the education summary. Designated Teachers can edit all pages with the exception of Section 3, and in Section 5 the Carers Summary and IRO Overview.

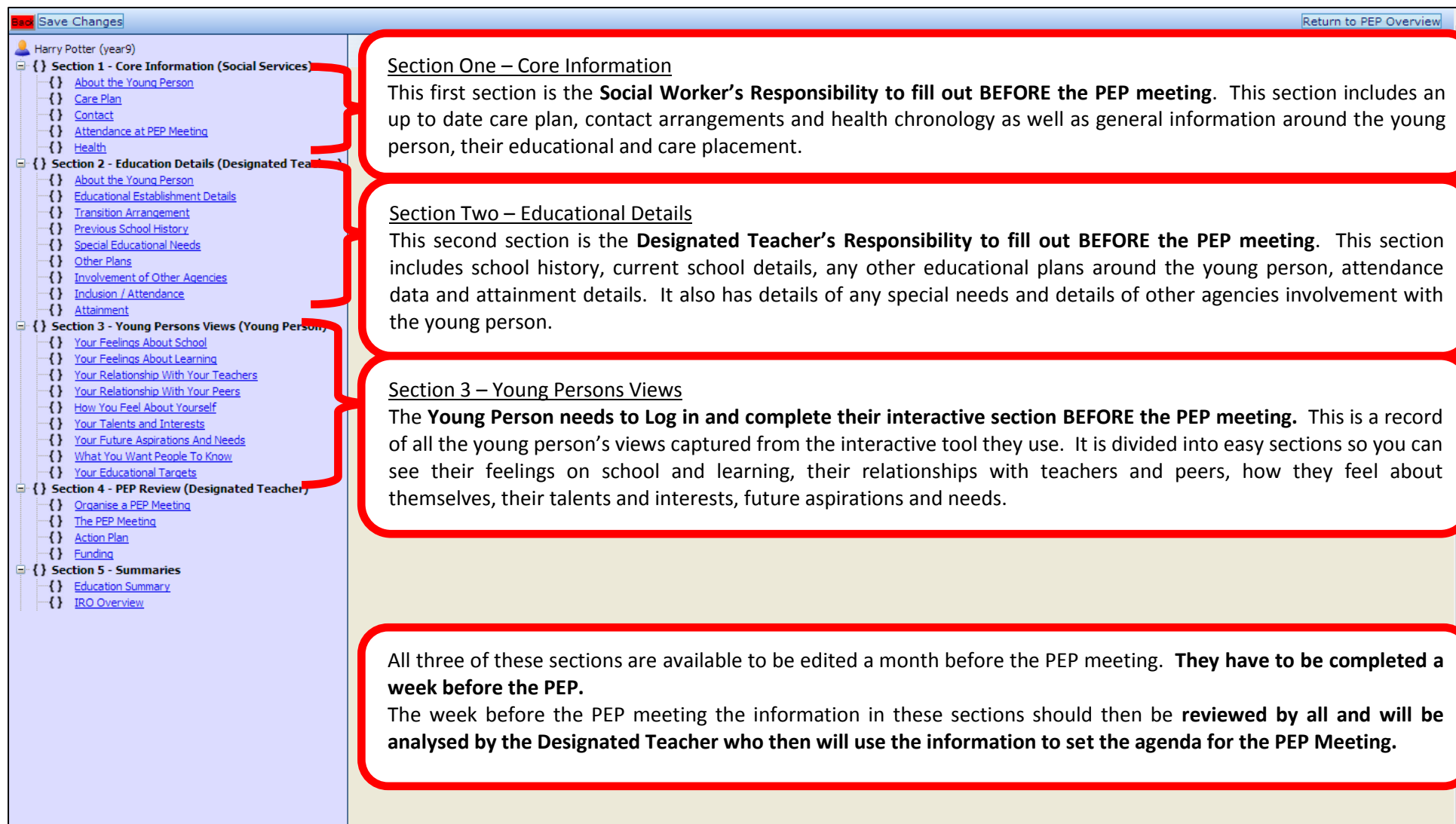
The first three sections are completed before the PEP meeting by the Social Worker, Designated Teacher and Young Person.

The Section 4 is filled out during or after the PEP meeting by the Designated Teacher.

Section 5 is filled out after the meeting this section helps to inform the IRO ahead of the LAC Review.

The following two pages explain the different sections of the new ePEP, when they should be filled in and who is responsible for completing them.

b) *Responsibility for sections completed before the PEP Meeting*



**Section One – Core Information**  
This first section is the **Social Worker’s Responsibility to fill out BEFORE the PEP meeting**. This section includes an up to date care plan, contact arrangements and health chronology as well as general information around the young person, their educational and care placement.

**Section Two – Educational Details**  
This second section is the **Designated Teacher’s Responsibility to fill out BEFORE the PEP meeting**. This section includes school history, current school details, any other educational plans around the young person, attendance data and attainment details. It also has details of any special needs and details of other agencies involvement with the young person.

**Section 3 – Young Persons Views**  
The **Young Person needs to Log in and complete their interactive section BEFORE the PEP meeting**. This is a record of all the young person’s views captured from the interactive tool they use. It is divided into easy sections so you can see their feelings on school and learning, their relationships with teachers and peers, how they feel about themselves, their talents and interests, future aspirations and needs.

All three of these sections are available to be edited a month before the PEP meeting. **They have to be completed a week before the PEP.**  
The week before the PEP meeting the information in these sections should then be **reviewed by all and will be analysed by the Designated Teacher who then will use the information to set the agenda for the PEP Meeting.**

c) *Responsibility for sections completed during and after the PEP Meeting*

The screenshot shows a web application for managing PEPs. The sidebar on the left lists the following sections and their sub-items:

- Harry Potter (year9)
- Section 1 - Core Information (Social Services)
  - About the Young Person
  - Care Plan
  - Contact
  - Attendance at PEP Meeting
  - Health
- Section 2 - Education Details (Designated Teacher)
  - About the Young Person
  - Educational Establishment Details
  - Transition Arrangement
  - Previous School History
  - Special Educational Needs
  - Other Plans
  - Involvement of Other Agencies
  - Inclusion / Attendance
  - Attainment
- Section 3 - Young Persons Views (Young Person)
  - Your Feelings About School
  - Your Feelings About Learning
  - Your Relationship With Your Teachers
  - Your Relationship With Your Peers
  - How You Feel About Yourself
  - Your Talents and Interests
  - Your Future Aspirations And Needs
  - What You Want People To Know
  - Your Educational Targets
- Section 4 - PEP Review (Designated Teacher)
  - Organise a PEP Meeting
  - The PEP Meeting
  - Action Plan
  - Funding
- Section 5 - Summaries
  - Education Summary
  - IRO Overview

The main content area contains the following descriptions:

**Section Four - PEP Review** - This is a record of the PEP Meeting; it is mainly filled out by the **Designated Teacher** during or after the PEP Meeting. This is split into four parts;

**Organise a PEP Meeting** - This is where you can send an invite/reminder to those due to attend the PEP meeting, depending on who sets up the meeting the Social Worker or Designated Teacher will fill this in.

**The PEP Meeting** - This is a record of the meeting, who attended, a summary of what was discussed and decided in the meeting.

**Action Plan** - This is where SMART targets are recorded, they are divided into Short, Medium, Long Term and Extended / Out of School Targets. (For a fuller explanation of the Action Plan please see Section 14d.)

**Funding** - This is to be filled in if it is decided to apply for AIF funding from VSK, please note a separate funding application has to be completed and is available from this website <http://www.virtualschool.lea.kent.sch.uk>

**Section 5 - Summaries**

**Education Summary** - This section is filled out by the school in the week after the PEP meeting.

**The Carers Summary** - This is the only part of the PEP carers fill in and is viewed by IRO's before the CiC review. We ask that it is filled in the week after the PEP Meeting. It contains a few short questions around the young person.

**IRO Overview** - Once the IRO has read and checked the PEP they will add there name the date checked and any comments they wish to share

Please Note; Schools don't see the 'Carers Summary' and Carers don't see the 'Education Summary'; however issues from here may be raised by the IRO at the CIC Review.

**ePEPOnline**

Search Name:  or UPN:  [Search](#)

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council \[Logout\]](#)

## Welcome, Pomona Sprout

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)  
  
[Users Directory](#)  
[Designated Member of Staffs](#)  
[Designated Member of Staff Supports](#)  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[Foster Carers](#)  
[General Managements](#)  
[IROs](#)  
[IRO Admins](#)  
[IRO Team Managers](#)  
[Parents](#)  
[Residential Key Workers](#)  
[Social Service Managers](#)  
[Social Services Team Leaders](#)  
[Social Work Administrators](#)  
[Social Work Assistants](#)  
[Social Workers](#)  
[VSK Apprentices](#)  
[VSK Assistant Heads](#)  
[VSK CIC Nurse Admins](#)  
[VSK CIC Nursess](#)  
[VSK Deputy Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK EWOss](#)  
[VSK FELOss](#)  
[VSK Head/Managers](#)

### Welcome to ePEP Online

Welcome to ePEP Manager. To get started, please select an action from the options below. Alter

#### Actions

- [View your Learners](#)
- [Photo Album](#)
- [Library](#)

#### Your ePEP Learners

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12073   | Oliver Wood      | 01/02/1999 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

#### Current PEPs

|      | Name             | Start Date | Target Date |                      |
|------|------------------|------------|-------------|----------------------|
| 6996 | Harry Potter     | 21/04/2014 | 29/04/2014  | <a href="#">View</a> |
| 6441 | Hermione Granger | 18/02/2014 | 25/02/2014  | <a href="#">View</a> |

You can Logout on any page please click 'Logout', this is written in blue on the top bar.

or

Click 'Log Off' in the ePEP sidebar

## 13) The Young Persons View

### a) Homepage

Young people login to and fill out their own section. (They can do this with the help of an appropriate adult, for instance a carer or member of school staff if they need support to fill this out.) Young people are given their login details (User Name and Password) by their Designated Teacher. This Part of the user manual explains what the young person will see and fill out.

To login in they go to the same Login Page as everyone. Once logged on they see the screen below rather than a Homepage you see.

The young person clicks on one of the two icons on the left; this takes them into the interactive section. Here they answer the questions that appear in 'YP's Views on School and Learning' in the professional's view of the PEP.

The first icon is for Key Stage 1-2 (Years 1 to 6)

The second icon is for Key Stage 3-4 (Years 7-11)

Young people can click on whichever icon they choose, it does not affect questions asked.



This Goldfish icon will take the Young Person to their latest 'Action Plan'.

They can see all their latest targets here as well as all previous targets they have met.

They click the 'Logoff' icon when they have finished the ePEP session.

ePEP auto saves all answers they have entered.

This is the first view in the Key Stage 1-2 interactive section

The avatar will ask the young person questions as they click through.

As they answer questions the young person collects 'pearls'. When they have collected all three they can play an arcade game.

The Menu Bar on the bottom left hand side helps to navigate the system.

These four clams are used to change characters, stop and start the music and change the background.

BEWARE: The Clams are Noisy!!!

exit

Pearls

### Your Feelings About School

? This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.

This part of the screen is where instructions and questions will appear and where the young person will type their answers. All the instructions and questions are spoken by the character above.

The progress bar measures how many questions have been answered.

map

open arcade

next page

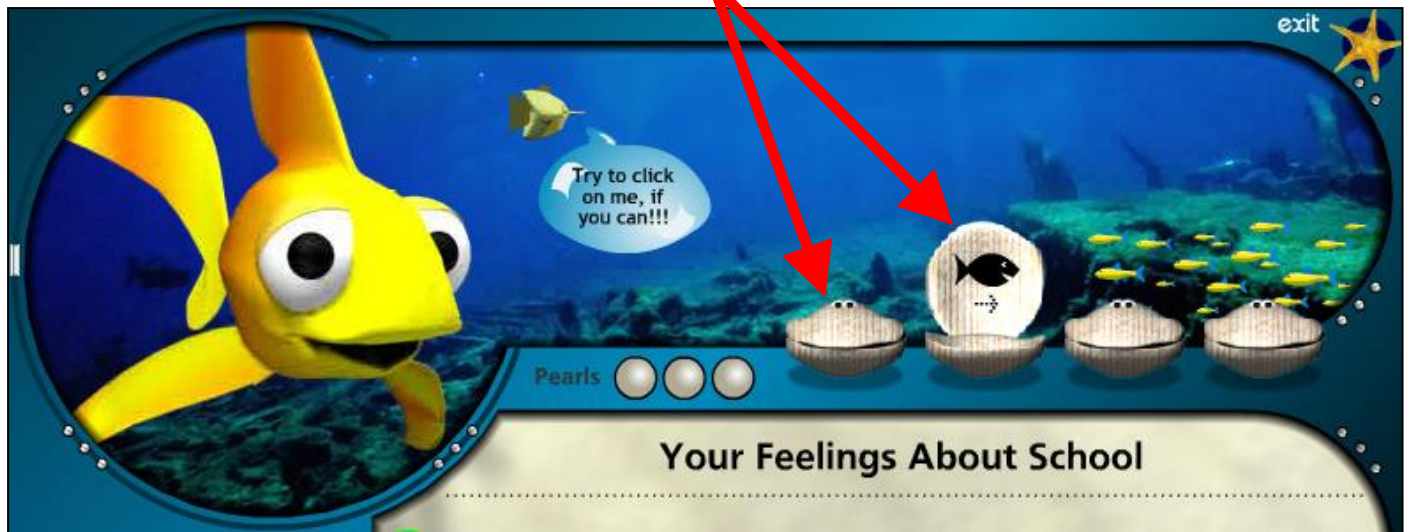
previous page

go to..

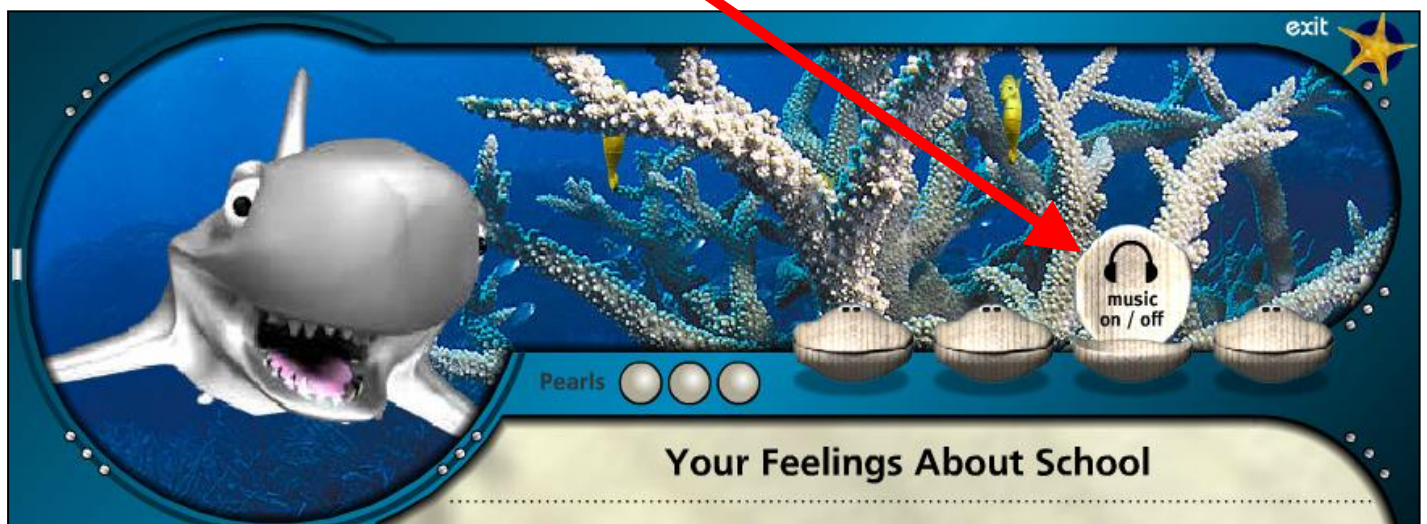
ePEP  
electronic personal education plan

Progress: 1 of 57

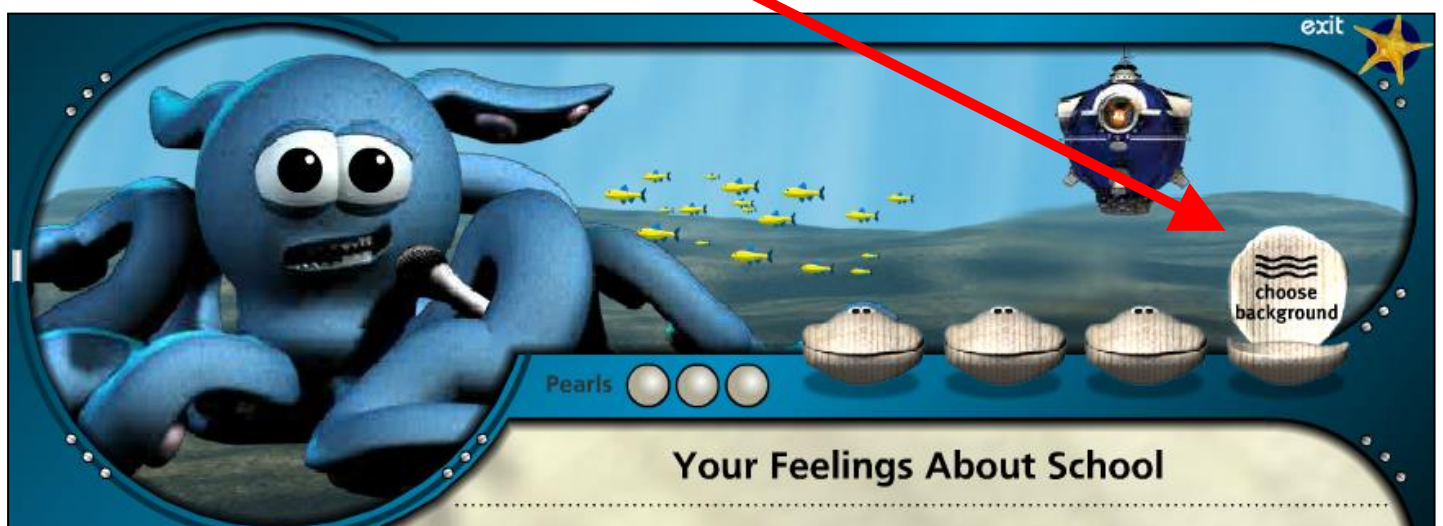
The first two clams navigate backwards and forwards through the different characters.



