

## Mid-term arrival checklist

Assistant Student Progress Managers are responsible for ensuring the smooth transition of all new arrivals into their year group. This form is used as an aide memoir.

Name: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Start date: \_\_\_\_\_

Buddy: \_\_\_\_\_

<b>Action</b>	<b>Date</b>	<b>Complete</b>
Transfer docs distributed		
Setting sheet complete (3 days)		
1 week check		
2 week check		
4 week report to student (talk)		
4 week report to parents (call)		