

Personal Education Plan (PEP)

Timeframes Academic Year 2023/2024

	Term Dates & Training	PEP meeting Deadlines	Deadlines for Social Workers	Deadlines for Designated Teachers	Deadlines for Virtual School Education Consultants
Autumn Term	<p>Monday 4 September to Thursday 21 December 2023</p> <p><i>e-PEP Training to take place Monday 25 September 3-4.30pm</i></p> <p>Email virtualschool@camden.gov.uk to book a place.</p>	<p>Autumn Term PEP meetings are to be held by Friday 20 October 2023.</p>	<p>Most PEP meeting dates will already be scheduled and recorded on e-PEP. Where this is not the case, the Social Worker is to organise the PEP meeting and record the date on the e-PEP platform by no later than Friday 15 September 2023.</p> <p>Section A (Social Worker Section) is to be completed 7 days in advance of the PEP meeting and by no later than Friday 20 October 2023.</p>	<p>Section B (Designated Teacher Section) to be completed in advance of PEP meeting. Except for the 'The PEP Meeting' page and 'Designated Teacher Sign Off' page which is to be completed within 7 days of the PEP meeting.</p>	<p>Virtual School Education Consultants are to ensure that all Summer Term PEPs are quality assured and closed by Friday 15 September 2023.</p>
<p><i>*The only exception is for new Year 7s starting secondary school, when it is recommended that the Autumn Term PEP meeting is held in the second half of the term</i></p>					
Spring Term	<p>Monday 8 January to Thursday 28 March 2024</p> <p><i>e-PEP Training to take place Monday 15 January 2024 3.30 – 5pm.</i></p> <p>Email virtualschool@camden.gov.uk to book a place.</p>	<p>Spring Term PEP meetings are to be held by Friday 9 February 2024</p>	<p>Most PEP meeting dates will already be scheduled and recorded on e-PEP. Where this is not the case, the Social Worker is to organise the PEP meeting and record the date on the e-PEP platform by no later than Friday 12 January 2024</p> <p>Section A (Social Worker Section) is to be completed 7 days in advance of the PEP meeting and by no later than Friday 9 February 2024.</p>	<p>Section B (Designated Teacher Section) to be completed in advance of PEP meeting. Except for the 'The PEP Meeting' page and Designated Teacher 'Sign Off' page which is to be completed within 7 days of the PEP meeting.</p>	<p>Virtual School Education Consultants are to ensure that all Autumn Term PEPs are quality assured and closed by Friday 12 January 2024.</p>

<p>Summer Term</p>	<p>Monday 15 April to Wednesday 24 July 2024</p> <p><i>e-PEP Training to take place Monday 29 April 2024 3-4.30pm</i></p> <p>Email virtualschool@camden.gov.uk to book a place</p>	<p>Summer Term PEP meetings are to be held by Friday 24 May 2024.</p>	<p>As above, most PEP meeting dates will already be scheduled and recorded on e-PEP. Where this is not the case, the Social Worker is to organise the PEP meeting and record the date on the e- PEP platform by no later than Friday 3 May 2024.</p> <p>Section A (Social Worker Section) is to be completed 7 days in advance of the PEP meeting and by no later than Friday 24 May 2024.</p>	<p>Section B (Designated Teacher Section) to be completed in advance of PEP meeting. Except for the 'The PEP Meeting' page and 'Designated Teacher Sign Off' page which is to be completed within 7 days of the PEP meeting.</p>	<p>Virtual School Education Consultants are to ensure that all Spring Term PEPs are quality assured and closed by Friday 3 May 2024.</p>
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