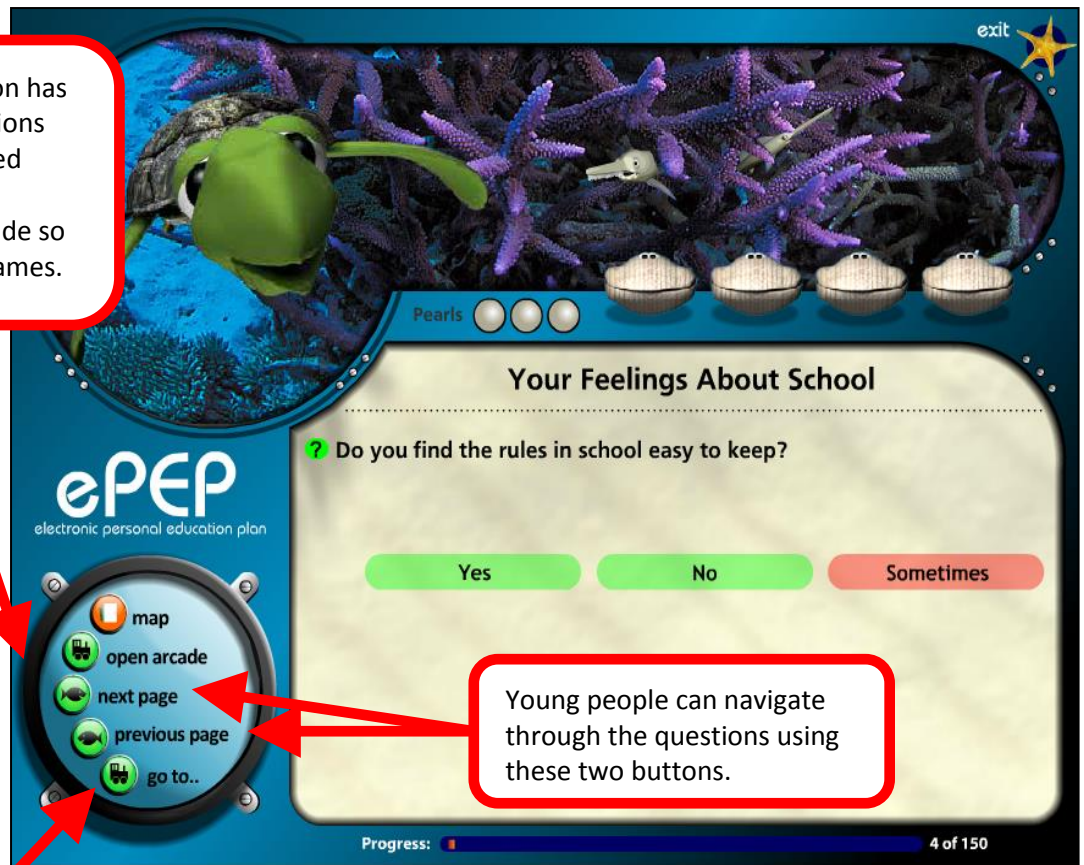
The third clam switches the music on and off.



The last clam changes the background.



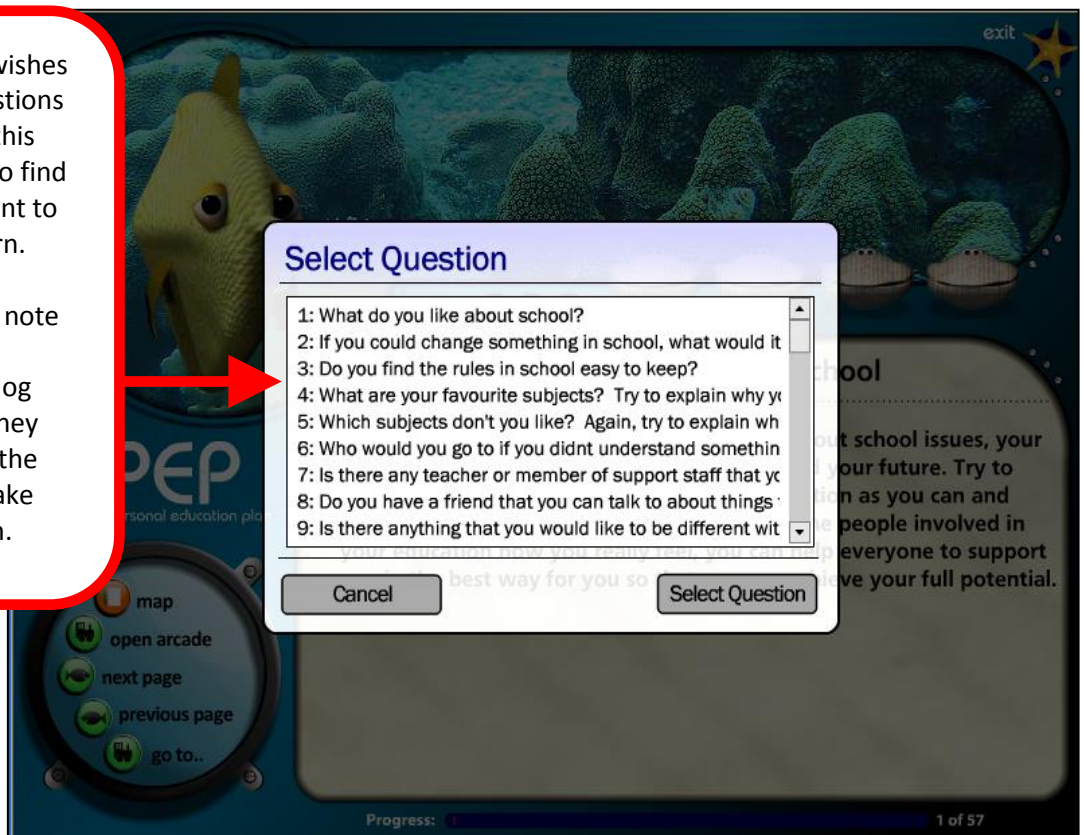
Once the young person has answered their questions they will have collected three pearls. These unlock the arcade so they can play some games.



Young people can navigate through the questions using these two buttons.

If the young person wishes to leave the PEP questions and return to them, this button allows them to find the question they want to answer on their return.

They need to make a note of the last question number before they log out, then next time they login they can select the question and it will take them to this question.



This is the first view in the Key Stage 3-4 interactive section

The avatar will ask the Young Person questions as they click through.

As they answer questions the young person collects 'pearls'. When they have collected all three they can play an arcade game.

The Menu Bar on the bottom left hand side helps to navigate the system.

These circles allow the Young Person to change the way their Avatar looks. They can change; lips, eye colour, glasses, hair styles, what they are wearing, even facial hair, jewellery and eyebrow shape! They can change the background too and the last circle turns the sound off and on.

**Your Feelings About School**

? This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.

This part of the screen is where instructions and questions will appear and where the young person will type their answers. All the instructions and questions are spoken by the character above.

Progress: 1 of 150

The progress bar measures how many questions have been answered.

X

Please select your character from the choices above. Hit the next button to see more!



close window  page select  

# ePEP

electronic personal education plan

 map  
 game  
 next page  
 previous page  
 go to..

## Your Feelings About School

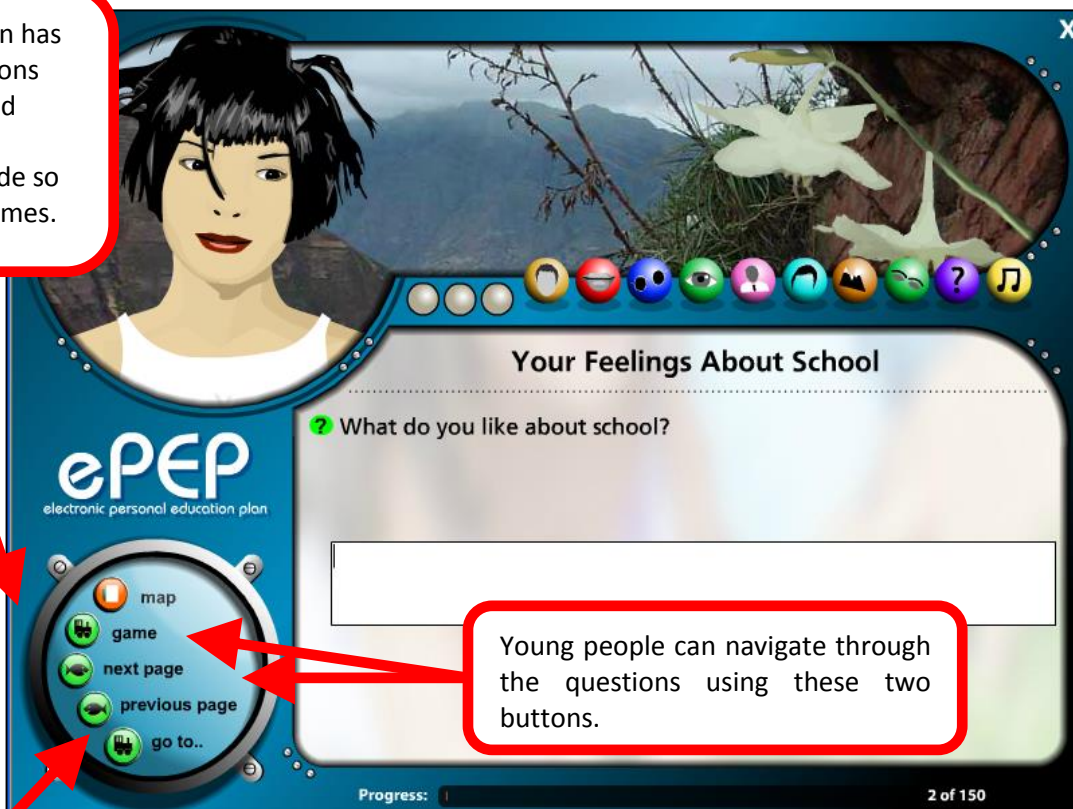
 This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.

To change the Avatars general look the young person should click on the yellow circle with the face and then use the red arrow buttons to scroll through the pages of different Avatars.

The young person should hover the mouse over the shadow to reveal the different types of Avatar, and then click to choose the Avatar they wish to use.

Progress:1 of 150

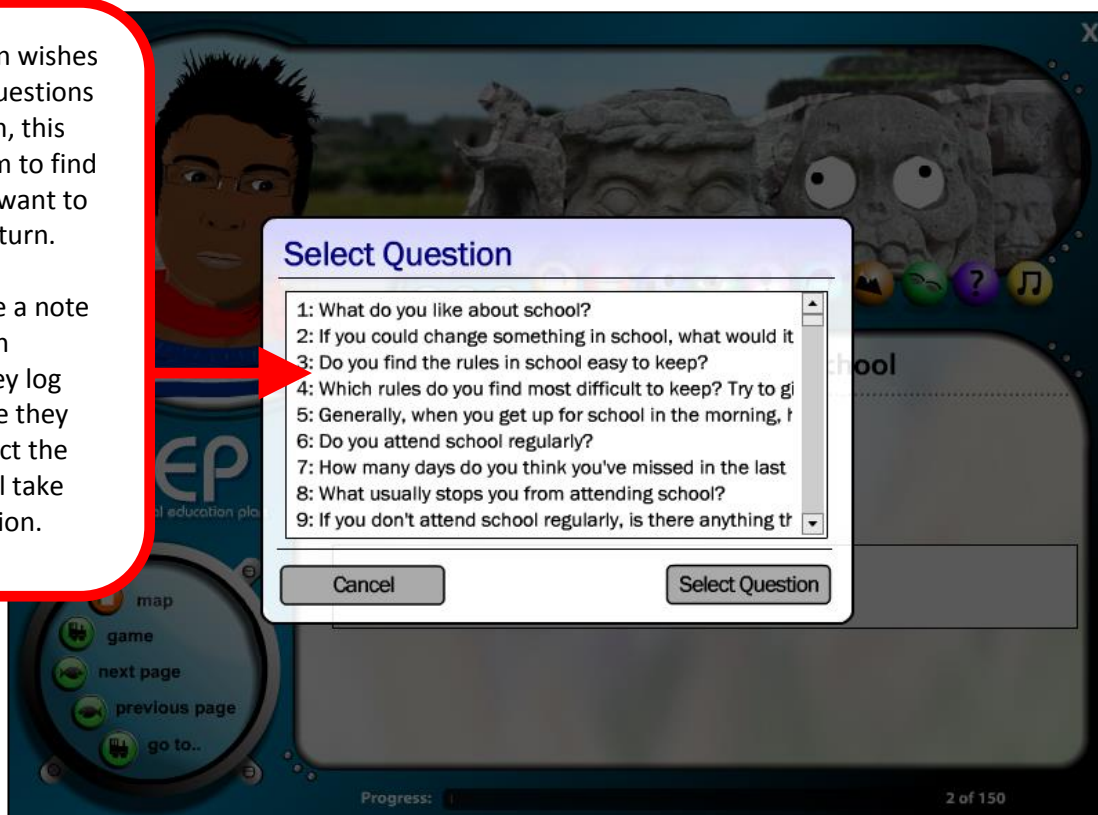
Once the young person has answered their questions they will have collected three pearls. These unlock the arcade so they can play some games.



Young people can navigate through the questions using these two buttons.

If the young person wishes to leave the PEP questions and return to them, this button allows them to find the question they want to answer on their return.

They need to make a note of the last question number before they log out, then next time they login they can select the question and it will take them to this question.



Back Save Changes

Harry Potter (year9)

- Section 1 - Core Information (Social Services)
  - About the Young Person
  - Care Plan
  - Contact
  - Attendance at PEP Meeting
  - Health
- Section 2 - Education Details (Designated Teacher)
  - About the Young Person
  - Educational Establishment Details
  - Transition Arrangement
  - Previous School History
  - Special Educational Needs
  - Other Plans
  - Involvement of Other Agencies
  - Inclusion / Attendance
  - Attainment
- Section 3 - Young Persons Views (Young Person)
  - Your Feelings About School
  - Your Feelings About Learning
  - Your Relationship With Your Teachers
  - Your Relationship With Your Peers
  - How You Feel About Yourself
  - Your Talents and Interests
  - Your Future Aspirations And Needs
  - What You Want People To Know
  - Your Educational Targets
- Section 4 - PEP Review (Designated Teacher)
  - Organise a PEP Meeting
  - The PEP Meeting
  - Action Plan
  - Funding
- Section 5 - Summaries
  - Education Summary
  - IRO Overview

### Action Plan

**Action Plan**  
It is important to ensure that the whole PEP process should emphasise the positive attributes of the child/young person.

**Short term targets** should have a timescale of up to half a term.  
**Medium term targets** should have a timescale of a term.  
**Long term targets** should have a timescale of 2 to 3 terms.  
**Extended/ Out of school targets** for example Join a school sports team or go to Scouts.

**At least one extended/ out of school target must be entered.**

#### SHORT TERM TARGETS

| Target                                                                    | Action (School, Young Person, Parents/Carers, SW, others)                                                                                                   | Success Criteria                                                                | Met? | Repeat? |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------|---------|
| To complete English coursework to a pass grade standard by end of term 4. | Joe - to catch up with and complete coursework. School - to provide help in after school learning club. Carers - to help by providing quiet space to study. | Coursework is complete and to a D grade standard or above by the end of term 4. |      |         |
| To achieve a higher grade in maths by the end of term four.               | Harry - to seek help and advice from teachers when work becomes challenging. School - to provide extra curriculum support after school by 1:1 tuition.      | Maths grade improves from a 5c to a 5a by the end of term 4.                    |      |         |

Add Short Term Target

#### MEDIUM TERM TARGETS

| Target                           | Action (School, Young Person, Parents/Carers, SW, others)                                                                                                                                   | Success Criteria                                                           | Met? | Repeat? |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------|---------|
| To pass Maths and English GCSE's | Harry - to complete coursework and attend revision sessions. School - To provide help an support in school and after school. Carers - To encourage Harry and provide a quiet space to work. | To achieve a pass (at least a D) in English and Maths GCSE by end of Yr 10 |      |         |

Add Medium Term Target

#### LONG TERM TARGETS

| Target                                     | Action (School, Young Person, Parents/Carers, SW, others)                                                    | Success Criteria                      | Met? | Repeat? |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|------|---------|
| To Gain 5 A-C GCSE's at the end of year 11 | Harry - to complete work and coursework and seek help when needed. School - provide extra support if needed. | Harry will gain at least 5 A-C GCSE's |      |         |

Add Long Term Target

Any completed targets will have a tick in the "Met?" column.

Targets which have been met automatically generate one award point for the young person.

If it is an old target that needs repeating it will have a tick in the "Repeat?" column.

#### Timescales

##### Short Term Targets

1-3 terms (Up to 6 Months).

##### Medium Term Targets

4-6 terms (Up to 1 year).

##### Long Term Targets

1-2 Years (Typically end of Key Stage).

##### Extended/Out of School Targets

No fixed timescale (Typically every 6 months).

#### Target

This is where we state exactly what the target is.

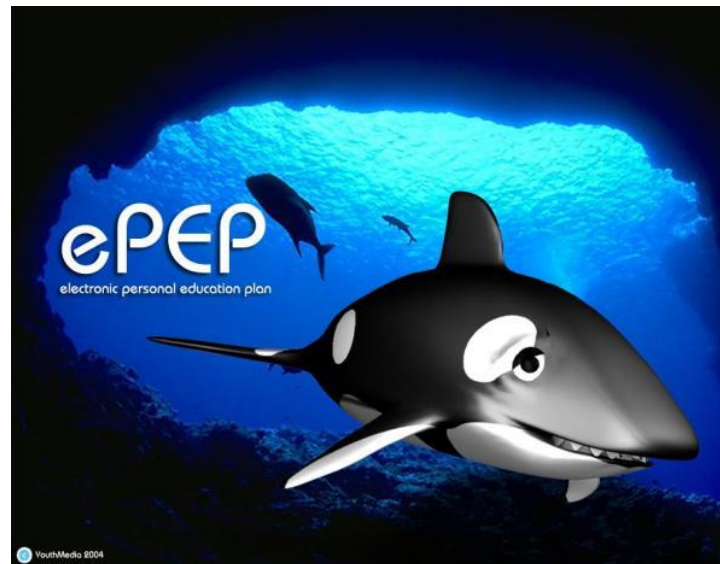
#### Action

This describes the action undertaken by different parties (school, young person, carers) to achieve the target.

#### Success Criteria

This tells the young person how they will know they have achieved the target. This is often a grade or level and a date (i.e. Level 2b by Term 4) that they will achieve it by.

# ePEP Processes



## 14) Opening a New 'Current' PEP

Please go to the 'Service User Overview' and check to see if there is a 'Current PEP' open. A 'Current PEP' will be in the 'Current PEP' section. Please check it is the current PEP; the date should correspond to the meeting.

If the date is for an old PEP meeting then the PEP has not been closed properly. Please close this following the instructions in section 14.

Once you have done this please follow the instructions below.

