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|  | **Department of Children’s Services**  **Education and Learning**  1st Floor, Margaret McMillan Tower  4 Manchester Road  Bradford  BD5 0QL  Tel : 01274 435860  E-Mail: [jonathan.cooper@bradford.gov.uk](mailto:jonathan.cooper@bradford.gov.uk)  28th March 2023 |

Dear Colleague

I’m writing to invite your participation in a review we are undertaking during the summer term regarding improving Personal Education Plans (PEP) for our Children in care.

I have asked one of our experienced colleagues from a large secondary school to undertake this review on our behalf, I am therefore writing to introduce Amanda Dutton-Taylor to you and to invite you to contact her with any views you may have for this review.

Amanda has provided some information outlining the review and how best to contact her,

*My background is as a Senior Leader in a large secondary school and also a Lead teacher for Children in Care for over 10 years. The focus I have been given is to consult all stakeholders (pupils, lead teachers, social workers and the Virtual School) about how we can improve both the quality and ambition in Personal Education Plans.*

*We believe it is vital that any changes are informed by those who work with the PEPs and ultimately truly reflect the needs of the young person it is written for. We know that effective PEP’s are those that are working documents, ones that are actioned and reflected on, so they make a difference in the young person’s life at school and for their future.*

*The consultation process involves me talking to a selection of stakeholders from different types of schools; primary, secondary, post-16 and special schools are all included. I will also meet with pupils, social workers, carers and virtual school colleagues.*

*I am writing to inform you that this process is taking place and to also ask you if you would like to arrange a Teams Meeting with me for approximately 20 – 30 minutes to add your voice to the feedback we are collecting.*

*If you would like to take part, please e-mail your virtual school link,* [*VirtualSchoolEnquiries@bradford.gov.uk*](mailto:VirtualSchoolEnquiries@bradford.gov.uk) *or ring me directly on 07853370815 to arrange a time to meet.*

Yours Sincerely

Jonathan Cooper & Amanda Dutton-Taylor