**Hillingdon Primary/Secondary Transition 2021**

**Paper File Handover Day -Thursday 26th August 9:30-10.30**

**Protocols and Organisation**

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| **Primary** | **Secondary** |
| * Drop off within your allocated 15 minute slot * Have your boxes/files organised ready to hand over to each school with most up to date lists of children transferring * Ideally have 2 staff members dropping off * Ensure you get signed evidence that the files for each child have been passed on to each secondary school | * Be clear in advance about who will attend on behalf of school - please send information to [Gary Mullings](mailto:gmullings@vynersschool.org.uk). Ensure they bring ID on the day * Bring your most up to date list of students * Bring your own boxes to store files in * Ideally have 2 staff members present * Sign to confirm that you have received files from each primary * Arrive by 9.15am ready for a 9.30am start * Remain until 10.30am (or until the last of your feeder primary school have dropped off their files, if earlier) |

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| **Practical Information**  Where to drop off:  Vyners School  Warren Road  Ickenham  UB10 8AB  On arrival, please follow the signage for parking.  Date and timings: Thursday 26th August 9:30- 10.30 (Please refer to allocated time slots) |

Many thanks to everyone for working together to make this a success. Special thanks to Gary Mullings and Vyners School for hosting this event.

Any queries please contact Sarah Evans at Cranford Park Academy sevans@theparkfederation.org