

Virtual School IRIS EPEP ‘Quick Guide’ for Designated Teachers

*“The virtual school provides aspirational, responsive support for children. **The quality and oversight of personal education plans have been strengthened since the last inspection and are now of a consistently high quality.** Children are encouraged not only to succeed academically but to pursue their interests and talents.”*

Inspection of Gloucestershire local authority children’s services 9 June 2025 to 20 June 2025

You can access our EPEP training recording for designated teachers here: [Early Years EPEP Training 2025-26 | Virtual School](#)

PEP Access and Exporting PEPs

- Use email link from IRIS to activate your account for the first time.
- Once activation is complete, access your IRIS account using this link: [Looked After Call - Admin](#). Login: email address and password you created during activation.
- Once logged in, click PEP tab at top of page.
- Use drop-down filter menu (blue bar, top of page) to search for young person’s PEP.
- Select grey ‘Status’ (far right side of page) to access the current PEP and historic PEPs. The current active PEP shows on left hand side of the page (a numbered box for each page of the PEP). ‘Other PEP(s) on record and related documents’ on the right side of page list historic PEPs. Green-completed PEP/Yellow-Superseded/Overridden PEP).
- To open the active PEP, click the page numbered boxes (left side) to view.
- To export the active PEP as a PDF select ‘PEP: Actions’ drop-down menu (top left), Export active PEP. A download will appear for you to save to school records.
- From the bottom of any page in the PEP select ‘PEP Home’ to take you back to the view described above.

Before the Meeting

- Make sure you have received a Teams meeting invitation from the social worker.
- Gather relevant information from school staff (teacher feedback, attendance, progress and attainment data, previous target review/evidence, new targets, transition info etc).
- Meet with student to gather pupil views.
- Complete PEP sections 1, 3, 4.1, 4.2, 5, 6, 7 and 8.
- Upload relevant documents to section 9 (including Remarkable Me evidence).

During the Meeting

- Chair the meeting.
- Talk through each section of the PEP ensuring all boxes are fully complete and up to date.
- Share pupil voice (collected prior to the meeting).
- Record social worker and parent/carers views in section 6.
- Check all parties agree to proposed Pupil Premium Plus spending.
- Ensure any agreed actions are recorded within section 6 of the PEP to follow up next time.
- Check if anyone has questions or points to add that haven’t already been covered.
- Ensure the next PEP date is set and ask the social worker to send the invites.

After the Meeting

- Add any additional notes to the PEP document.
- Make sure all sections are fully complete or a reason is given if information is not available.
- Submit the PEP for review **within one week of the PEP meeting date**. Go to 'PEP Home' (bottom of any page in the PEP) to submit the document. The submit button will not appear until all sections of the PEP are 100% complete.
- If you are awaiting data/information and cannot submit the PEP within timescale, please notify your allocated Virtual School Education Advisor and let them know when they can expect to receive the completed PEP.
- Look out for emails/messages from your Virtual School Education Advisor as they may contact you for further information to ensure the PEP meets the required standard.
- If you are asked for further information, please submit this as quickly as possible so that the PEP process can be completed within statutory timescales.
- Look out for Pupil Premium payment notification emails and ensure these are sent to your school finance team.
- Follow up school PEP actions and Pupil Premium purchases/commissioning of services (as agreed at the PEP meeting).

Responsibilities and Permissions

- The allocated social worker and DT/school representative must attend the PEP meeting for it to be a compliant PEP.
- The allocated social worker is responsible for arranging the PEP meeting (within statutory timescales) and sending the invites.
- A new to care young person must have their first PEP within 20 school days of entering care.
- The school designated teacher (DT) is responsible for chairing the PEP meeting and completing the education sections of the PEP document.
- The Virtual School and school **do not** have permission to share/send out the completed PEP document. This must be actioned by the allocated social worker.
- The Virtual School **cannot** apply for school places (neither can a foster carer). This must be completed by the holder of PR.
- If there has been a school move, the social worker must call a PEP meeting within 25 school days of the start date at the new school.

Help and Support

Issues with your IRIS account? Please email virtualschooladmin@gloucestershire.gov.uk.

Need education related help or advice for a child in care? Please contact the young person's allocated Virtual School Education Adviser, in the first instance, or virtualschooladmin@gloucestershire.gov.uk.

For bespoke PEP training for new to role DTs (or refresher training), please contact Vicky.Hurst@gloucestershire.gov.uk.

Website Link (for training, support, policies and forms): [Virtual School | Virtual School](#)