The screenshot shows the 'Service User Overview' page for Harry Potter (U10949). The page is divided into several sections. On the left is a sidebar with navigation links. The main content area has tabs for 'Actions', 'Attendance', and 'Attainment Tracker details'. Below the tabs is a list of actions. The 'About Harry Potter (U10949)' section shows 'Edit..' and 'Add..' buttons. The 'Current PEPs' section has a table with columns 'Date Started', 'Target Date', and 'Meeting Date'. The 'Completed PEPs' section has a table with columns 'Date Started', 'Completed Date', and 'Meeting Date'. The 'School transitions' section has a table with columns 'Start date', 'Current school', and 'New School'. The 'Time Tracker details' section is at the bottom.

**Your Messages**  
**Your School**  
**Schools Directory**  
**Log Off**

**Users Directory**  
Designated Member of Staffs  
Designated Member of Staff  
Supports  
Designated Teachers  
Designated Teacher Supports  
Foster Carers  
General Managements  
IROs  
IRO Admins  
IRO Team Managers  
Parents  
Residential Key Workers  
Social Service Managers  
Social Services Team Leaders

**Actions**

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record
- Change User
- Change / Set
- Delete User

**About Harry Potter (U10949)** [Edit..](#) **Users with access to this record** [Add..](#)

**Current PEPs**

|      | Date Started | Target Date | Meeting Date |                      |
|------|--------------|-------------|--------------|----------------------|
| 7024 | 24/04/2014   | 13/10/1997  | 06/10/1997   | <a href="#">View</a> |

**Completed PEPs**

|      | Date Started | Completed Date | Meeting Date |                      |
|------|--------------|----------------|--------------|----------------------|
| 6996 | 21/04/1997   | 24/04/1997     | 22/04/2014   | <a href="#">View</a> |

**School transitions**

It is essential to ensure that the school transition is correct and up to date.

| Start date | Current school | New School                                 |
|------------|----------------|--------------------------------------------|
| 24/01/1997 |                | Hogwarts School of Witchcraft and Wizardry |

**Time Tracker details**

Harry Potter [info](#) [start](#)

**To add a new PEP please click 'Add' in blue next to the title 'Current PEP'.**

**If there is a PEP here already please check to see if it is a past PEP which has not been correctly closed.**

Create PEP for [Harry Potter](#)[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff](#)[Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)[Foster Carers](#)[General Managements](#)[IROs](#)[IRO Admins](#)[IRO Team Managers](#)[Parents](#)[Residential Key Workers](#)[Social Service Managers](#)[Social Services Team Leaders](#)[Social Work Administrators](#)[Social Work Assistants](#)[Social Workers](#)[VSK Apprentices](#)[VSK Assistant Heads](#)[VSK CIC Nurse Admins](#)[VSK CIC Nurses](#)[VSK Deputy Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK EWoss](#)[VSK FELOss](#)[VSK Head/Managers](#)

## Create PEP



Using this screen you are able to create a new ePEP. After you have set this PEP up, the people who have the ability to access the Learner's record will be able to view and add their input to the assessment.

Move your mouse over the  symbol to see more help.

## Create a PEP

If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.

☐ Yes, transition has been filled ☐ No need for transition ☐ No, I will do that now.

Please select the correct description for 'School Transition'. If transition needs to be filled out please go back to the Transition Section before creating the PEP. (See section 18.)

Create PEP for Harry Potter

Homepage

PEP Invitations

Administration tools

User Directory

Notice Board

Your Learners

Your Messages

Schools Directory

Reports

Log Off

Users Directory

CXKs

Designated Member of Staffs

Designated Member of Staff Supports

Designated Teachers

Designated Teacher Supports

IROs

Social Work Administrators

Social Workers

Team Leader (Social Services)s

VSK Apprentices

VSK Assistant Heads

VSK Deputy Heads

VSK ePEP Administrators

VSK ePEP Systems Administrators

VSK EWOs

VSK FELOs

VSK Head/Managers

VSK Locality Admins

VSK Support Officers

VSK UASC Support Teams

Young Persons

others

Archive

Health Record

Create PEP

?

Using this screen you are able to create a new ePEP assessment.

Move your mouse over the ? symbol to see more help

Create a PEP

If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.

☐ Yes, transition has been filled
☒ No need for transition
☐ No, I will do that now.

Question Group:

Key Stage 3

Date of PEP meeting:

21/6/1997

Date initiated:

24/05/1997

Target date for completion:

One week after the PEP Meeting.

28/06/1997

PEP Type

☒ PEP 1
☐ PEP 2
☐ PEP 3

Year Group

Year 9

Does this Young Person have a school/educational placement?

☒ Yes
☐ No

Is this PEP going to be accessed by an out-of-authority social worker?

☐ Yes
☒ No

Is this a review PEP?

☒ Yes
☐ No

Copy contents of previous PEP?

(This is used for review PEP's)

☒ Yes
☐ No

Do you want to copy the basic user information into the PEP ?

☒ Yes
☐ No

Confirmation

Create the PEP

OK

Do not create PEP

Cancel

The key stage for the 'Question Group' should correspond to the current key stage of the young person. If the Young Person will have difficulty accessing the questions you can set the 'Question Group' as a lower key stage.

Please enter the date of the PEP Meeting here this is mandatory.

'Date Initiated' will automatically be filled in as today's date i.e. the date you started the PEP.

'Target Date' for completion will automatically be filled in as one week after the PEP Meeting.

'PEP Type' records if it was the first, second or third PEP of the current academic year.

'Year Group' should be filled in with the young person's current national curriculum year group.

Please answer these questions.  
For Your Information;  
A review PEP is a PEP which happens in the normal 6 monthly cycle.  
'Copy Basic User Information' registers changes of School and Social Worker on the new PEP document. It is a good idea to always tick this.

## Create PEP for Harry Potter

Homepage

PEP Invitations

Administration tools

User Directory

Notice Board

Your Learners

Your Messages

Schools Directory

Reports

Log Off

Users Directory

CXKs

Designated Member of Staffs

Designated Member of Staff

Supports

Designated Teachers

Designated Teacher Supports

IROs

Social Work Administrators

Social Workers

Team Leader (Social

Services)s

VSK Apprentices

VSK Assistant Heads

VSK Deputy Heads

VSK ePEP Administrators

VSK ePEP Systems

Administrators

VSK EWOs

VSK FELOs

VSK Head/Managers

VSK Locality Admins

VSK Support Officers

VSK UASC Support Teams

Young Persons

others

Archive

 Health Record

### Create PEP



Using this screen you are able to create a new ePEP. After you have set this PEP up, the people who have the ability to access the Learner's record will be able to view and add their input to the assessment.

Move your mouse over the  symbol to see more help.

### Create a PEP

If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.

☐ Yes, transition has been filled ☒ No need for transition ☐ No, I will do that now.

Question Group:

Key Stage 3 

Date of PEP meeting:

21/6/1997 

Date initiated:

24/05/1997 

Target date for completion:

One week after the PEP Meeting.

28/06/1997 

PEP Type

☒ PEP 1 ☐ PEP 2 ☐ PEP 3

Year Group

Year 9 

Does this Young Person have a school/educational placement?

☒ Yes ☐ No

Is this PEP going to be accessed by an out-of-authority social worker?

☐ Yes ☒ No

Is this a review PEP?

☒ Yes ☐ No

 Copy contents of previous PEP?

(This is used for review PEP's)

☒ Yes ☐ No

 Do you want to copy the basic user information into the PEP ?

☒ Yes ☐ No

### Confirmation

Create the PEP

OK

Do not create PEP

Cancel

Once the form is filled in please select 'OK' this will create the PEP and take you through to the 'PEP Overview'.

 130% 

## View PEP for Harry Potter

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff](#)[Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)[Foster Carers](#)[General Managements](#)[IROs](#)[IRO Admins](#)[IRO Team Managers](#)[Parents](#)[Residential Key Workers](#)[Social Service Managers](#)[Social Services Team Leaders](#)[Social Work Administrators](#)[Social Work Assistants](#)[Social Workers](#)[VSK Apprentices](#)[VSK Assistant Heads](#)[VSK CIC Nurse Admins](#)[VSK CIC Nursess](#)[VSK Deputy Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK EWOss](#)[VSK FELOss](#)[VSK Head/Managers](#)[VSK Locality Admins](#)[VSK Support Officerss](#)[VSK UASC Support Teams](#)[Young Persons](#)[Youth Offending Services](#)

## View PEP



Use this page to view and manage details about a particular assessment.

## Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

PEP Details 

## Description:

Initiated by:  Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: No

## PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

PEP Log 

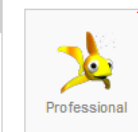
| Date       |                                           |
|------------|-------------------------------------------|
| 27/04/2014 | Pomona Sprout edited the PEP details.     |
| 27/04/2014 | Basic information copied into assessment. |

## Young Person's Progress

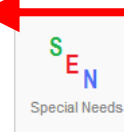


3 of 37 questions have been answered

## Professional Section



Professional



Special Needs

## Progress Tracking

The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.[Go to Professional Section](#)Attachments PEP Notes 

Once created the 'PEP Overview' screen automatically opens. To go straight into the PEP and edit it click on the goldfish icon marked 'Professional'.

Log Off

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

### Attainment Tracker details

- [Edit User Details](#)
- [Photo Album](#)

If you return to the 'Service User Overview' you can see the new open PEP in the 'Current PEP' section of the page.

•  
%

IRO Team Managers  
 Parents  
 Residential Key Workers  
 Social Service Managers  
 Social Services Team Leaders

### About Harry Potter (U10949)

Edit..

### Users with access to this record

Add..

Young Persons  
Youth Offending Services

Record Owner:  [Change](#)

This is a test

### Current PEPs

Add..

|      | Date Started | Target Date | Meeting Date |                      |
|------|--------------|-------------|--------------|----------------------|
| 7024 | 24/04/2014   | 13/10/1997  | 06/10/1997   | <a href="#">View</a> |

### Completed PEPs

|                                                                                            | Date Started | Completed Date | Meeting Date |                      |
|--------------------------------------------------------------------------------------------|--------------|----------------|--------------|----------------------|
|  6996 | 21/04/1997   | 24/04/1997     | 22/04/2014   | <a href="#">View</a> |

### School transitions



It is essential that this be filled in for any school educational placement change or move.

|   | Start date | Transition to  | Current school | New School                                 |
|---|------------|----------------|----------------|--------------------------------------------|
| 🕒 | 24/01/1996 | Primary School |                | Hogwarts School of Witchcraft and Wizardry |

Add a school transition.

### Time Tracker details

Harry Potter [info](#) [start](#)

## 15) Closing a PEP

[Back](#) [Save Changes](#) [Return to PEP Overview](#)

Harry Potter (year9)

Section 1 - Core Information (Social Services)

[About the Young Person](#)

[Care Plan](#)

[Contact](#)

[Attendance at PEP Meeting](#)

[Health](#)

Section 2 - Education Details (Designated Teacher)

[About the Young Person](#)

[Educational Establishment Details](#)

[Transition Arrangement](#)

[Previous School History](#)

[Special Educational Needs](#)

[Other Plans](#)

[Involvement of Other Agencies](#)

[Inclusion / Attendance](#)

[Attainment](#)

Section 3 - Young Persons Views (Young Person)

[Your Feelings About School](#)

[Your Feelings About Learning](#)

[Your Relationship With Your Teachers](#)

[Your Relationship With Your Peers](#)

[How You Feel About Yourself](#)

[Your Talents and Interests](#)

[Your Future Aspirations And Needs](#)

[What You Want People To Know](#)

[Your Educational Targets](#)

Section 4 - PEP Review (Designated Teacher)

[Organise a PEP Meeting](#)

[The PEP Meeting](#)

[Action Plan](#)

[Funding](#)

Section 5 - Summaries

[Education Summary](#)

[IRO Overview](#)

### The PEP Meeting

 **Copies of this completed form should be sent to the carer or any other professionals who do not have access to the internet.**

**DATE FOR THIS MEETING**

Date:  (dd/mm/yyyy)

Time:  (hh:mm)

**PROGRESS TRACKING**

Social Worker has not yet completed PEP [Mark completed](#)

Designated Teacher has not yet completed PEP [Mark completed](#)

Young Person has not yet completed PEP [Mark completed](#)

Date Completed:

Final completion date can only be entered once all 3 markers above are marked complete

**REASON FOR MEETING**

What are the reasons for this meeting?

☐ New Admission to Care ☐ Change of Care Placement

☒ Review Process ☐ Change of School Placement

Any other reasons:

**LAPTOP**

☒ Harry Potter has received a laptop.

**PRESENT AT THE PEP MEETING**

☐ Harry Potter is present at this review.

If no, who will feedback to Harry Potter:

**Other persons present:**

| Name                 | Designation | Contact Number |
|----------------------|-------------|----------------|
| <input type="text"/> |             |                |

Add an Entry

**SENDS THEIR APOLOGIES:**

| Name                 | Designation | Contact Number |
|----------------------|-------------|----------------|
| <input type="text"/> |             |                |

Add an Entry

**EDUCATION PLACEMENT**

 **This question must be answered**  
The answer of this question is used to determine which questions must be answered for the PEP to be marked as complete or incomplete.

Please go to the 'PEP Meeting' in 'Section Four' of the PEP and mark your section as complete.



[Back](#)
[Save Changes](#)
[Return to PEP Overview](#)

Harry Potter (year9)

Section 1 - Core Information (Social Services)

[About the Young Person](#)
[Care Plan](#)
[Contact](#)
[Attendance at PEP Meeting](#)
[Health](#)

Section 2 - Education Details (Designated Teacher)

[About the Young Person](#)
[Educational Establishment Details](#)
[Transition Arrangement](#)
[Previous School History](#)
[Special Educational Needs](#)
[Other Plans](#)
[Involvement of Other Agencies](#)
[Inclusion / Attendance](#)
[Attainment](#)

Section 3 - Young Persons Views (Young Person)

[Your Feelings About School](#)
[Your Feelings About Learning](#)
[Your Relationship With Your Teachers](#)
[Your Relationship With Your Peers](#)
[How You Feel About Yourself](#)
[Your Talents and Interests](#)
[Your Future Aspirations And Needs](#)
[What You Want People To Know](#)
[Your Educational Targets](#)

Section 4 - PEP Review (Designated Teacher)

[Organise a PEP Meeting](#)
[The PEP Meeting](#)
[Action Plan](#)
[Funding](#)

Section 5 - Summaries

[Education Summary](#)
[IRO Overview](#)

## The PEP Meeting

Copies of this completed form should be sent to the carer or any other professionals who do not have access to the internet.

DATE FOR THIS MEETING

Date:  (dd/mm/yyyy)
Time:

PROGRESS TRACKING

Social Worker has completed PEP on **27/04/2014** [Reset](#)  
Designated Teacher has completed PEP on **27/04/2014** [Reset](#)  
Young Person has completed PEP on **27/04/2014** [Reset](#)

Date Completed:

(dd/mm/yyyy)

REASON FOR MEETING

What are the reasons for this meeting?

☐ New Admission to Care
☐ Change of Care Placement
☒ Review Process
☐ Change of School Placement

Any other reasons:

LAPTOP

☒ Harry Potter has received a laptop.

PRESENT AT THE PEP MEETING

☐ Harry Potter is present at this review.

If no, who will feedback to Harry Potter:

Other persons present:

| Name                                        | Designation | Contact Number |
|---------------------------------------------|-------------|----------------|
| <input type="button" value="Add an Entry"/> |             |                |

SENDS THEIR APOLOGIES:

| Name                                        | Designation | Contact Number |
|---------------------------------------------|-------------|----------------|
| <input type="button" value="Add an Entry"/> |             |                |

EDUCATION PLACEMENT

This question must be answered

If all other sections are marked as complete please enter a date in the box below. This will complete the PEP and it will now appear in Completed PEPs on the Service User Overview.

44 | Page

## 16) Printing a PEP

### PLEASE READ BEFORE PRINTING

This document is designed to be an online document and everyone who needs access should have a login to the ePEP system which gives them appropriate access.

If a parent wishes to receive a print out of the PEP this should always be referred to the young person's Social Worker who is best placed to decide which parts of the PEP should be sent to the parent.

If you print from a PEP please be aware this is sensitive child level data and you need to use and store this appropriately in line with KCC guidelines.

The screenshot shows the ePEPOnline interface. At the top, there's a search bar with 'Name' and 'or UPN' fields, and a 'Search' button. Navigation links for 'Social Worker Help' and 'Foster Carer Help' are present, along with a user profile for 'Pomona Sprout - Kent County Council' and a 'Logout' link.

The main heading is 'View PEP for Harry Potter'. On the left is a sidebar menu with options like 'Homepage', 'Notice Board', 'Your Learners', 'Your Messages', 'Your School', 'Schools Directory', 'Log Off', and a 'Users Directory' section.

The main content area has a 'View PEP' header. Below it is a yellow box with a question mark icon and the text: 'Use this page to view and manage details about a particular assessment.' Below this is an 'Actions' section with a list of links: 'Return to Service User Complete', 'View / Print Report', 'View / Print Education Summary Report', 'Delete PEP', and 'Export PEP to XML File'. A red arrow points from a text box to the 'View / Print Report' link.

Below the 'Actions' section is a 'PEP Details' section with an 'Edit..' button. It includes a 'Description:' field, 'Initiated by: Pomona Sprout', and 'Question Group: Key Stage 3'.

On the right side, there's a 'Young Person's Progress' section showing a progress bar and the text '3 of 37 questions have been answered'. Below that is a 'Professional Section' with icons for 'Professional' (a yellow star) and 'Special Needs' (the letters 'SEN').

A red-bordered text box on the right contains the instruction: 'Please go to 'View PEP' please click on 'View\Print Report'.'

Please click on the pages within each section you wish to print. To print the attainment section please select attainment on the right hand column and those years you wish to print from the right hand column.

