

## **An introduction to the Electronic Personal Education Plan (ePEP) - Essential User Training for Designated Teachers and Social Workers**



In conjunction with the launch of Norfolk's new electronic personal education plan (ePEP) Norfolk Children's Services have arranged a number of 2 hour 'introduction to ePEPs for statutory school age LAC' training sessions for users.

The session will provide an opportunity to familiarise users with the new PEP template and give information and advice on how to complete it.

If you are responsible for the completion of PEP documentation for Norfolk's Looked After Children it is essential you book onto one of the following sessions:-

<b>Date</b>	<b>Time slot</b>	<b>Venue</b>	<b>Address</b>
<b>Wednesday 9<sup>th</sup> March 2016</b>	<del>9.30 to 11.30</del> FULL <del>13.00 to 15.00</del> FULL 15.30 to 17.30	Cringleford Primary School	Dragonfly Lane, Cringleford, Norwich NR4 7JR
<b>Thursday 10<sup>th</sup> March 2016</b>	9.30 to 11.30 13.00 to 15.00	Great Yarmouth Racecourse	Jellicoe Road, Gt Yarmouth NR30 4AU
<b>Tuesday 12<sup>th</sup> April 2016</b>	9.30 to 11.30 13.00 to 15.00 15.30 to 17.30	Abbey Conference Centre	Bracondale Road, Norwich, NR1 2DD
<b>Wednesday 13<sup>th</sup> April 2016</b>	9.30 to 11.30 13.00 to 15.00	West Norfolk Professional Development Centre	Kilham's Way, Kings Lynn, Norfolk PE30 2HU

### **To reserve your place on the training:**

 Please telephone Linda Golder, Business Support Officer, Virtual School for Children in Care on 01603 303323 or  complete details below and email to [linda.golder@norfolk.gov.uk](mailto:linda.golder@norfolk.gov.uk)

Name:	School:
Contact no:	Email:
Date/session time preference:	

**Please respond by Friday 1<sup>st</sup> April 2016 for the April training dates**

*Please note places are limited so will operate on a first come, first served basis*