

Date to HT:.....  
 Leaving Date:.....  
 Name of New School:.....  
 LEA/DFEE No:.....  
 Forwarding Address:.....  
 .....  
 .....  
 .....  
 .....

**LEAVER'S GUIDANCE**

**Teachers/ Teaching Assistants**

When children leave Wavell Junior School, please check that the following have been included in their leaving pack. Thank you. (**Headteacher will check off**)

**NAME OF CHILD** ..... **CLASS**.....

<b>Documentation Enclosed</b>	<b>Checked</b>
School Statement	
DFES Transfer Sheet FS2 (KS2 needs levels filled in and signed)	
Literacy Targets – in report (most recent)	
Numeracy Targets – in reports (most recent)	
Reading Record Booklet	
SEN Documentation/ IEP's (if applicable)	
SAT's materials	
Variety of assessments	
School Reports including an up-to-date one (Nov-June)	
Portfolio of work/exercise books, etc.	
Electronic Transfer	
Computer Record	

**New Headteacher**

The above have been included in this student's leaving pack. Please ensure the child's new teacher receives them as soon as possible as it will help to settle them quickly into their new class.

**Headteacher or DHT's signature:** .....

**Date:** .....

**Parent's signature:** .....