Once you have selected all sections you wish to print please click on 'Produce Report' in blue at the bottom of this form.

ePEP Online - Generated Report

Select sections to include.

| Section                                  | Select                   |
|------------------------------------------|--------------------------|
| <b>Section One - Core Information</b>    |                          |
| About the Young Person (9990)            | <input type="checkbox"/> |
| Care Plan (9992)                         | <input type="checkbox"/> |
| Contact (9993)                           | <input type="checkbox"/> |
| Attendance at Parent's Meetings (9994)   | <input type="checkbox"/> |
| Health (9991)                            | <input type="checkbox"/> |
| <b>Section Two - Education Details</b>   |                          |
| About the Young Person (9801)            | <input type="checkbox"/> |
| Educational Establishment Details (9802) | <input type="checkbox"/> |
| Transition Arrangement (9810)            | <input type="checkbox"/> |
| Previous School History (9803)           | <input type="checkbox"/> |
| Special Educational Needs (9804)         | <input type="checkbox"/> |
| Other Plans (9806)                       | <input type="checkbox"/> |
| Involvement of Other Agencies (9807)     | <input type="checkbox"/> |
| Inclusion / Attendance (9808)            | <input type="checkbox"/> |
| Attainment (9809)                        | <input type="checkbox"/> |
| YP Questions (-1)                        | <input type="checkbox"/> |
| <b>Section Three - PEP Review</b>        |                          |
| The PEP Meeting (9701)                   | <input type="checkbox"/> |
| Action Plan (9702)                       | <input type="checkbox"/> |
| Funding (9703)                           | <input type="checkbox"/> |
| Education Summary (9601)                 | <input type="checkbox"/> |
| Carers Summary (9604)                    | <input type="checkbox"/> |
| IRO Overview (9603)                      | <input type="checkbox"/> |
| <b>My views</b>                          |                          |
| What I think you should know (1600)      | <input type="checkbox"/> |



**If you select the attainment section, please indicate the years you want to include in the report by checking the appropriate boxes in the table below.**

Please note only those years for which an attainment record was recorded are shown below.

|         |                          |
|---------|--------------------------|
| Age 0-1 | <input type="checkbox"/> |
| Age 1-2 | <input type="checkbox"/> |
| Age 2-3 | <input type="checkbox"/> |
| Age 3-4 | <input type="checkbox"/> |
| Age 4-5 | <input type="checkbox"/> |
| Year 2  | <input type="checkbox"/> |
| Year 3  | <input type="checkbox"/> |
| Year 4  | <input type="checkbox"/> |
| Year 5  | <input type="checkbox"/> |
| Year 6  | <input type="checkbox"/> |
| Year 7  | <input type="checkbox"/> |
| Year 8  | <input type="checkbox"/> |
| Year 9  | <input type="checkbox"/> |
| Year 10 | <input type="checkbox"/> |
| Year 11 | <input type="checkbox"/> |

Produce report

125%

## ePEP Online - Generated Report

### Options

Print Report

### About the Young Person

#### ABOUT THE YOUNG PERSON

Forenames (Legal) **Harry**  
Surname (Legal) **Potter**  
Also Known As (AKA) **Joey**  
Preferred Forename **Smith**  
Preferred Surname **Smith**  
UPN **A000000000000**  
Gender ☒ Male ☐ Female ☐ Not Known  
Date of Birth **31/07/1980**  
Date first entered care **31/08/1981**  
Responsible Local Authority **Kent**  
Residing Local Authority **Kent**  
Educating Local Authority **Kent**  
PEP Start Date **01/05/2012**  
PEP Completion Date **04/06/2012**  
Placement Address

Postcode

Telephone

Parental Responsibility ☐ ☐ Parent ☒ Joint and Parent ☐ Not Known

Name of foster carer/key worker/relative or friend providing accommodation

Relationship if any to young person

**Foster Carer**

Placement Type

**Relatives and Friends**

Current legal status of child/young person (eg. accommodation/care order)

**Care Order**

Social Worker **Remus Lupin**

Team

Once you have checked the document contains all you need please click 'Print Report'.

[Social Worker Help](#)
[Foster Carer Help](#)

[Pomona Sprout - Kent County Council](#)
[\[Logout\]](#)

## View PEP for Harry Potter

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[Notice Board](#)
[Your Learners](#)
[Your Messages](#)
[Your School](#)
[Schools Directory](#)
[Log Off](#)

[Users Directory](#)
[Designated Member of Staffs](#)
[Designated Member of Staff Supports](#)
[Designated Teachers](#)
[Designated Teacher Supports](#)
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[IRO Admins](#)
[IRO Team Managers](#)
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[Residential Key Workers](#)
[Social Service Managers](#)
[Social Services Team Leaders](#)
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[VSK Apprentices](#)
[VSK Assistant Heads](#)
[VSK CIC Nurse Admins](#)
[VSK CIC Nursess](#)
[VSK Deputy Heads](#)
[VSK ePEP Administrators](#)
[VSK ePEP System Administrators](#)
[VSK EWOss](#)
[VSK FELOss](#)
[VSK Head/Managers](#)
[VSK Locality Admins](#)
[VSK Support Officerss](#)
[VSK UASC Support Teams](#)
[Young Persons](#)
[Youth Offending Services](#)

### View PEP

Use this page to view and manage details about a particular assessment.

#### Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

#### Young Person's Progress

3 of 37 questions have been answered

#### PEP Details

Description:

**Initiated by:** Pomona Sprout

**Question Group:** Key Stage 3

**PEP Type:** PEP 1

**Year group:** Year 9

**Date started:** 27/04/1997

**Target date:** 28/06/1997

**Is complete:** **No**

[Edit..](#)

#### PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

#### PEP Log

Date

27/04/2014 **Pomona Sprout** edited the PEP details.

27/04/2014 Basic information copied into assessment.

[View all..](#)

#### Professional Section

Professional

Special Needs

#### Progress Tracking

The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

#### Attachments

[Edit..](#)

#### PEP Notes

[Edit..](#)

Please go to 'View PEP' click 'Edit' next to 'Attachments'

ePEPOnline

Q Name :  or UPN :  [Search](#) [Social Worker Help](#) [Foster Carer Help](#) [Pomona](#)

## Harry Potter - Attachments.

|                          |                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Homepage</b>          | <b>List of attachments for Early Years PEP started on .</b>                                                                                                                                                                                                                 |
| <b>Notice Board</b>      |  This is the list of the attachments for the selected assessment. Click on the title of the attachment to view/download it. You can add attachments by clicking on 'Add a new attachment'. |
| <b>Your Learners</b>     | <a href="#">Add a new attachment</a> <a href="#">Back to assessment</a>                                                                                                                                                                                                     |
| <b>Your Messages</b>     |                                                                                                                                                                                                                                                                             |
| <b>Your School</b>       |                                                                                                                                                                                                                                                                             |
| <b>Schools Directory</b> |                                                                                                                                                                                                                                                                             |
| <b>Log Off</b>           |                                                                                                                                                                                                                                                                             |
| <b>Users Directory</b>   |                                                                                                                                                                                                                                                                             |

Please click 'Add a new attachment'.

ePEPOnline

Q Name :  or UPN :  [Search](#) [Social Worker Help](#) [Foster Carer Help](#) [Pomona](#)

## Harry Potter - Attachments.

|                                   |                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Homepage</b>                   | <b>Add Attachment</b>                                                                                                                                                                                                                                                                                        |
| <b>Notice Board</b>               |  Adding an attachment consists of uploading a file and associate it to the current assessment. You can upload any filetype (e.g. Adobe .pdf, Pictures .jpeg,.bmp,.png, Word Document .doc Excel Spreadsheets .xls etc...) |
| <b>Your Learners</b>              | Document Title <input type="text"/>                                                                                                                                                                                                                                                                          |
| <b>Your Messages</b>              | Document Description <input type="text"/>                                                                                                                                                                                                                                                                    |
| <b>Your School</b>                | Upload document <input type="button" value="Choose File"/> No file chosen                                                                                                                                                                                                                                    |
| <b>Schools Directory</b>          | <input type="button" value="Save"/> <input type="button" value="Cancel"/>                                                                                                                                                                                                                                    |
| <b>Log Off</b>                    |                                                                                                                                                                                                                                                                                                              |
| <b>Users Directory</b>            |                                                                                                                                                                                                                                                                                                              |
| <b>Designated Member of Staff</b> |                                                                                                                                                                                                                                                                                                              |
| <b>Designated Member of Staff</b> |                                                                                                                                                                                                                                                                                                              |
| <b>Supports</b>                   |                                                                                                                                                                                                                                                                                                              |

Please give the document you are adding a title and description remember to make it clear for others who may read this.

To upload a document please click 'Choose File', then locate the file you wish to upload (as you would add an attachment to an email).

**ePEPOnline**  Name:  or UPN:   [Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

## Harry Potter - Attachments.

|                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Homepage</a><br><a href="#">Notice Board</a><br><a href="#">Your Learners</a><br><a href="#">Your Messages</a><br><a href="#">Your School</a><br><a href="#">Schools Directory</a><br><a href="#">Log Off</a><br><br><a href="#">Users Directory</a><br><a href="#">Designated Member of Staffs</a><br><a href="#">Designated Member of Staff Supports</a> | <h3>Add Attachment</h3> <p> Adding an attachment consists of uploading a file and associate it to the current assessment. You can upload any filetype (e.g. Adobe .pdf, Pictures .jpeg,.bmp,.png, Word Document .doc Excel Spreadsheet .xls etc...)</p> <p>Document Title <input type="text" value="School Report"/></p> <p>Document Description <input type="text" value="Report for Yr 9 Terms 1&amp;2"/></p> <p>Upload document <input type="button" value="Choose File"/> Harry Potte...Report.docx</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Check the title and description has been filled in and the document selected as shown here.

Once you have done this please click 'Save'.

Harry Potter - Attachments.

| Homepage                             | List of attachments for Early Years PEP started on .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------|------------------------------------|---------------------------------------------|--|---------------|---------------------------|------------|--|---------------------------------------------|--------------------------------------|--|--|--|------------------------------------|
| Notice Board                         | <div><p>This is the list of the attachments for the selected assessment. Click on the title of the attachment to view/download it. You can add attachments by clicking on 'Add a new attachment'.</p></div> <table><thead><tr><th>Title</th><th>Description</th><th>Created</th><th>Last modified</th><th></th></tr></thead><tbody><tr><td>School Report</td><td>Report for Yr 9 Terms 1&amp;2</td><td>2014-04-28</td><td></td><td><a href="#">edit</a> <a href="#">remove</a></td></tr><tr><td colspan="4"><a href="#">Add a new attachment</a></td><td><a href="#">Back to assessment</a></td></tr></tbody></table> | Title                     | Description | Created                            | Last modified                               |  | School Report | Report for Yr 9 Terms 1&2 | 2014-04-28 |  | <a href="#">edit</a> <a href="#">remove</a> | <a href="#">Add a new attachment</a> |  |  |  | <a href="#">Back to assessment</a> |
| Title                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Description               | Created     | Last modified                      |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| School Report                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Report for Yr 9 Terms 1&2 | 2014-04-28  |                                    | <a href="#">edit</a> <a href="#">remove</a> |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| <a href="#">Add a new attachment</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             | <a href="#">Back to assessment</a> |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Your Learners                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Your Messages                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Your School                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Schools Directory                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Log Off                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Users Directory                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Designated Member of Staffs          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |
| Designated Member of Staff Supports  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |             |                                    |                                             |  |               |                           |            |  |                                             |                                      |  |  |  |                                    |

To return to the 'PEP overview' please click 'Back to assessment'.

You should now see your uploaded document here.

To return to the 'PEP overview' please click 'Back to assessment'.

View PEP for **Harry Potter**[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff](#)[Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)[Foster Carers](#)[General Managements](#)[IROs](#)[IRO Admins](#)[IRO Team Managers](#)[Parents](#)[Residential Key Workers](#)[Social Service Managers](#)[Social Services Team Leaders](#)[Social Work Administrators](#)[Social Work Assistants](#)[Social Workers](#)[VSK Apprentices](#)[VSK Assistant Heads](#)[VSK CIC Nurse Admins](#)[VSK CIC Nursess](#)[VSK Deputy Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK EWOss](#)[VSK FELOss](#)[VSK Head/Managers](#)

## View PEP



Use this page to view and manage details about a particular assessment.

## Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

## PEP Details

[Edit..](#)

## Description:

Initiated by: Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: **No**

## PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

## PEP Log

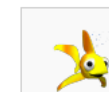
[View all](#)

## Young Person's Progress

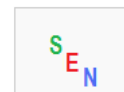


3 of 37 questions have been answered

## Professional Section



Professional



Special Needs

## Progress Tracking

The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.[Go to Professional Section](#)

## Attachments

[Edit..](#)[School Report](#)

Report for Yr 9 Terms 1&amp;2

## PEP Notes

[Edit..](#)

Once you return to the 'View Assessment' screen you can view the uploaded document here.

If others upload attachments to the PEP they will be available to view here.

To view an attachment please click on the file name in blue.

## 18) Add PEP Notes to a PEP

ePEPOnline

Name :  or UPN :

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

View PEP for Harry Potter

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Designated Member of Staff Supports

Designated Teachers

Designated Teacher Supports

Foster Carers

General Managements

IROs

IRO Admins

IRO Team Managers

Parents

Residential Key Workers

Social Service Managers

Social Services Team Leaders

Social Work Administrators

Social Work Assistants

Social Workers

VSK Apprentices

VSK Assistant Heads

VSK CIC Nurse Admins

VSK CIC Nurses

VSK Deputy Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK EWOss

VSK FELOss

VSK Head/Managers

View PEP

 Use this page to view and manage details about a particular assessment.

Actions

- Return to Service User Overview
- View / Print Report
- View / Print Education Summary Report
- Delete PEP
- Export PEP to XML File

PEP Details

Description:

Initiated by:  Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: No

PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

PEP Log

Young Person's Progress

3 of 37 questions have been answered

Professional Section

 Professional

S

E

N

Special Needs

Progress Tracking

 The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

Attachments

School Report

Report for Yr 9 Terms 1&2

PEP Notes

Please go to 'View PEP' and click "Edit" next to 'Assessment Notes'.

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### Edit PEP Details

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Your School

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Designated Member of Staff Supports

Designated Teachers

Designated Teacher Supports

Foster Carers

General Managements

IROs

IRO Admins

IRO Team Managers

Parents

Residential Key Workers

Edit Notes

?

Use this page to edit the notes for this PEP.

Edit Notes

OK

Cancel

Please enter any notes on the PEP in this section.

### Edit PEP Details

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Your School

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Designated Member of Staff Supports

Designated Teachers

Designated Teacher Supports

Foster Carers

General Managements

IROs

IRO Admins

IRO Team Managers

Parents

Residential Key Workers

Edit Notes

?

Use this page to edit the notes for this PEP.

Edit Notes

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4.  
Harry has identified subjects he is interested in studying next year.

OK

Cancel

Once you have submitted the notes you wish to add please click 'OK' to save and upload them.

## View PEP for Harry Potter

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff](#)[Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)[Foster Carers](#)[General Managements](#)[IROs](#)[IRO Admins](#)[IRO Team Managers](#)[Parents](#)[Residential Key Workers](#)[Social Service Managers](#)[Social Services Team Leaders](#)[Social Work Administrators](#)[Social Work Assistants](#)[Social Workers](#)[VSK Apprentices](#)[VSK Assistant Heads](#)[VSK CIC Nurse Admins](#)[VSK CIC Nursess](#)[VSK Deputy Heads](#)[VSK ePEP Administrators](#)[VSK EWoss](#)[VSK FELOSS](#)[VSK Head/Managers](#)[VSK Locality Admins](#)[VSK Support Officeress](#)

## View PEP



Use this page to view and manage details about a particular assessment.



PEP details have been updated.

## Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

## PEP Details

[Edit..](#)

## Description:

Initiated by: Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: **No**

## PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |

Please return to the 'View PEP' screen notes can be viewed here.

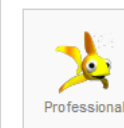
Other Professionals can add to these notes you will be able to see any amendments.

## Young P

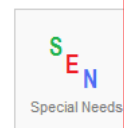


3 of 37 ques

## Professional Section



Professional



Special Needs

## Progress Tracking



The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

## Attachments

[Edit..](#)[School Report](#)[Report for Yr 9 Terms 1&2](#)

## PEP Notes

[Edit..](#)

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4. Harry has identified subjects he is interested in studying next year.

## 19) Entering a Transition Record to a Young Person

'School Transitions', in the 'Service User Overview', is where the Designated Teacher or Social Worker records transition details. Transition records can and should be entered at any time.

Any school move should be recorded here; normally the Designated Teacher will do this. If the young person has been out of education or the Social Worker has knowledge of school choices when the young person is starting at infant/primary/secondary school they should fill this in. As soon as transition arrangements are discussed a record should be opened. If a transition is already opened by a Social Worker you can still click the small orange arrow and edit the transition filling in any gaps you may be aware of.

The screenshot shows the ePEPOnline interface for a young person named Harry Potter. The interface includes a search bar, navigation tabs, and sections for 'Current PEPs', 'Completed PEPs', and 'School transitions'. A red box highlights the 'Add a school transition' link, and another red box highlights the 'Add..' button in the 'Current PEPs' section.

To view previous transitions please click on the start date in blue or the arrow in the orange circle.

To start a transition please click on 'Add a school transition'.

| Current PEPs |              |             |              |
|--------------|--------------|-------------|--------------|
|              | Date Started | Target Date | Meeting Date |
| 7024         | 24/04/2014   | 13/10/1997  | 06/10/1997   |

| Completed PEPs |              |                |              |
|----------------|--------------|----------------|--------------|
|                | Date Started | Completed Date | Meeting Date |
| 6996           | 21/04/1997   | 24/04/1997     | 22/04/2014   |

| School transitions |                |                |            |
|--------------------|----------------|----------------|------------|
| Start date         | Transition to  | Current school | New School |
| 24/01/1996         | Primary School |                |            |

| School Transitions                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Homepage</a><br><a href="#">PEP Invitations</a><br><a href="#">Administration tools</a><br><a href="#">User Directory</a><br><a href="#">Notice Board</a><br><a href="#">Your Learners</a><br><a href="#">Your Messages</a><br><a href="#">Schools Directory</a><br><a href="#">Reports</a><br><a href="#">Log Off</a><br><br><a href="#">Users Directory</a><br><a href="#">Designated Member of Staffs</a><br><a href="#">Designated Member of Staff</a> | <h3>School transition for Harry Potter</h3> <p>&gt;</p> <div>  <b>School Transitions</b><br/>             It is essential that this be filled in for any school placement change or move.           </div> <div> <div>Transition to</div> <div> <input type="radio"/> Infant School               <input type="radio"/> Primary School               <input type="radio"/> Secondary School               <input type="radio"/> 6th Form/FE/Apprenticeships               <input type="radio"/> FE/HE               <input type="radio"/> Other             </div> </div> <div> <div>Other transition to</div> <div> <input type="text" value="Educational Provision Move (Alternative Curriculum)"/> <input type="text" value="Educational Provision Move (Mainstream)"/> <input type="text" value="Exclusion"/> <input type="text" value="Placement Move (Carer)"/> <input type="text" value="Return to Mainstream"/> <input type="text" value="Specialist Provision"/> </div> </div> <div> <div>Has the application for new school been submitted to the Local Authority or Education Setting?</div> <div> <input type="radio"/> Yes               <input type="radio"/> No               <input checked="" type="radio"/> Not Known             </div> </div> <div> <div>Has Young Person passed Kent County Council Test?</div> <div> <input type="radio"/> Yes               <input type="radio"/> No               <input checked="" type="radio"/> Not Known             </div> </div> |

Please select where the Young Person is moving (transitioning) to.

Please note there are tick boxes for the traditional transitional phases.

