



2020-2021

Designated Teacher for Children we Care for and Previously Cared for Children. Update - Issue 12

Welcome to the thirteenth edition of the regular Designated Teacher input. Please circulate to any staff who are involved in completing review meetings or to any staff working with children we care for or previously cared for children. If you have any questions/requests for content of upcoming issues - contact rachel.cosgrove@oxfordshire.gov.uk

Training offered by Virtual School

This year we have a comprehensive package of free training for Designated Teachers. Please have a good look at the diary and select what you think meets your needs. All training this year will be done virtually so should be more flexible for schools in terms of time constraints. We have an interesting range of topics, including ideas about how to adapt the new statutory PHSE curriculum, PACE training (a fantastic approach supporting interactions and relationships in school) and a session on non-violent resistance which is a useful tool for managing challenging behaviour. Dean Cody is back with another County Lines session which is an informative and challenging piece of CPD which has lasting impact. Luke Rodgers and the Care Leaders are also providing some in depth insights into the experience of children we care for. He explains what to expect in the training in this video <https://youtu.be/1RWL-aoFHDw> We also have induction training for Designated Teachers new to the role. Look out for bite sized videos throughout the year as well - such as the one on our new electronic Personal Education Plan system which is linked in this update.

The training calendar and how to book sessions has been emailed separately to DTs but is also linked [here](#).

News from Virtual School

Our team have been working really hard to get the new electronic personal education plan systems up and running. We know lots of you are in conversation with your caseworkers and we appreciate the efforts everyone is making to ensure we get the documents right. **If you haven't activated your email yet- please do so.**

Lap tops for care leavers have been distributed this week and this has been achieved by the hard work of our post 16 team. This enables these young people to be able to continue their studies effectively.

As from 2nd November we will be officially changing our name to **Virtual School for Children We Care For and Care Leavers , 0-25.** This represents a real change in our thinking about the language we use and how this language impacts on the way children and young people feel about themselves.

Social care teams are also changing their names:
The Looked After Children team will now be **Children in our Care** and the UASC team will now be **Unaccompanied Children and Young people Team.**

Reminder of who we are!

We are a team of 18, lead by Michelle Johnson our Head teacher - 07990 367545.

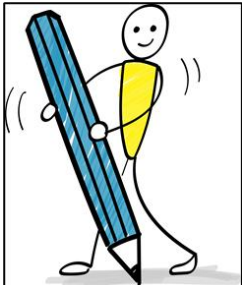
Early Years and Foundation Lead - **Christine Grandison** 07711 117472
Primary - **Sarah Hazell** (primary lead and SENCo) 07771 975862 and **Verity Banbury** 07826 950523
Transition 6-7 - **Ruth Thornburn** 07785 453252 and **Elisabeth Pinkney** 07776 997315
Secondary - **Emma Frank** 07753 976778 and **Hazel Fleming** 07917 534406
Out of County Secondary Lead - **Sarah Pineguy** 07799 097812
Learning Mentor (year 11 focus) - **Izzy Crowther** 07747 648494
Post 16 - EET - **Mark Walker** (coordinator) 07824 866557, **Barney Perkins** 07919 298286 and **Sarah Kelly** 07584 481253
Consultant - **Rachel Cosgrove** 07733 304139
Admin - **Debbie Hewings** 01865 328550
Data Education Performance - **Ged Taylor** 07775 025273
Engagement Officer Children in Care Council - **James Collins** 07803 287913
Cultural participation engagement officer for CiCC - **Autumn Walsh**

The importance of a good Personal Education Plan

The Personal Education Plan is an evolving record of what needs to happen for looked after children we care for to progress and fulfil their potential. It documents the education journey. If a pupil moves schools, the document provides important educational information that a new school can build on. The EPEP document should be able to provide a full picture of strengths, successes, needs and interventions in useful detail.

The **meeting itself** and the conversations that happen around the plan, are the key to a productive and meaningful process. Giving everyone involved an opportunity to contribute is vital.

The paperwork is an important record of the discussion, the interventions put in place, how the funding has been used and what impact this has had.



Looked After Call starter tips

Looked After Call provides our new electronic Personal Education Plan.

The PEP document looks very similar to our previous paperwork.

Key things to look out for when you log in and start using the system:

- The home page is visual - showing each of the pages of the PEP as a circle. You can go into any page in any order. Press PEP Home or PEP sections to see all the page circles.. The circles go green when you add to them. Check the % to see how much more you need to do to complete.
- Anything you type in will autosave after 5 secs.
- As a DT if you want to add another user, email your case worker with contact details of your delegated users and this will trigger a login. As DT, you will have access to all the pupils in your school along with your delegated users.
- The boxes in pink must be completed. **Social workers** fill in details on page 2 (or these can be done in the meeting with the social worker).
- Page 3 includes information about the school – e.g. finance officer name and contact. You may need to find this out this information is important to the processing of funding and to collate exam results.
- There is a link to the SDQ page in the Virtual School PEP toolbox.
- Progress and attainment – DTs can add judgements here using drop down boxes.
- Documents – progress tracking, teacher comments can be uploaded onto page 9 documents section.
- You can add outcomes in page 7. The '**when**' box refers to the date by which outcome will be evaluated.
- Try using chrome as the browser.
- When you add the next PEP date in page 1, click **now** and then change the date to save.
- When you have completed the pages, the green 'in progress' button will say 'completed'. You can then click on the 'PEP Actions' button to export the active PEP and download for your records or print a copy for the carer.
- Messages are secure - use this to communicate updates with Looked After Call.
- To access the account again please follow the link - <https://www.lookedaftercall.com/login-to-lookedaftercall.cfm> and click the forgotten password option. This will allow you to create a new password and access your account.

A short video basic starter guide by Virtual School is linked [here](#).

The user guide from Looked After Call is linked [here](#).