

Please organise the following items for the Pupil Transfer Report folder during the week prior to a child leaving your class. I will arrange to visit your class to collect these items, or you are welcome to put them in my tray.

1. **Completed DCSF KS1 / KS2 Transfer Levels email**
2. **Highlighted Curriculum Statement**
3. **Current Maths, English and Science books and significant ICT and foundation subject samples of work**
4. **Recent NCT papers** and other relevant documentation / records
5. **Foundation Stage Profile or KS1 / KS2 Report.** Existing summer term report may be used until October half-term holiday. Transfer reports must be written after Oct half term until Christmas. A full report is required from Christmas onwards. Forward new reports to HT for approval.
6. **Reading Record**
7. **SEN records** from file and individual target sheets

I will also need to get some comments from the child for their final assembly / Leavers' Book. Generally I will be able to come and talk to the child; however it may sometimes be necessary to ask you or your LSA to get these comments from the child for me.

ASDP_1d

Many thanks, *Nigel.*

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