If the transition is for another reason please tick 'Other' and select, from the drop down box, the type of non-traditional transition.

| School Transitions                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Homepage</a><br><a href="#">PEP Invitations</a><br><a href="#">Administration tools</a><br><a href="#">User Directory</a><br><a href="#">Notice Board</a><br><a href="#">Your Learners</a><br><a href="#">Your Messages</a><br><a href="#">Schools Directory</a><br><a href="#">Reports</a><br><a href="#">Log Off</a><br><br><a href="#">Users Directory</a><br><a href="#">Designated Member of Staffs</a><br><a href="#">Designated Member of Staff</a> | <h3>School transition for Harry Potter</h3> <p>&gt;</p> <div>  <b>School Transitions</b><br/>             It is essential that this be filled in for any school placement change or move.           </div> <div> <div>Transition to</div> <div> <input type="radio"/> Infant School               <input type="radio"/> Primary School               <input type="radio"/> Secondary School               <input type="radio"/> 6th Form/FE/Apprenticeships               <input type="radio"/> FE/HE               <input type="radio"/> Other             </div> </div> <div> <div>Other transition to</div> <div> <input type="text" value=""/> </div> </div> <div> <div>Has the application for new school been submitted to the Local Authority or Education Setting?</div> <div> <input type="radio"/> Yes               <input type="radio"/> No               <input checked="" type="radio"/> Not Known             </div> </div> <div> <div>Has Young Person passed Kent County Council Test?</div> <div> <input type="radio"/> Yes               <input type="radio"/> No               <input checked="" type="radio"/> Not Known             </div> </div> |

Please tick if the application has been submitted to the local authority. Often Social Workers are the first to know this information and would start a transition record because of this if they haven't we ask the Designated Teacher to please check and fill this in.

Please enter the school requested in order of preference. You need to select the school from the drop down box. Please make sure that the correct school is selected (when more than one school has the same name please check the school locality)

All KCC schools and most OLA schools are on this list. If the school is not on the list please e:mail the VSK ePEP team who will add the school.

The screenshot shows a web form for managing school transitions. On the left is a sidebar with navigation links: Social work Administrators, Social Workers, Team Leader (Social Services), VSK Apprentices, VSK Assistant Heads, VSK Deputy Heads, VSK ePEP Administrators, VSK ePEP Systems Administrators, VSK EWOs, VSK FELOs, VSK Head/Managers, VSK Locality Admins, VSK Support Officers, VSK UASC Support Teams, Young Persons, others, Health Record, Awards, and a logo for eCareSolutions. The main form area contains the following sections:

- What schools were requested, in order of preference?**
  - 1st preference
  - 2nd preference
  - 3rd preference
- Connexions Yr 9 Options meeting attended?**
  - ☐ Yes ☐ No ☒ Not Known
- Connexions Yr 11 Guidance meeting attended?**
  - ☐ Yes ☐ No ☒ Not Known
- Current School**
- Agreed New School**
- Start Date at New School** (dd/mm/yyyy)
- Has new Designated Teacher been invited to next PEP?**
  - ☐ Yes ☐ No ☒ Not Known
- Who will go with the Young Person to the receiving schools Induction/Transition meetings and Days?**

At the bottom, there is a message: "There are no open assessments for Harry Potter, hence this transition cannot be attached an assessment. Please note that this transition will be automatically attached to the new PEP when it is created." and two buttons: "Save" and "Delete".

Red callout boxes provide additional instructions:

- Top box:** Please enter the school requested in order of preference. You need to select the school from the drop down box. Please make sure that the correct school is selected (when more than one school has the same name please check the school locality)
- Second box:** As Designated Teacher we ask you fill in this section.
- Third box:** Please select the "Current School" and "Agreed New School" from the drop down box. If the school is not on the list please contact the VSK ePEP team who will add the school.
- Fourth box:** Please enter the start date for the new school here.
- Fifth box:** Often the new incoming DT will attend the last PEP meeting or the outgoing DT will attend the first PEP at the new school. Please remember to tick if you have invited to the new schools PEP or the new DT has been invited to the last PEP at your school
- Sixth box:** Please enter if you or the Young Person's Social Worker, Parents, Carers etc. are attending transitional meetings, open days etc. with the young person.

## School Transitions

Homepage

PEP Invitations

Notice Board

Your Learners

Your Messages

Schools Directory

Log Off

### Users Directory

Designated Member of Staffs  
Designated Member of Staff  
Supports  
Designated Teachers  
Designated Teacher Supports  
IROs  
Social Work Administrators  
Social Workers  
Team Leader (Social Services)s  
VSK Apprentices  
VSK Assistant Heads  
VSK Deputy Heads  
VSK ePEP Administrators  
VSK ePEP Systems  
Administrators  
VSK EWOs  
VSK FELOs  
VSK Head/Managers  
VSK Locality Admins  
VSK Support Officers  
VSK UASC Support Teams  
Young Persons  
others

 Health Record

 Awards



by  
eCareSolutions

### School transition for Harry Potter

>



#### School Transitions

It is essential that this be filled in for any school placement change or move.

Transition to

- ☐ Infant School      ☐ Primary School      ☒ Secondary School  
☐ 6th Form/FE/Apprenticeships      ☐ FE/HE      ☐ Other

Other transition to

Has the application for new school been submitted to the Local Authority or Education Setting?

- ☒ Yes   ☐ No   ☐ Not Known

Has Young Person passed Kent County Council Test?

- ☒ Yes   ☐ No   ☐ Not Known

What schools were requested, in order of preference?

1st preference

Hogsmede - Hogwarts School of Witchcraft & Wizardry

2nd preference

Oakhill Secure Training Centre

3rd preference

select - Ace Tuition

Connexions Yr 9 Options meeting attended?

- ☐ Yes   ☒ No   ☐ Not Known

Connexions Yr 11 Guidance meeting attended?

- ☐ Yes   ☒ No   ☐ Not Known

Current School

Canterbury - Preston Primary School

Agreed New School

Hogsmede - Hogwarts School of Witchcraft & Wizardry

Start Date at New School

01/09/1994 (dd/mm/yyyy)

Has new Designated Teacher been invited to next PEP?

- ☒ Yes   ☐ No   ☐ Not Known

Who will go with the Young Person to the receiving schools  
Induction/Transition meetings and Days?

You can attach this transition to an existing PEP by ticking the appropriate box.

|                            | Date Started                | Target Date |
|----------------------------|-----------------------------|-------------|
| <input type="radio"/> 5503 | 24/04/1997                  | 29/05/1997  |
| <input type="radio"/>      | Detach from any assessment. |             |

Save

This is an example of completed school transition. Since this has been filled in a PEP meeting has been set up.

When a PEP is open you can attach recent transitions to the PEP by clicking the white circle next to the PEP dates

Please click 'Save' to save the transition record.

## 20) Awarding Reward Points to a Young Person

ePEPOnline

Q Name :  or UPN :  [Search](#)

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council \[Logout\]](#)

Harry Potter (Young Person)

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Health Record

Awards



by

eCareSolutions

View User

?

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Actions

Attendance

Attainment Tracker details

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

About Harry Potter (U10949)

Edit..



Full Name: Harry Potter

Date of Birth: 31/07/2002 (11)

Capita One Link: No

UPN Number: U000007

School: Hogwarts School of Witchcraft and Wizardry (Other)

Date Added:

Date Entered Care: 01/01/2003

Record Owner:  [Change](#)

Users with access to this record

| Name                                                                                                     | Role                       |                        |
|----------------------------------------------------------------------------------------------------------|----------------------------|------------------------|
|  Pomona Sprout      | Designated T               |                        |
|  Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
|  Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
|  Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
|  Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
|  Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

To add a reward point please click on 'Awards' on the left hand side of the screen.

## Awards section

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[VSK Awards](#)

by

eCareSolutions



Please note any user can add 1 award point, if you feel the young person deserves more than one point an email will automatically be sent to VSK for approval.

## Awards for Harry Potter

| Reason For Award Point                                 | Nominated by                                           | Date Awarded | Additional Comments                                                                                                  | Extra Points | VSK Approved | No of Points |
|--------------------------------------------------------|--------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Outstanding or greatly improved engagement in learning | Remus Lupin<br>Social Worker<br>r.lupin@hogwarts.com   | 20/04/1997   | Harry has attended homework club and his 1:1 tuition, because of his hard work he has gone up 2 sub levels in Maths. | X            |              |              |
| Wider Achievements of note                             | Sirius Black<br>Foster Carer<br>sirius.black@gmail.com | 20/11/1996   | Harry hjas been awarded 4 new badges in scouts in the last month and su part in an overnight camping trip.           |              |              |              |

[Add a award record](#)

On this page you can view a young person's 'Award Record' and see what they have been awarded points for.

Please click 'Add an award record' to reward a Young Person with points.

ePEPOnline

Q Name :

or UPN :

Search

Social Worker HelpFoster Carer Help

Awards

Homepage

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Your Messages

Your School

Schools Directory

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Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Health Record

Awards

by eCareSolutions

Add a award record for Harry Potter

Reason for Award Point

Nominated by

Name

Designation

Contact

Date awarded

(dd/mm/yyyy)

Please describe reason for award point

Does this deserve more than one point?

☐ Yes

☐ No

☒ Not Known

If you have indicated Harry Potter deserves more than one point an email will automatically be sent to VSK for approval

Save

Delete

Please select the reason for the reward point from the drop down box.

Please add your name to the "Name" box under nominated by.

Please add your designation, i.e. Designated Teacher.

Please add a contact telephone number or email address.

Please add the date the point was awarded

Please fully describe the reason for the reward point; this is especially important if nominating for more than one point as our Deputy Heads need as much information as possible.

Please select 'Yes' if you feel this is worth more than one point. The VSK Deputy Heads then review this and add extra points.

## Awards

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[VSK Awards](#)

by

eCareSolutions

Add a award record for [Harry Potter](#)

Reason for Award Point

Nominated by

Name

Designation

Contact

Date awarded

Please describe reason for award point

Harry has completed his course work for Maths and English to a high standard. He has worked very hard attending his tuition sessions and homework club. His attitude in lessons has also improved.

Does this deserve more than one point?

☒ Yes ☐ No ☐ Not Known

If you have indicated Harry Potter deserves more than one point an email will automatically be sent to VSK for approval

[Save](#)[Delete](#)

This page shows what a completed record should look like.

Please click 'Save' to save the reward point.

## Awards section

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)

## Users Directory

[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[IROs](#)[IRO Team Managers](#)  
[Social Workers](#)  
[VSK Assistant Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK Locality Admins](#)  
[others](#) [Health Record](#) [Awards](#)by  
**eCareSolutions**

Please note any user can add 1 award point, if you feel the young person deserves more than one point an email will automatically be sent to

The new reward point is then recorded here.

## Awards for Harry Potter

| Reason For Award Point                                 | Nominated by                                            | Date Awarded | Additional Comments                                                                                                                                                                                | Extra Points | VSK Approved | No of Points |
|--------------------------------------------------------|---------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Outstanding or greatly improved engagement in learning | P Sprout<br>Designated Teacher<br>P.Sprout@hogwarts.sch | 30/06/1997   | Harry has completed his course work for Maths and English to a high standard. He has worked very hard attending his tuition sessions and homework club. His attitude in lessons has also improved. | Yes          |              |              |
| Outstanding or greatly improved engagement in learning | Remus Lupin<br>Social Worker<br>r.lupin@hogwarts.com    | 20/04/1997   | Harry has attended homework club and his 1:1 tuition, because of his hard work he has gone up 2 sub levels in Maths.                                                                               | X            |              |              |
| Wider Achievements of note                             | Sirius Black<br>Foster Carer<br>sirius.black@gmail.com  | 20/11/1996   | Harry hjas been awarded 4 new badges in scouts in the last month and successfully took part in an overnight camping trip.                                                                          | X            |              |              |

[Add a award record](#)

# Using the Time Tracker

The new PEP allows us a unique opportunity to collect pictures and documents for a young person.

Any adult can add pictures (for example from a school trip or a day out with carers), or documents (for example a school report or an excellent piece of work).

This section shows how to add pictures and documents to a young person on the ePEP system and how to use the 'Time tracker'.

The 'Time Tracker' is a way to add selected documents and pictures to a specific point in time.

This acts like a diary of events in the Young Person's life with pictures and documents they can explore now and in years to come.

## 21) Adding an Album to a Young Person

**ePEPOnline**  
Name:  or UPN:  [Search](#)  
[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

### Harry Potter (Young Person)

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[Notice Board](#)  
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[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)  
  
[Users Directory](#)  
Designated Member of Staffs  
Designated Member of Staff Supports  
Designated Teachers  
Designated Teacher Supports  
Foster Carers  
General Managements  
IROs  
IRO Admins  
IRO Team Managers  
Parents  
Residential Key Workers  
Social Service Managers  
Social Services Team Leaders  
Social Work Administrators  
Social Work Assistants  
Social Workers  
VSK Apprentices  
VSK Assistant Heads  
VSK CIC Nurse Admins  
VSK CIC Nursess  
VSK Deputy Heads  
VSK ePEP Administrators  
VSK ePEP System Administrators  
VSK EWOss  
VSK FELOss  
VSK Head/Managers

**View User**  
 Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.  

|                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------|
| <b>Actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Attendance</b> | <b>Attainment Tracker details</b> |
| <ul style="list-style-type: none"><li>• <a href="#">Edit User Details</a></li><li>• <a href="#">Photo Album</a></li><li>• <a href="#">Library</a></li><li>• <a href="#">View User's Activity Log</a></li><li>• <a href="#">Edit User Notes</a></li><li>• <a href="#">Change Record Owner</a></li><li>• <a href="#">Change User Type</a></li><li>• <a href="#">Change / Set Password</a></li><li>• <a href="#">Delete User</a></li></ul> |                   |                                   |

  
**About Harry Potter (U10949)** [Edit..](#)  

**Full Name:** Harry Potter

**Date of Birth:** 31/07/2002 (11)

**Capita One Link:** No

**UPN Number:** U000007

**School:** Hogwarts School of Witchcraft and Wizardry (Other)

**Date Added:**

**Date Entered Care:** 01/01/2003

**Record Owner:**  [Change](#)



**Users with access to this record** [Add..](#)

| Name                                                                                                     | Role                       |                        |
|----------------------------------------------------------------------------------------------------------|----------------------------|------------------------|
|  Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
|  Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
|  Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
|  Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
|  Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
|  Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

Please go to 'Service User Overview' and click 'Photo Album' in blue under 'Actions'.

## Photo albums

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)

Users Directory

[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#) [Health Record](#) [Awards](#)

by

eCareSolutions

## Hermione Granger



This user has no albums.

## Actions

- [Add a new Album](#)
- [View User Details](#)

Please click on 'Add a new Album' in blue under 'Actions'.

ePEPOnline
Name:

## Photo albums

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Designated Teachers
Designated Teacher Supports
IROs
IRO Team Managers
Social Workers
VSK Assistant Heads
VSK ePEP Administrators
VSK ePEP System Administrators
VSK Locality Admins
others

+ Health Record
VSK Awards

by  
eCareSolutions

Hermione C

This user has no albums.

Add an album

Title

Description

Create

Actions

- Add a new Album
- View User Details

Please fill in 'Add an album' adding a title and description, remember to make it clear for others who may read this.

ePEPOnline
Name:

## Photo albums

Homepage
Notice Board
Your Learners
Your Messages
Your School
Schools Directory
Log Off

Users Directory
Designated Teachers
Designated Teacher Supports
IROs
IRO Team Managers
Social Workers
VSK Assistant Heads
VSK ePEP Administrators
VSK ePEP System Administrators
VSK Locality Admins
others

+ Health Record
VSK Awards

by  
eCareSolutions

Hermione C

This user has no albums.

Add an album

Title

Description

Create

Actions

- Add a new Album
- View User Details

Please click create in blue, this will then create the young person's album. Repeat this for each separate album.

## 22) Adding Pictures to a Young Persons Album

**ePEPOnline**

### Photo albums

| Homepage                 | Hermione                                                                                |
|--------------------------|-----------------------------------------------------------------------------------------|
| <b>Notice Board</b>      | <b>School Photos (0)</b>                                                                |
| <b>Your Learners</b>     | <b>Official School Photos</b>                                                           |
| <b>Your Messages</b>     | This album does not contain any pictures yet. Click on the album to add pictures to it. |
| <b>Your School</b>       | Created : 28/04/2014<br>Updated :                                                       |
| <b>Schools Directory</b> |                                                                                         |
| <b>Log Off</b>           |                                                                                         |

Users Directory  
Designated Teachers  
Designated Teacher Supports  
IROs  
IRO Team Managers  
Social Workers  
VSK Assistant Heads  
VSK ePEP Administrators  
VSK ePEP System Administrators  
VSK Locality Admins  
others

**Actions**

- Add a new Album
- View User Details

by **eCareSolutions**

**ePEPOnline**

### Photo albums

| Homepage                 | Hermione                                                                                |
|--------------------------|-----------------------------------------------------------------------------------------|
| <b>Notice Board</b>      | <b>School Photos (0)</b>                                                                |
| <b>Your Learners</b>     | <b>Official School Photos</b>                                                           |
| <b>Your Messages</b>     | This album does not contain any pictures yet. Click on the album to add pictures to it. |
| <b>Your School</b>       | Created : 28/04/2014<br>Updated :                                                       |
| <b>Schools Directory</b> |                                                                                         |
| <b>Log Off</b>           |                                                                                         |

Users Directory  
Designated Teachers  
Designated Teacher Supports  
IROs  
IRO Team Managers  
Social Workers  
VSK Assistant Heads  
VSK ePEP Administrators  
VSK ePEP System Administrators  
VSK Locality Admins  
others

**Actions**

- Add a new Album
- View User Details

by **eCareSolutions**

ePEPOnline

Q

Name :

or UPN :

Search

Social Worker Help Foster Carer Help

Photo album

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System

School Photos

This album does not contain any pictures yet.

Update album details

Album Title

School Photos

Description

Official School Photos

Save

Add a picture to this album

Select a photo from your computer to upload it into this album.

We currently only support jpg format, and your upload file should be less than 5MB.

Picture to upload

Choose File

No file chosen

Your description

Upload

Actions

Delete this Album

View User Details

Back to Albums

Under 'Add a picture to this album' please choose file for the picture (as you would an email attachment). Then add a clear description of the picture.

ePEPOnline

Q

Name :

or UPN :

Search

Social Worker Help Foster Carer Help

Photo album

Homepage

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Your Learners

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Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System

School Photos

This album does not contain any pictures yet.

Update album details

Album Title

School Photos

Description

Official School Photos

Save

Add a picture to this album

Select a photo from your computer to upload it into this album.

We currently only support jpg format, and your upload file should be less than 5MB.

Picture to upload

Choose File

Hermione YR 8.jpg

Your description

Yr 8 Term 1 School Photo

Upload

Actions

Delete this Album

View User Details

Back to Albums

Please give the document you are adding a description remember to make it clear for others who may read this.

ePEPOnline

Q Name :

or UPN :

Search

[Social Worker Help](#) [Foster Carer Help](#)

Photo album

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Health Record

Awards



by  
eCareSolutions

School Photos

School Photo Yr 8  
Term 1



Update album details

Album Title

Description

Save

Add a picture to this album

Select a photo from your computer to upload it into this album.  
We currently only support jpg format, and your upload file should be less then 5MB.

