

## IS THAT ALL? A Day In The Life Of A Virtual School Caseworker by Ornella Rochfort

**Wednesday 9th September  
2020**

●8.30am: Lots of coffee. Check all emails, voicemails and monitor the duty phone line. Check the Virtual School Twitter and respond to any online engagement.

●9.00am: Log on to Welfare Call and check attendance reports and note any ongoing absences/persistent lates.

●9.30 — 10.15: PEP Meeting

●10.30 - 10.45: Check which young people are without a school place, following up on school applications.

●10.45—11.30: New School Admissions Meeting

●11.30 - 12.30: Team Briefing

●12.30 —1.30: Lunch (sometimes) and more coffee

●1.30 —2.30 : Consultation with Educational Psychologist & Social Worker

●2.45 — 3.30: Enrichment and Intervention planning meeting with John Lyons Charity.

● 3.30 — 4.00pm Check Education Panel minutes and action approved requests: tuition referrals, laptop allocation, set up new to care LACs on Welfare call .

●4.00—4.15: Check completed PEPS on Welfare call are ready for QA, contact DTs for overdue PEPS.

●4.15—5.00pm: Professionals Meeting.

●5.00pm—Check those emails again and follow up anything from the end of the day



Do you wonder how caseworkers at the Virtual School spend all their time?

As you all know ,the Virtual School are always on hand to support with the completion of PEPS, but here's a peek at a few of the daily tasks we perform to support all Looked After Children in the best way!

### ATTENDANCE & EXCLUSIONS

- Ensuring that every child has a school place and if not, finding them one (supporting carers with applications, liaising with admissions and other Virtual schools, organising transition plans, EHCP transfers, transport )
- Monitoring attendance and exclusions on Welfare call
- Working with schools to devise a plan to increase attendance/engagement

### PEPS & PPG

- Attending PEPS where possible, wherever they are in the country!
- Submitting funding requests to support young people's learning to Education Panel
- Supporting designated teachers with one to one PEP training, arranging logins details and technical support



### INTERVENTIONS

- Liaising with the Barnet Transition Hub and referring children who have moved school or come into care
- Supporting with allocation of laptops and dealing with issues related to them
- Meeting with Educational Psychologists to discuss specific, complex cases
- Arranging tuition and making sure that our young people are getting the correct amount of tutoring.
- Working with external organisations to source and providing enrichment activities i.e Strength through horses, Existec STEM residential, mentoring.
- Liaising with social workers and foster carers to ensure education is a priority and learning is supported.