



## Welcome to Your Personal Education Plan & Virtual School for Children (& Young People!) Looked After – Post 16

### Your Personal Educational Plan ('PEP')\*

- Is a document that details your journey in Education, Employment &/or Training, completed up until your 18th birthday;
- Is held confidentially and securely online;
- Is updated each term by your social worker and the staff who know you best from your learning/training provider;
- Shows your choices and the support you might need to make progress towards these.

### Your say

- Your thoughts and feelings guide the conversation;
- The PEP is an opportunity to sound out the good stuff and move forward with any issues that may be bothering you;
- Action points are agreed to help take things forward.

### Your PEP Meeting

- You and your social worker can arrange a PEP meeting every term in Y12 and Y13;
- Your social worker needs to be in contact with staff at your provider;
- Meetings are a good way for the people who support you to come together and understand your needs and targets.

### Your social worker will ask you:

... how do you want this to happen?

### Meetings can take place discretely at your provider or perhaps you prefer this to happen on online

... who do you want to take part?

You can decide who you want to be involved along with yourself, your social worker and your provider staff.

\* A Personal Education Plan is a statutory process for young people in care up to the age of 18 as defined in section 52 of The Children's Act 2004.  
Ask your social worker for more details

### Your Virtual School – Meet your service

- You may have met us at your PEP meeting or other events;
- We are a team of educational professionals based within the Local Authority;
- Meet Helen Banjac, the Head Teacher of your Virtual School;
- Other members of the team are Denise Bracken, Emma Blythe, Hannah Dulieu, Nikki Pullinger, Keith Rooney, Helen Fidler, Tom Gamble, Leanne Muscroft, Colleen Middleton and Faye Jeffrey;
- We are here to promote your educational achievement (we do not directly teach/provide an education);
- We recognise that colleges, schools and training providers are key to your success in passing your programme;
- Our aim is to challenge your provider to ensure that you have the best possible education and/or training;
- We support schools, your social workers and other professionals with any issues around your PEP and your continued pathway into learning.



Helen Banjac



### Contact your service

- We love to hear from you;
- If you have any questions about your journey in 'EET', you can contact us directly by emailing [virtualschool@sheffield.gov.uk](mailto:virtualschool@sheffield.gov.uk).

### Useful links

- The Virtual School Sheffield: [Virtual School Sheffield | Sheffield City Council](#)
- The Sheffield Leaving Care handbook: [Care Leavers 2.pdf \(sheffield.gov.uk\)](#)
- Become: [Home Page - Become \(becomecharity.org.uk\)](#)
- Capstone Care Leavers Trust: [Capstone Care Leavers Trust](#)
- Care Leaver Covenant: [Home - Care Leaver Covenant \(mycovenant.org.uk\)](#)

Details accurate as at August 2023