Picture to upload

Choose File

No file chosen

Your description

Upload

Actions

- Delete this Album
- View User Details
- Back to Albums

The picture will then appear here. If adding more pictures repeat the steps above.

Once all pictures are uploaded please click 'Back to Albums' to return to the previous page.

70 | Page

## 23) Adding Documents to a Young Persons Library

ePEPOnline

Q Name :  or UPN :  [Search](#)

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

Harry Potter (Young Person)

Homepage

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Designated Member of Staffs

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Designated Teachers

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General Managements

IROs

IRO Admins

IRO Team Managers

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Residential Key Workers

Social Service Managers

Social Services Team Leaders

Social Work Administrators

Social Work Assistants

Social Workers

VSK Apprentices

VSK Assistant Heads

VSK CIC Nurse Admins

VSK CIC Nursess

VSK Deputy Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK EWOss

VSK FELOss

VSK Head/Managers

View User

?

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Actions

Attendance

Attainment Tracker details

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

About Harry Potter (U10949)

Edit..

Full Name: Harry Potter

Date of Birth: 31/07/2002 (11)

Capita One Link: No

UPN Number: U000007

School: Hogwarts School of Witchcraft and Wizardry (Other)

Date Added:

Date Entered Care: 01/01/2003

Record Owner: [Change](#)

Users with access to this record

Add..

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

Please click 'Library', in blue under Actions.

%

ePEPOnline

Name:  or UPN:  [Search](#) [Social Worker Help](#) [Foster Carer Help](#)

## Document library for [Hermione Granger](#)

|                          |                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Homepage</b>          | <b>Documents in this library</b>                                                                                                                                                                                                                                                                       |
| <b>Notice Board</b>      | There are no documents in this library.                                                                                                                                                                                                                                                                |
| <b>Your Learners</b>     | <b>Add a document to this library</b>                                                                                                                                                                                                                                                                  |
| <b>Your Messages</b>     | <b>Select a document from your computer to upload it into this library.</b>                                                                                                                                                                                                                            |
| <b>Your School</b>       | Your upload file should be less than 5MB.<br>The following file formats are allowed:                                                                                                                                                                                                                   |
| <b>Schools Directory</b> | <ul style="list-style-type: none"><li>• Microsoft Word Document (.doc and .docx)</li><li>• Microsoft Excel Spreadsheet (.xls and .xlsx)</li><li>• Microsoft PowerPoint Presentations (.ppt and .pptx)</li><li>• Adobe Portable Document Format (.pdf)</li><li>• Images (.jpg, .bmp and .png)</li></ul> |
| <b>Log Off</b>           | Upload document <input type="button" value="Choose File"/> No file chosen                                                                                                                                                                                                                              |
|                          | Title <input type="text"/>                                                                                                                                                                                                                                                                             |
|                          | Description <input type="text"/>                                                                                                                                                                                                                                                                       |
|                          | <input type="button" value="Upload"/>                                                                                                                                                                                                                                                                  |

**Users Directory**  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[IROs](#)  
[IRO Team Managers](#)  
[Social Workers](#)  
[VSK Assistant Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK Locality Admins](#)  
[others](#)

To upload a document please click 'choose file', then locate the file you wish to upload (as you would add an attachment to an email).

Please give the document you are adding a title and description, remember to make it clear for others who may read this.

Document library for [Hermione Granger](#)

|                          |                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Homepage</b>          | <b>Documents in this library</b>                                                                                                                                                                                                                                                                       |
| <b>Notice Board</b>      | There are no documents in this library.                                                                                                                                                                                                                                                                |
| <b>Your Learners</b>     | <b>Add a document to this library</b>                                                                                                                                                                                                                                                                  |
| <b>Your Messages</b>     | <b>Select a document from your computer to upload it into this library.</b>                                                                                                                                                                                                                            |
| <b>Your School</b>       | Your upload file should be less than 5MB.<br>The following file formats are allowed:                                                                                                                                                                                                                   |
| <b>Schools Directory</b> | <ul style="list-style-type: none"><li>• Microsoft Word Document (.doc and .docx)</li><li>• Microsoft Excel Spreadsheet (.xls and .xlsx)</li><li>• Microsoft PowerPoint Presentations (.ppt and .pptx)</li><li>• Adobe Portable Document Format (.pdf)</li><li>• Images (.jpg, .bmp and .png)</li></ul> |
| <b>Log Off</b>           | Upload document <input type="button" value="Choose File"/> Hermione Gr...eport.docx                                                                                                                                                                                                                    |
|                          | Title <input type="text" value="School Report"/>                                                                                                                                                                                                                                                       |
|                          | Description <input type="text" value="Yr 8 Term 1 &amp; 2"/>                                                                                                                                                                                                                                           |
|                          | <input type="button" value="Upload"/>                                                                                                                                                                                                                                                                  |

**Users Directory**  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[IROs](#)  
[IRO Team Managers](#)  
[Social Workers](#)  
[VSK Assistant Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK Locality Admins](#)  
[others](#)

Once the form is filled in please click 'Upload'.

Document library for **Hermione Granger**[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[Awards](#)

by

eCareSolutions

## Documents in this library

| Title         | Description     | Document Type           | Created    | Filename                            | Download | Action                 |
|---------------|-----------------|-------------------------|------------|-------------------------------------|----------|------------------------|
| School Report | Yr 8 Term 1 & 2 | Microsoft Word Document | 28/04/2014 | Hermione Granger School Report.docx |          | <a href="#">delete</a> |

## Add a document to this library

Select a document from your computer to upload it into this library.

Your upload file should be less than 5MB.

The following file formats are allowed:

- Microsoft Word Document (.doc and .docx)
- Microsoft Excel Spreadsheet (.xls and .xlsx)
- Microsoft PowerPoint Presentations (.ppt and .pptx)
- Adobe Portable Document Format (.pdf)
- Images (.jpg, .bmp and .png)

Upload document  No file chosenTitle Description 

Your document will appear here. To view a document, please click on the image under 'Download'.

## 24) Adding a Record to a Young Persons Time Tracker

**ePEPOnline** Search Name:  or UPN:  [Search](#) [Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

### Harry Potter (Young Person)

**Homepage** **View User**

**Notice Board**

**Your Learners**

**Your Messages**

**Your School**

**Schools Directory**

**Log Off**

**Users Directory**

**Designated Member of Staffs**

**Designated Member of Staff**

**Actions** **Attendance** **Attainment Tracker details**

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type

0%

**Time Tracker details**

**Harry Potter** [info](#) [start](#)

24/01/1996 Primary School Hogwarts School of Witchcraft and Wizardry

Add a school transition.

2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020s 2020 2021 2022

prev **Apr 25, 2014** next

[Add a new Time Tracker record](#)

The Time Tracker is at the bottom of the 'Service User Overview'.

Please click on 'Add a new Time Tracker record' in blue at the bottom of the page.

## eCareSolutions

The screenshot shows the 'Add document to library' dialog box. Red arrows point to the following elements:

- The document icon in the top left corner.
- The 'Start date' field.
- The 'Title' field.
- The 'Description' field.
- The 'Current picture' field, which displays a camera icon with a red prohibition sign over it.
- The 'To change the picture for this event:' section, which includes a list of instructions.
- The 'Select album' dropdown menu.
- The 'Save changes?' section at the bottom, which includes 'Yes' and 'Cancel' buttons.

The pictures from the album are added to this box, click on the pictures to add them to the record.

Add time tracker record for **Hermione Granger**[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[Awards](#)

by

eCareSolutions



Start date

(dd/mm/yyyy)

Current picture

[Save changes to use this picture](#)

Title

Description



Hermione Granger has no documents in her library.

[Add documents to library](#)

There is no document currently associated to this event..

**To change the picture for this event:**

- Select the album containing the picture.
- The pictures will be loaded in the picture bar
- Click on the picture you want to use (It will be displayed next to the current picture).

Select album

Save changes?

Once the record is complete please check the details entered, uploaded pictures, and documents added are correct.

Please click 'Yes' which appears in blue under 'Save Changes'.



# User Processes



## 28) Actions to take when a young person changes School

### a) Adding a Designated Teacher or Support Professionals to a Young Person

When a young person moves school the existing (outgoing) Designated Teacher has to add the new Designated Teacher and any other school/ setting support professionals to the young person before changing their school. If you are unsure of the names of the Designated Teacher or school/ setting support professionals please check the School or User Directories.

**ePEPOnline** Search: Name:  or UPN:  [Search](#) [Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council \[Logout\]](#)

### Harry Potter (Young Person)

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)  
  
[Users Directory](#)  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[IROs](#)  
[IRO Team Managers](#)  
[Social Workers](#)  
[VSK Assistant Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK Locality Admins](#)  
[others](#)  
  
[Health Record](#)  
[Awards](#)  
  
  
  
[by eCareSolutions](#)

#### View User

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's record.

| Actions                                                                                                                                                                                                                                                               | Attendance | Attainment Tracker <a href="#">details</a> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------|
| <ul style="list-style-type: none"><li>Edit User Details</li><li>Photo Album</li><li>Library</li><li>View User's Activity Log</li><li>Edit User Notes</li><li>Change Record Owner</li><li>Change User Type</li><li>Change / Set Password</li><li>Delete User</li></ul> | %          |                                            |

#### About Harry Potter (U10949) [Edit..](#)

**Full Name:** Harry Potter

**Date of Birth:** 31/07/2002 (11)

**Capita One Link:** No

**UPN Number:** U000007

**School:** Hogwarts School of Witchcraft and Wizardry (Other)

**Date Added:**

**Date Entered Care:** 01/01/2003

**Record Owner:** [Change](#)

#### Users with access to this record [Add..](#)

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

#### User Notes [Edit..](#)

Please go to 'Service User Overview' click 'Add', in blue next to 'Users with access to this record'.

ePEPOnline

Q Name :

or UPN :

Search

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

## Grant permission to access Harry Potter

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)

### Add Permission Wizard

**Welcome**

This wizard will enable you to grant permission to other professional users within your Local Authority to access the records for this Learner.

To begin, please click 'Next'.

The Wizard will open, please click 'Next'.

ePEPOnline

Q Name :

or UPN :

Search

[Social Worker Help](#) [Foster Carer Help](#) [Pomona Sprout - Kent County Council](#) [\[Logout\]](#)

## Grant permission to access Harry Potter

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)

### Add Permission Wizard

**Stage 1 of 2: Select User**

You need to find the professional user you wish to grant permission to access Harry Potter. In order to search for this user, please enter their name in the textbox below and click 'Search'.

Please enter the name of the Professional here and click the 'search'.

ePEPOnline

Q Name :

or UPN :

Search

[Social Worker Help](#) [Foster Carer Help](#)

## Grant permission to access Harry Potter

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

### Add Permission Wizard

**Stage 1 of 2: Select User**

You need to find the professional user you wish to grant permission to access Harry Potter. In order to search for this user, please enter their name in the textbox below and click 'Search'.

Results for 'Arthur Weasley':

|                |                            |                                                 |
|----------------|----------------------------|-------------------------------------------------|
| Arthur Weasley | Designated Member of Staff | <input type="button" value="Select This User"/> |
|----------------|----------------------------|-------------------------------------------------|

A list of people with that name will appear. Please click 'Select This User' in blue next to their name.

ePEPOnline

Q Name :

or UPN :

Search

[Social Worker Help](#) [Foster Carer Help](#) [Logout](#)

## Grant permission to access Harry Potter

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

### Add Permission Wizard

**Stage 2: Confirm your selection**

Check that the details below are correct. If they are, press 'Finish' and the user you chose will be granted the required permissions.

Grant permission to user:

Arthur Weasley ()

To access:

Harry Potter ()

With role:

Designated Member of Staff

Check that you have selected the correct user. Please click 'Finish'.

## Harry Potter (Young Person)

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#) [Health Record](#) [Awards](#)

by

eCareSolutions

## View User



Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

## Actions

- [Edit User Details](#)
- [Photo Album](#)
- [Library](#)
- [View User's Activity Log](#)
- [Edit User Notes](#)
- [Change Record Owner](#)
- [Change User Type](#)
- [Change / Set Password](#)
- [Delete User](#)

## Attendance

•  
%Attainment Tracker [details](#)

User record has been updated.

## About Harry Potter (U10949)

[Edit..](#)**Full Name:** Harry Potter**Date of Birth:** 31/07/2002 (11)**Capita One Link:** No**UPN Number:** U000007**School:** Hogwarts School of Witchcraft and Wizardry  
(Other)**Date Added:****Date Entered Care:** 01/01/2003

## Users with access to this record

[Add..](#)

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |
| Arthur Weasley     | Designated Member of Staff | <a href="#">Delete</a> |

On the 'Service User Overview' the professional has now been associated to the young person.

b) Changing the Young Persons School

When a young person moves school the existing (outgoing) Designated Teacher has to change the young person's school to their new school. Please complete a transitions record for the young person as well (see Section 19)

ePEPOnline

Q Name : or UPN : Search

Social Worker Help Foster Carer Help

Pomona Sprout - Kent County Council [Logout]

Harry Potter (Young Person)

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Health Record

Awards

by eCareSolutions

View User

?

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Actions

Attendance

Attainment Tracker details

• Edit User Details

• Photo Album

• Library

• View User's Activity Log

• Edit User Notes

• Change Record Owner

• Change User Type

• Change / Set Password

• Delete User

• %

About Harry Potter (U10949)

Edit..

Full Name: Harry Potter

Date of Birth: 31/07/2002 (11)

Capita One Link: No

UPN Number: U000007

School: Hogwarts School of Witchcraft and Wizardry (Other)

Date Added:

Date Entered Care: 01/01/2003

Record Owner: Change

Users with access to this record

Add..

| Name               | Role                       |        |
|--------------------|----------------------------|--------|
| Pomona Sprout      | Designated Teacher         | Delete |
| Rebus Hagrid       | Designated Teacher Support | Delete |
| Remus Lupin        | Social Worker              | Delete |
| Augusta Longbottom | IRO                        | Delete |
| Severus Snape      | VSK Assistant Head         | Delete |
| Sirius Black       | Foster Carer               | Delete |

User Notes

Edit..

Please go to 'About' and click 'Edit' in blue.

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## Edit Details for Harry Potter

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)

## Edit Details

Title:

Forename:

Surname:

Gender:

☒ Male ☐ Female

Address:

Town:

County:

Postcode:

Phone:

Base / School:

☒ From List:  
☐ Custom: 

Please select the new school from the drop down box

[change picture](#)

Postcode

Phone

Date Record Added:

Date Became Looked After:

Date Learner Left Care:

Please click 'OK' at the bottom of the page in blue.

## Harry Potter (Young Person)

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[VSK Awards](#)[by eCareSolutions](#)

## View User



Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's record.

## Actions

- [Edit User Details](#)
- [Photo Album](#)
- [Library](#)
- [View User's Activity Log](#)
- [Edit User Notes](#)
- [Change Record Owner](#)
- [Change User Type](#)
- [Change / Set Password](#)
- [Delete User](#)

%



User record has been updated.

## About Harry Potter (U10949)

[Edit..](#)

**Full Name:** Harry Potter  
**Date of Birth:** 31/07/2002 (11)  
**Capita One Link:** No  
**UPN Number:** U000007  
**School:** [Training School](#)  
(Other)  
**Date Added:**

The new school will appear here.

## Users with access to this record

[Add..](#)

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |
| Arthur Weasley     | Designated Member of Staff | <a href="#">Delete</a> |
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |

### c) Deleting Support Staff and Yourself (Designated Teacher)

When a young person moves school the existing (outgoing) Designated Teacher has to change the young person's school to their new school and add the new Designated Teacher. Once this is completed they then must delete themselves. Please do not do this before adding the new DT and changing the school as once deleted you cannot access the Young Persons record. Please delete your support staff before yourself.

ePEPOnline

Q Name: or UPN: Search

Social Worker Help Foster Carer Help

Pomona Sprout - Kent County Council [Logout]

Harry Potter (Young Person)

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Health Record

Awards

by eCareSolutions

View User

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's record

Actions

Attendance

Attainment Tracker details

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

About Harry Potter (U10949)

Edit..

Full Name: Harry Potter

Date of Birth: 31/07/2002 (11)

Capita One Link: No

UPN Number: U000007

School: Hogwarts School of Witchcraft and Wizardry (Other)

Date Added:

Date Entered Care: 01/01/2003

Record Owner: Change

Users with access to this record

Add..

| Name               | Role                       |        |
|--------------------|----------------------------|--------|
| Pomona Sprout      | Designated Teacher         | Delete |
| Rebus Hagrid       | Designated Teacher Support | Delete |
| Remus Lupin        | Social Worker              | Delete |
| Augusta Longbottom | IRO                        | Delete |
| Severus Snape      | VSK Assistant Head         | Delete |
| Sirius Black       | Foster Carer               | Delete |

User Notes Edit..

Please click 'delete' in blue next to your name or the name of your support staff.

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## Revoke permission to access

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)

Users Directory

[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[+ Health Record](#)[VSK Awards](#)

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## Revoke Permission from Pomona Sprout

Are you sure you wish to remove permissions from **Pomona Sprout** to access Harry Potter?Please click 'Yes' to  
confirm the deletion

## Access denied

[Homepage](#)

[Notice Board](#)

[Your Learners](#)

[Your Messages](#)

[Your School](#)

[Schools Directory](#)

[Log Off](#)

[Users Directory](#)

[Designated Teachers](#)

[Designated Teacher Supports](#)

[IROs](#)

[IRO Team Managers](#)

[Social Workers](#)

[VSK Assistant Heads](#)

[VSK ePEP Administrators](#)

[VSK ePEP System](#)

[Administrators](#)

[VSK Locality Admins](#)

[others](#)

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Access to this persons record must be granted by an ePEP administrator.

**You have no access to the records of userid 0.**

Access denied.

You will then see a screen which shows you have no access.

## 29) How to give a Young Person Access to the ePEP System

Please go to the 'Service User Overview' and write down the 'U number' next to the young person's Name in 'About' this is their personal U number.

Please go to the 'Service user Overview' select 'Change / Set Password' in blue under 'Actions'.

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

**Actions**   **Attendance**   **Attainment Tracker details**

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

**About Harry Potter (U10949)** [Edit..](#)

**Full Name:** Harry Potter  
**Date of Birth:** 31/07/2002 (11)  
**Capita One Link:** No  
**UPN Number:** U000007  
**School:** Hogwarts School of Witchcraft and Wizardry (Other)  
**Date Added:**  
**Date Entered Care:** 01/01/2003  
**Record Owner:** [Change](#)

**Users with access to this record** [Add..](#)

| Name               | Role                       |                        |
|--------------------|----------------------------|------------------------|
| Pomona Sprout      | Designated Teacher         | <a href="#">Delete</a> |
| Rebus Hagrid       | Designated Teacher Support | <a href="#">Delete</a> |
| Remus Lupin        | Social Worker              | <a href="#">Delete</a> |
| Augusta Longbottom | IRO                        | <a href="#">Delete</a> |
| Severus Snape      | VSK Assistant Head         | <a href="#">Delete</a> |
| Sirius Black       | Foster Carer               | <a href="#">Delete</a> |

**User Notes** [Edit..](#)

ePEPOnline

Q Name :  or UPN :

Search

Social Worker Help Foster Carer Help

Pomona Sprout - Kent County Council [\[Logout\]](#)

## Change / Set password for Harry Potter

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

Change / Set Password

Use this page to change or set a password for this Learner..

