

**Personal Education Plan ‘Round Robin’ for:**

**Year:**

**PEP Date:**

Dear Colleague,

A Personal Education Plan (PEP) is a statutory document which requires information about a pupil’s current progress and achievements, as well as their wellbeing, and is used to inform future plans and/or targeted support. The PEP is reviewed termly.

The information you have is vital in ensuring clear plans are made for (*Please insert name)* to have the best opportunity to reach his/her full potential. Please complete as much information in the following areas as possible and write all your comments directly to the young person as if you were reporting to them face to face. Thank you.

Date:

Subject:

Teacher:

Current Grade:

Target Grade:

Making Expected Progress?

1. What is currently working well for the young person? What are the areas of strength in your subject? Please mention any topics or strategies that particularly engage them.
2. What needs to be done to reach the next sub level or grade? Please give specific examples such as evidencing specific knowledge/understanding, demonstrating a certain skill or applying a process.
3. How will these improvements be measured?
4. Do you have any concerns about barriers to this young person’s personal or academic progress?
5. What further support do you or your department offer?

*(This could be homework clubs or revision sessions.)*

1. Are there any other comments you wish to make and/or samples of work to celebrate/illustrate concern? Please feel free to attach or tell us about anything you feel is relevant.

Please return to *(insert name of relevant staff member)* by *(insert date)*

Many thanks