Change / Set Password

Change Password

First, confirm the identity of the user by getting them to confirm the details below:

Question:

Answer:

If these details have been confirmed, click the button below to generate the Key code for the user to reset their password:

Generate Key

Please click 'Generate Key'.

ePEPOnline

Q Name :  or UPN :

Search

Social Worker Help Foster Carer Help

Pomona Sprout - Kent County Council [\[Logout\]](#)

## Change / Set password for Harry Potter

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

Change / Set Password

Use this page to change or set a password for this Learner..

Key Generated

Key Generated

The unlock key has been generated, and is displayed below. Tell the user to go to ePEP and click the 'forgot password?' link on the login screen, and enter

User ID:

Unlock Key:

Continue

Please write down the 'Unlock Key' and click 'Continue'. With the young person please use these numbers to set their password (see section 2).

# Troubleshooting



## 28) Password Help

### b) *Changing a password if you are locked out of the system*

This will only work for adult users. The email will be sent to your email inbox associated to your User details.

ePEPOnline  
Kent County Council

**Kent County Council**

v4.1 build 991

Username:

Password:

Login

You have successfully logged out.

**FORGOTTEN PASSWORD?**  
I REQUEST AN UNLOCK KEY  
I HAVE AN UNLOCK KEY

ePEP  
electronic personal education plan

Please click 'I REQUEST AN UNLOCK KEY'.

## Recover a Forgotten Password

### Password Recovery

Please enter your user number and press 'Request Key'.  
You will receive an unlock key by email within minutes.  
Follow the instructions in the email to reset your password.

User number:

Request Key

Please enter your User Name  
i.e. U101111.

Please Click "Request Key".

## Recover a Forgotten Password

### Password Recovery

Please enter your user number and press 'Request Key'.  
You will receive an unlock key by email within minutes.  
Follow the instructions in the email to reset your password.

- The unlock key has now been sent to your email address. In the email you will find a link to the page that allows you to reset our password.

User number:

Request Key

You will get a message in blue confirming the email has been sent.

On receipt of the email and with your User Number and Unlock Key to hand, please return to the login in screen and follow the instructions in section 3.

c) Changing a password in the system

Name :  or UPN :

[Social Worker Help](#) [Foster Carer Help](#)

**Pomona Sprout** - Kent County Council [\[Logout\]](#)

## Pomona Sprout (Designated Teacher)

[Homepage](#)  
[Notice Board](#)  
[Your Learners](#)  
[Your Messages](#)  
[Your School](#)  
[Schools Directory](#)  
[Log Off](#)  
  
[Users Directory](#)  
[Designated Teachers](#)  
[Designated Teacher Supports](#)  
[IROs](#)  
[IRO Team Managers](#)  
[Social Workers](#)  
[VSK Assistant Heads](#)  
[VSK ePEP Administrators](#)  
[VSK ePEP System Administrators](#)  
[VSK Locality Admins](#)  
[others](#)  
  
[by eCareSolutions](#)

### View User

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's

### Actions

- [Edit User Details](#)
- [Photo Album](#)
- [Library](#)
- [View User's Activity Log](#)
- [Edit User Notes](#)
- [Change Record Owner](#)
- [Change User Type](#)
- [Change / Set Password](#)
- [Delete User](#)

### About Pomona Sprout (U10924)

**Full Name:** Pomona Sprout

**School:** Hogwarts School of Witchcraft and Wizardry (Other)

**Date Added:** 03/01/2014

**Record Owner:** Rachel Donoghue

### Pomona Sprout has access to

| Name             | as a               |                                       |                                       |
|------------------|--------------------|---------------------------------------|---------------------------------------|
| Colin Creevey    | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| Hermione Granger | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| Oliver Wood      | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| Euan Abercrombie | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| Ted Lupin        | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| George Weasley   | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |
| Harry Potter     | Designated Teacher | <input type="button" value="Edit.."/> | <input type="button" value="Delete"/> |

### User Notes

Please click on your name in blue on the top bar on the right hand side. This opens your 'Service User Overview'.

## Pomona Sprout (Designated Teacher)

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[by](#)[eCareSolutions](#)

## View User



Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

## Actions

- [Edit User Details](#)
- [Photo Album](#)
- [Library](#)
- [View User's Activity Log](#)
- [Edit User Notes](#)
- [Change Record Owner](#)
- [Change User Type](#)
- [Change / Set Password](#)
- [Delete User](#)

## About Pomona Sprout (U10924)

[Edit..](#)**Full Name:** Pomona Sprout**School:** Hogwarts School of Witchcraft and Wizardry (Other)**Date Added:** 03/01/2014**Record Owner:** Rachel Donoghue[View](#)[Change](#)

## Pomona Sprout has access to

| Name             | as a               |                        |                        |
|------------------|--------------------|------------------------|------------------------|
| Colin Creevey    | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| Hermione Granger | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| Oliver Wood      | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| Euan Abercrombie | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| Ted Lupin        | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| George Weasley   | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |
| Harry Potter     | Designated Teacher | <a href="#">Edit..</a> | <a href="#">Delete</a> |

## User Notes

[Edit..](#)

Select 'Change / set password' in blue under 'Actions'.

## Change / Set password for Pomona Sprout

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[by](#)[eCareSolutions](#)

## Change / Set Password



Use this page to change or set a password for this Learner..

## Change / Set Password

## Change Password

First, confirm the identity of the user by getting them to confirm the details below:

**Question:****Answer:**

If these details have been confirmed, click the button below to generate the Key code for the user to reset their password:

Please click 'Generate Key'.

## Change / Set password for Pomona Sprout

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[by](#)[eCareSolutions](#)

## Change / Set Password



Use this page to change or set a password for this Learner..

## Key Generated

## Key Generated

The unlock key has been generated, and is displayed below. Tell the user to go to ePEP and click the 'forgot password?' link on the login screen, and enter the following details:

User ID: Unlock Key: 

Please write down the 'Unlock Key' and click Continue. Once you have this information follow Section 2 to set a Password.

## 34) Changing Your User Details

ePEPOnline

Q Name: or UPN: Search

Social Worker Help Foster Carer Help

Pomona Sprout - Kent County Council [Logout]

Pomona Sprout (Designated Teacher)

Homepage

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

by eCareSolutions

View User

?

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Actions

- Edit User Details
- Photo Album
- Library
- View User's Activity Log
- Edit User Notes
- Change Record Owner
- Change User Type
- Change / Set Password
- Delete User

About Pomona Sprout (U10924)

Full Name: Pomona Sprout

School: Hogwarts School of Witchcraft and Wizardry (Other)

Date Added: 03/01/2014

Record Owner: Rachel Donoghue View Change

Edit..

Pomona Sprout has access to

| Name             | as a               |        |        |
|------------------|--------------------|--------|--------|
| Colin Creevey    | Designated Teacher | Edit.. | Delete |
| Hermione Granger | Designated Teacher | Edit.. | Delete |
| Oliver Wood      | Designated Teacher | Edit.. | Delete |
| Euan Abercrombie | Designated Teacher | Edit.. | Delete |
| Ted Lupin        | Designated Teacher | Edit.. | Delete |
| George Weasley   | Designated Teacher | Edit.. | Delete |
| Harry Potter     | Designated Teacher | Edit.. | Delete |

User Notes Edit..

Sometimes it is necessary to alter your user details. To do this you need to go their 'Service User Overview'. Next to 'About' please click 'Edit'.

Edit..

Pomona Sprout has access to

| Name             | as a               |        |        |
|------------------|--------------------|--------|--------|
| Colin Creevey    | Designated Teacher | Edit.. | Delete |
| Hermione Granger | Designated Teacher | Edit.. | Delete |
| Oliver Wood      | Designated Teacher | Edit.. | Delete |
| Euan Abercrombie | Designated Teacher | Edit.. | Delete |
| Ted Lupin        | Designated Teacher | Edit.. | Delete |
| George Weasley   | Designated Teacher | Edit.. | Delete |
| Harry Potter     | Designated Teacher | Edit.. | Delete |

User Notes

Edit..

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## Edit Details for Pomona Sprout

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[by](#)[eCareSolutions](#)

## Edit Details

Title:

Prof. ▼

Forename:

Surname:

Gender:

☐ Male ☒ Female

Address:

Town:

County:

Postcode:

Phone:

Base / School:

☒ From List:☐ Custom:

Team:

E-Mail Address:

ePEP username:

Security Question:

Security Answer:

Date Record  
Added:[change picture](#)

Please edit the fields which need to be altered then click 'OK'.

### 35) Navigating the ePEP Sidebar

The screenshot shows the ePEPOnline interface. The sidebar on the left contains the following links: Homepage, PEP Invitations, Notice Board, Your Learners, Your Messages, Your School, Schools Directory, Log Off, Users Directory, Designated Teachers, Designated Teacher Supports, IROs, IRO Team Managers, Social Workers, VSK Assistant Heads, VSK ePEP Administrators, VSK ePEP System Administrators, VSK Locality Admins, and others. The main content area displays a welcome message for Rebus Hagrid, a search bar, and a list of actions including View your Learners, Photo Album, and Library. Below this is a table of ePEP Learners with columns for Username, Name, and DOB. The table lists six learners: Colin Creevey, Harry Potter, Hermione Granger, Euan Abercrombie, Ted Lupin, and George Weasley. Below the table is a section for Current PEPs with columns for Name, Start Date, and Target Date. The table lists one PEP for Harry Potter. Three callouts are present: 1. PEP Invitations: This section only appears once you have been invited to a PEP meeting. You can accept or send your apologies to meetings you are invited to. 2. Notice Board: This is where you can read about any new changes or important information regarding the ePEP system. 3. Your Learners: Click this tab to see the list of the young people at your school or setting.

**ePEPOnline** Name:  or UPN:  [Search](#) [Social Worker Help](#) [Foster Carer Help](#)

Welcome, Rebus Hagrid

**Homepage** Welcome to ePEP Online

**PEP Invitations**

**Notice Board**

**Your Learners**

**Your Messages**

**Your School**

**Schools Directory**

**Log Off**

Users Directory  
Designated Teachers  
Designated Teacher Supports  
IROs  
IRO Team Managers  
Social Workers  
VSK Assistant Heads  
VSK ePEP Administrators  
VSK ePEP System Administrators  
VSK Locality Admins  
others

by **eCareSolutions**

**Actions**

- View your Learners
- Photo Album
- Library

**Your ePEP Learners**

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

**Current PEPs**

| Name              | Start Date | Target Date |                      |
|-------------------|------------|-------------|----------------------|
| 7050 Harry Potter | 27/04/1997 | 28/06/1997  | <a href="#">View</a> |

**PEP Invitations**

This section only appears once you have been invited to a PEP meeting. You can accept or send your apologies to meetings you are invited to.

**Notice Board**

This is where you can read about any new changes or important information regarding the ePEP system.

**Your Learners**

Click this tab to see the list of the young people at your school or setting.

[Social Worker Help](#)
[Foster Carer Help](#)

Welcome, Rebus Hagrid

[Homepage](#)
[PEP Invitations](#)
[Notice Board](#)
[Your Learners](#)
[Your Messages](#)
[Your School](#)
[Schools Directory](#)
[Log Off](#)

[Users Directory](#)
[Designated Teachers](#)
[Designated Teacher Supports](#)
[IROs](#)
[IRO Team Managers](#)
[Social Workers](#)
[VSK Assistant Heads](#)
[VSK ePEP Administrators](#)
[VSK ePEP System Administrators](#)
[VSK Locality Admins](#)
[others](#)

Welcome to ePEP Online

Welcome to ePEP Online. To get started, please select an action from the options below. Alternatively, please select a recently used Learner.

Actions

[View your Learners](#)

- [Photo Album](#)
- [Library](#)

Your ePEP Learners

| Username | Name             | DOB        |                      |
|----------|------------------|------------|----------------------|
| U12072   | Colin Creevey    | 01/12/2003 | <a href="#">View</a> |
| U10949   | Harry Potter     | 31/07/2002 | <a href="#">View</a> |
| U11904   | Hermione Granger | 19/09/1979 | <a href="#">View</a> |
| U12074   | Euan Abercrombie | 01/01/2008 | <a href="#">View</a> |
| U12076   | Ted Lupin        | 01/01/2009 | <a href="#">View</a> |
| U12078   | George Weasley   | 01/01/2000 | <a href="#">View</a> |

Current PEPs

|      | Name         | Start Date | Target Date |                      |
|------|--------------|------------|-------------|----------------------|
| 7050 | Harry Potter | 27/04/1997 | 28/06/1997  | <a href="#">View</a> |

Your Messages

This will contain any ePEP Messages you receive. An alert will be sent to your email address as well.

Schools Directory

This has all schools listed with details of Designated Teachers and Support Staff.

User Directory

Underneath the sidebar is the user directory. This has all users listed by type so is much easier to use than the user directory above.

## 36) Cancelling a PEP

This is when a PEP meeting is cancelled, for instance a child is no longer in care, if a PEP is rescheduled please see section, if a PEP is created in error please contact the VSK ePEP team who will delete this.

ePEPOnline

Q Name:  or UPN:  [Search](#)

[Social Worker Help](#) [Foster Carer Help](#) [Rebus Hagrid - Kent County Council](#) [Logout](#)

View PEP for Harry Potter

Homepage

PEP Invitations

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

VSK Awards



by eCareSolutions

View PEP

?

Use this page to view and manage details about a particular assessment.

Actions

- Return to Service User Overview
- View / Print Report
- View / Print Education Summary Report
- Delete PEP
- Export PEP to XML File

PEP Details

Edit..

Description:

Initiated by:  Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: No

PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |

Young Person's Progress

3 of 37 questions have been answered

Professional Section

 Professional

 Special Needs

Please click 'edit' next to 'PEP Details'.

Progress Tracking

 The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

Attachments

Edit..

[School Report](#) Report for Yr 9 Terms 1&2

PEP Notes

Edit..

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4. Harry has identified subjects he is interested in studying next year.

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## Edit PEP Details

[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[Awards](#)

by

eCareSolutions

## Edit PEP



Use this page to edit the particulars of this PEP.

## Edit PEP Details

Description:

Year Group

Year 9 ▼

Question Group:

Key Stage 3 ▼

Select an appropriate Question Group for the Year Group.

Date initiated:

27/04/1997



Target date for completion:

28/06/1997



Completion date:

Completion markers are in The PEP Meeting Section

☐ PEP has been cancelled

Please tick the box 'PEP has been cancelled', then click 'OK'.

View PEP for **Harry Potter**[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)

## View PEP



Use this page to view and manage details about a particular assessment.



PEP details have been updated.

## Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

## PEP Details

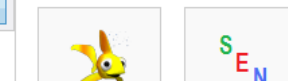
[Edit..](#)

## Description:

## Young Person's Progress

3 of 37 questions have been answered

## Professional Section



## PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |

## PEP Log

[View all..](#)

| Date       |                                                  |
|------------|--------------------------------------------------|
| 28/04/2014 | <b>Rebus Hagrid</b> edited the PEP details.      |
| 28/04/2014 | <b>Rebus Hagrid</b> cancelled this assessment.   |
| 27/04/2014 | contribution marked completed                    |
| 27/04/2014 | contribution marked completed                    |
| 27/04/2014 | contribution marked completed                    |
| 27/04/2014 | <b>Pomona Sprout</b> edited the PEP details.     |
| 27/04/2014 | Basic information copied into assessment.        |
| 27/04/2014 | Health Record was used to populate assessment.   |
| 27/04/2014 | School transition 15 is connected to assessment. |
| 27/04/2014 | Content copied from previous PEP ID 7049         |

[Go to Professional Section](#)

## Attachments

[Edit..](#)[School Report](#)

Report for Yr 9 Terms 1&amp;2

## PEP Notes

[Edit..](#)

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4.  
Harry has identified subjects he is interested in studying next year.

The PEP log will show  
'cancelled assessment' in red.

## Harry Potter (Young Person)

[Homepage](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Member of Staffs](#)[Designated Member of Staff Supports](#)[Designated Teachers](#)[Designated Teacher Supports](#)[Foster Carers](#)[General Managements](#)[IROs](#)[IRO Admins](#)[IRO Team Managers](#)[Parents](#)[Residential Key Workers](#)[Social Service Managers](#)

## View User



Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

## Actions

- [Edit User Details](#)
- [Photo Album](#)
- [Library](#)
- [View User's Activity Log](#)
- [Edit User Notes](#)
- [Change Record Owner](#)
- [Change User Type](#)
- [Change / Set Password](#)
- [Delete User](#)

## Attendance

0%

Attainment Tracker [details](#)

## Current PEPs

[Add..](#)

|                                                                                          | Date Started | Target Date | Meeting Date |                      |
|------------------------------------------------------------------------------------------|--------------|-------------|--------------|----------------------|
|  7050 | 27/04/1997   | 28/06/1997  | 21/06/1997   | <a href="#">View</a> |

## User Notes

This is a test

## Completed PEPs

|                                                                                            | Date Started | Completed Date | Meeting Date |                      |
|--------------------------------------------------------------------------------------------|--------------|----------------|--------------|----------------------|
|  6996 | 21/04/1997   | 24/04/1997     | 22/04/2014   | <a href="#">View</a> |

## Cancelled PEPs

|                                                                                            | Date Started | Target Date |                      |
|--------------------------------------------------------------------------------------------|--------------|-------------|----------------------|
|  7050 | 27/04/1997   | 28/06/1997  | <a href="#">View</a> |

Cancelled PEPs appear below Completed PEPs in 'Service User Overview'.

## 37) Rescheduling a PEP

In the new format a PEP gets filled in in advance of a PEP meeting. If a meeting date changes please **do not** cancel the PEP or ask for it to be deleted. The PEP should be rescheduled as shown below.

ePEPOnline

Q Name :  or UPN :

Social Worker Help Foster Carer Help

View PEP for Harry Potter

Homepage

PEP Invitations

Notice Board

Your Learners

Your Messages

Your School

Schools Directory

Log Off

Users Directory

Designated Teachers

Designated Teacher Supports

IROs

IRO Team Managers

Social Workers

VSK Assistant Heads

VSK ePEP Administrators

VSK ePEP System Administrators

VSK Locality Admins

others

Awards

View PEP

Use this page to view and manage details about a particular assessment.

Actions

- Return to Service User Overview
- View / Print Report
- View / Print Education Summary Report
- Delete PEP
- Export PEP to XML File

PEP Details

Edit..

Description:

Initiated by: Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 28/06/1997

Is complete: No

PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |

Young Person's Progress

3 of 37 questions have been answered

Professional Section

Professional

Special Needs

Progress Tracking

The progress tracking has been relocated in the **The PEP Meeting** section in the Professional Section.

[Go to Professional Section](#)

Attachments

Edit..

[School Report](#) Report for Yr 9 Terms 1&2

PEP Notes

Edit..

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4. Harry has identified subjects he is interested in studying next year.

Please click 'edit' next to 'PEP Details'.

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## Edit PEP Details

[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)

Edit PEP



Use this page to edit the particulars of this PEP.

Edit PEP Details

Description:

Year Group

Year 9

Question Group:

Key Stage 3

Select an appropriate Question Group for the Year Group.

Date initiated:

27/04/1997



Target date for completion:

28/06/1997



Completion date:

Completion markers are in The PEP Meeting Section

☐ PEP has been cancelled

Please change the 'Target Date for completion' to a week after the new PEP meeting date.

[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)

Edit PEP



Use this page to edit the particulars of this PEP.

Edit PEP Details

Description:

Year Group

Year 9

Question Group:

Key Stage 3

Select an appropriate Question Group for the Year Group.

Date initiated:

27/04/1997



Target date for completion:

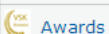
28/06/1997



Completion date:

Completion markers are in The PEP Meeting Section

|       |      |    |    |    |    |    |
|-------|------|----|----|----|----|----|
| June  | 1997 |    |    |    |    |    |
| S     | M    | T  | W  | T  | F  | S  |
| 1     | 2    | 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   | 1  | 2  | 3  | 4  | 5  |
| 6     | 7    | 8  | 9  | 10 | 11 | 12 |
| Today |      |    |    |    |    |    |



Awards

## Edit PEP Details

[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)

## Users Directory

[Designated Teachers](#)[Designated Teacher Supports](#)[IROS](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#) [Awards](#)

by

eCareSolutions

## Edit PEP



Use this page to edit the particulars of this PEP.

## Edit PEP Details

Description:

Year Group

Question Group:

Select an appropriate Question Group for the Year Group.

Date initiated:



Target date for completion:



Completion date:

Completion markers are in The PEP Meeting Section

☐ PEP has been cancelled

Please click "OK" to save your changes.

## View PEP for Harry Potter

[Homepage](#)[PEP Invitations](#)[Notice Board](#)[Your Learners](#)[Your Messages](#)[Your School](#)[Schools Directory](#)[Log Off](#)[Users Directory](#)[Designated Teachers](#)[Designated Teacher Supports](#)[IROs](#)[IRO Team Managers](#)[Social Workers](#)[VSK Assistant Heads](#)[VSK ePEP Administrators](#)[VSK ePEP System](#)[Administrators](#)[VSK Locality Admins](#)[others](#)[Awards](#)[by eCareSolutions](#)

## View PEP



Use this page to view and manage details about a particular assessment.



PEP details have been updated.

## Actions

- [Return to Service User Overview](#)
- [View / Print Report](#)
- [View / Print Education Summary Report](#)
- [Delete PEP](#)
- [Export PEP to XML File](#)

## PEP Details

[Edit..](#)

## Description:

Initiated by: Pomona Sprout

Question Group: Key Stage 3

PEP Type: PEP 1

Year group: Year 9

Date started: 27/04/1997

Target date: 03/07/1997

Is complete: No

## PEP Meeting Invitations Status

| Date       | Location | Invitee       | Status  | Comment |
|------------|----------|---------------|---------|---------|
| 21/06/1997 | Hogwarts | Rebus Hagrid  | Pending |         |
| 21/06/1997 | Hogwarts | Remus Lupin   | Pending |         |
| 21/06/1997 | Hogwarts | Severus Snape | Pending |         |
| 21/06/1997 | Hogwarts | Sirius Black  | Pending |         |
| 21/06/1997 | Hogwarts | Pomona Sprout | Pending |         |

## PEP Log

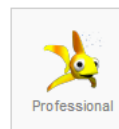
[View all..](#)

## Young Person's Progress

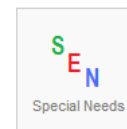


3 of 37 questions have been answered

## Professional Section



Professional



Special Needs

## Progress Tracking



The progress tracking has been relocated to Professional Section.

[Go to Professional Section](#)

## Attachments

[School Report](#)

Report for Yr 9 Terms 1&amp;2

## PEP Notes

[Edit..](#)

PEP was successful in identifying targets for end of KS3 and looking ahead in KS4. Harry has identified subjects he is interested in studying next year.

The changes will show here. Please remember to let everyone know the new date for the meeting – you can use the page, 'Organise a meeting' in the PEP.

# Appendix 1: Useful Information



## 1. Useful Contact Details

---

**VSK – ePEP Team - [VSK\\_ePEP@kent.gov.uk](mailto:VSK_ePEP@kent.gov.uk)**

| Name              | Locality/Responsibility                                        | Contact Number | Email Address                                                                    |
|-------------------|----------------------------------------------------------------|----------------|----------------------------------------------------------------------------------|
| Rachel Donoghue   | East Kent / PEP Development                                    | 01227 284517   | <a href="mailto:Rachel.Donoghue@kent.gov.uk">Rachel.Donoghue@kent.gov.uk</a>     |
| Nicholas Wilson   | Ashford, Hythe, Romney Marsh and West Kent / Quality Assurance | 01233 898543   | <a href="mailto:Nicholas.Wilson@kent.gov.uk">Nicholas.Wilson@kent.gov.uk</a>     |
| Alderico Randolfi | Dover, Folkestone and North Kent / Quality Assurance           | 01233 898589   | <a href="mailto:Alderico.Randolfi@kent.gov.uk">Alderico.Randolfi@kent.gov.uk</a> |
| Jessica Baker     | Logins                                                         | 01233 898550   | <a href="mailto:Jessica.baker@kent.gov.uk">Jessica.baker@kent.gov.uk</a>         |

### Useful Websites

#### **ePEP Website**

To login to ePEP

<https://epeponline.co.uk/kent>

#### **VSK Website**

A useful website for professionals (includes AIF link and information about future training)

[www.virtualschool.lea.kent.sch.uk](http://www.virtualschool.lea.kent.sch.uk)

#### **Kent Cares Town**

Kent's website for Young People

[www.kentcarestown.lea.kent.sch.uk](http://www.kentcarestown.lea.kent.sch.uk)

## 2. Hints, Tips and Reminders

---

|                  |                                                                                                                  |
|------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Homepage:</b> | The first page you see when you log in. Click 'Homepage' on the left hand bar to return to this page.            |
|                  | To get to a Young Persons 'Service User Overview': Click the young person's name or 'Edit' under 'Your Learners' |
|                  | To get to a 'Current PEP': Click the young person's name or 'Edit' under 'Current PEPs'                          |

|                       |                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>User Overview:</b> | This has the attainment tracker graph on the right hand side.                                                                                                          |
|                       | To open a new PEP: Click 'Add' next to 'Current PEP'                                                                                                                   |
|                       | If there is a current pep already <b>don't open a new one</b> . Check the date of the PEP meeting. If it is an old PEP <b>always close it before opening a new PEP</b> |
|                       | <b>Never edit a completed PEP</b>                                                                                                                                      |

|                  |                                     |                                                                                     |
|------------------|-------------------------------------|-------------------------------------------------------------------------------------|
| <b>View PEP:</b> | This is the page with the goldfish. |  |
|                  | To edit the PEP                     | Click on the goldfish, marked 'professional'                                        |
|                  | To Return to the homepage           | Click the young person's name in <a href="#">blue</a>                               |

|                 |                                                                        |
|-----------------|------------------------------------------------------------------------|
| <b>Remember</b> | Fill in your section before the PEP                                    |
|                 | Make sure the young person has answered their questions before the PEP |
|                 | Don't forget to add award points!                                      |

### 3. FAQs

---

#### *a. What is an ePEP (Electronic Personal Education Plan)?*

An Electronic Personal Education Plan (ePEP) is a document describing a course of action to help a child or young person reach his/her full academic and life potential. The ePEP document is also a record of the discussion between the young person, Designated Teacher, Social Worker and foster carer or parent and any other significant adults.

The PEP should be put together before and be completed at a meeting in which the Designated Teacher, Social Worker and carers for the young person in care are present. The young person should also be part of their education planning, either at the PEP meeting itself or through discussions outside that meeting.

The PEP is a shared document which includes the information that everyone needs in order to help their conversations, planning and the delivery of strategies required to make sure the child receives the support and provision needed to succeed. The Designated Teacher leads on how the PEP is used as a tool in school to make sure the child's progress towards education targets is monitored.

The PEP review meeting highlights the importance of educational planning for young people in care. This reflects the commitment of us all as parents, carers and corporate parents in taking joint responsibility for improving educational outcomes.

#### *b. Why do we have an ePEP?*

A Personal Education Plan (PEP) is a statutory requirement for every young person of statutory school age in care, which promotes positive educational outcomes through planning, setting targets and discussion around the young Person.

#### *c. How has the ePEP changed the way we record the plan and meeting?*

From 1st September 2012 our paper based PEPs were replaced by a new online web-based electronic PEP (ePEP) which is accessible to our young people and their support network. This exciting development provides a wide range of current and historical data avoids replication/duplication of key information and enables the views of our young people to be captured in an engaging way.

The new ePEP enables professionals to prepare, share and analyse information about the Young Person before the PEP meeting. This allows time for meaningful discussion and a tighter focus during the meeting which will be centred on the Young Person's education, progress and forward planning.

Central to the PEP meeting are the needs and wishes of young people, these are gathered by seeking and recording their views on ePEP as well as including them in discussions during the PEP process. The new ePEP offers an exciting and interactive way to do this and allows us to ask more questions in a new way. A carer, teacher or appropriate adult may need to help the young person to fill in their section of the ePEP before the meeting. Young people should always be invited and encouraged to contribute in the PEP meeting in a way that is comfortable and appropriate for them.

*d. What makes a good ePEP?*

Preparation by all key adults is essential for a PEP to be successful. The ePEP has been designed in consultation with multi agency partners and most importantly young people to make it a clear, concise and comprehensive record of the meeting.

The best examples of PEPs serve as a record of academic progress and achievement, show social and emotional development clearly set and review short, long and medium term plans through SMART targets and capture aspirations held by the young person. The Kent Pledge promises that children in care will be helped to achieve and retain good memories for the future. The PEP actively promotes this by considering learning opportunities both in and out of school and keeping a record for our young people to take to adulthood.

*e. What are Key Stages? How do they relate to Year Groups and Assessments?*

The National Curriculum is structured into groups of years called 'Key Stages'. At the end of each Key Stage, your young person's teacher will formally assess their performance to measure their progress. The table below explains the relationship between Key Stage and school year groups as well as explaining the type of formal assessment for each Key Stage.

| Key Stage   | School Years | Key Stage Assessments                                                              |
|-------------|--------------|------------------------------------------------------------------------------------|
| Key Stage 1 | 1, 2         | Teacher Assessments in English, Maths and Science & Year 1 Phonics screening check |
| Key Stage 2 | 3, 4, 5, 6   | Year 6 SATs                                                                        |
| Key Stage 3 | 7, 8, 9      | Teacher Assessments in English, Maths and Science and other subjects studied       |
| Key Stage 4 | 10, 11       | GCSEs, Diplomas, BTECs, ASDANs, Key Skills                                         |

*f. How is do I know if my Young Person is progressing?*

The progress of your young person should always be recorded and discussed in the PEP. The table below shows how your young person is progressing.

*\*Please bear in mind that these levels are a rough indicator of progress and children with learning needs and disabilities may progress at a different rate – for example P scales.*

| Year Group      | Nearly There                                                                     | Spot On | Doing Well |
|-----------------|----------------------------------------------------------------------------------|---------|------------|
| Year 1 (5-6yrs) | 1b                                                                               | 1a      | 2c         |
| Year 2 (7yrs)   | 2c                                                                               | 2b      | 2a         |
| Year 3 (8yrs)   | 2b                                                                               | 2a      | 3c         |
| Year 4 (9yrs)   | 3c                                                                               | 3b      | 3a         |
| Year 5 (10yrs)  | 3b                                                                               | 3a      | 4c         |
| Year 6 (11yrs)  | 4c                                                                               | 4b      | 4a         |
| Year 7 (12yrs)  | 4b                                                                               | 4a      | 5c         |
| Year 8 (13yrs)  | 5c                                                                               | 5b      | 5a         |
| Year 9 (14yrs)  | 6b                                                                               | 5a      | 6c         |
| Year 10 (15yrs) | Predicted 5+ G.C.S.E.s or equivalent qualifications; including Maths and English |         |            |
| Year 11 (16yrs) |                                                                                  |         |            |

#### 4. Acronyms

|        |                                                       |               |                                                             |
|--------|-------------------------------------------------------|---------------|-------------------------------------------------------------|
| ACCENT | Adolescents and Children in Care Emotional Needs Team | NCY           | National Curriculum Year                                    |
|        |                                                       | PD            | Physical Disability                                         |
| AIF    | Achievement Improvement Fund                          | PEP           | Personal Education Plan                                     |
| ASD    | Autism Spectrum Disorder                              | PMLD          | Profound and Multiple Learning Difficulties                 |
| BESD   | Behavioral, Emotional and Social Difficulties         | PSP           | Pastoral Support Plan                                       |
|        |                                                       | SDQ           | Strengths and Difficulties Questionnaire                    |
| CAMHS  | Community and Adolescent Mental Health Services       | SEND          | Special Educational Needs and Difficulties                  |
|        |                                                       | SLD           | Specific Learning Disability                                |
| CiC    | Child in Care                                         | SLCN          | Speech, Language and Communication Needs                    |
| CXK    | Connexions                                            |               |                                                             |
| DT     | Designated Teacher                                    | SMART Targets | Specific Measurable Achievable Realistic and Timely Targets |
| ePEP   | Electronic Personal Education Plan                    |               |                                                             |
| EWO    | Education Welfare Officer                             | SS            | Social Services                                             |
| FC     | Foster Carers                                         | SW            | Social Worker                                               |
| FELO   | Fostering Education Liaison Officer                   | UASC          | Unaccompanied Asylum Seeking Child                          |
| FSC    | Families and Social Care                              | ULN           | Unique Learner Number                                       |
| HI     | Hearing Impaired                                      | UPN           | Unique Pupil Number                                         |
| IEP    | Individual Education Plan                             | VI            | Visual Impairment                                           |
| ILP    | Individual Learning Plan                              | VSK           | Virtual School Kent                                         |
| IRO    | Independent Reviewing Officer                         | YOS           | Youth Offending Service                                     |
| LAC    | Looked After Child                                    |               |                                                             |
| MLD    | Moderate Learning Difficulty                          |               |                                                             |



# PEP Meeting Agenda

### Before the meeting:

**Part 1 to be completed by Social Worker - Social Worker marks Section 1 as complete on ePEP**

**Part 2 to be completed by Designated Teacher – Designated Teacher marks Section 2 as complete on ePEP**

**DT to arrange for CIC to complete Section 3 – Designated Teacher marks Section 3 as complete on ePEP**

### During the meeting:

*\*Items 2 and 3 can be discussed in a different order depending on whether the student is present in the meeting or not, or whether it is appropriate to discuss all areas with the student present.*

- 1. Introductions**
- 2. Discussion – updates and with reference to impact on learning only**
  - a) Care plan
  - b) Contact arrangements
  - c) Placement type and stability
  - d) Wellbeing – physical / mental / emotional health
  - e) Behaviour plan - if appropriate
- 3. Personal Education Plan (with student)**
  - a) Student's comments re. school and their learning
  - b) Student's achievement and progress ( incl. levels / grades)
  - c) Implications of student's special educational needs / link to Statement Learning Objectives as necessary
  - d) Review of targets previously set
  - e) New targets agreed
  - f) Consider the use of AIF / agree who will make the referral
  - g) State and consider the use of Pupil Premium in school
  - h) Outside of school activities / set target
  - i) Transition arrangements - if appropriate
- 4. Carer's additional comments**
- 5. Any other discussion items?**
- 6. Date of next PEP set (100 school days/6 months)**

### Following the meeting:

**DT and Social Worker ensure information is recorded accurately on ePEP**

**DT marks section 4 and 5 as complete on ePEP**

**DT 'closes' current PEP on ePEP no later than 1 week after the date of the meeting**

**DT opens new PEP on ePEP a month before the date of the next PEP meeting and sends email invitations via ePEP system**

# Appendix 2: Responsibilities



## 1. Table of Key Responsibilities

| Action                                                      | Responsibility                                     | Top Tips                                                                                |
|-------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|
| Adding a new Young Person (New into Care)                   | Social Work Administrators                         | Check the Young Person is not live or archived on the system                            |
| Archiving a Young Person when they leave care               | Social Work Administrators                         |                                                                                         |
| Reactivating a Young Person from the ePEP archive           | Social Work Administrators                         |                                                                                         |
| Adding users to a new Young Person                          | Social Work Administrators                         | Need to add Social Worker, IRO, VSK Assistant Head, Designated Teacher and Foster Carer |
| Changing a Young Person's details in 'About a Young Person' | Social Services Users, Schools Users and VSK Users |                                                                                         |
| Initiate a new into care PEP                                | Social Worker                                      | This PEP has to be carried out within 20 days, please ask VSK to attend                 |
| Initiate a return to care PEP                               | Social Worker                                      | This PEP has to be carried out within 20 days, please ask VSK to attend                 |
| Initiate a PEP for a Young Person with No School            | Social Worker                                      | This PEP has to be carried out within 20 days, please ask VSK to attend                 |
| Initiating the first PEP in a new school                    | Social Worker                                      | This PEP has to be carried out within 20 days, please ask VSK to attend                 |
| Initiate a review (6monthly) PEP                            | Designated Teacher                                 |                                                                                         |
| Changing a Young Person's school                            | Outgoing Designated Teacher                        |                                                                                         |
| Filling in the transition section (Change of School)        | Outgoing Designated Teacher                        |                                                                                         |
| Change a Young Person's Designated Teacher (Support)        | (Outgoing) Designated teacher                      |                                                                                         |
| Change a Young Person's Social Worker                       | Social Work Administrators                         |                                                                                         |
| Change a Young Person's IRO                                 | IRO Administrators                                 |                                                                                         |
| Change a Young Person's VSK Assistant Head                  | VSK Administrators                                 |                                                                                         |
| Change a Young Person's Foster Carer                        | Social Work Administrators                         |                                                                                         |

## 2. Flow Chart

### a. Young Person is New into Care



## b. Young Person is New to School



### c. Young Person is Due a Review PEP (Every 6 Months)



*d. Young Person has returned to care*



# Appendix 3

## User Agreements and

### Proforma



