**Hillingdon Primary/Secondary Transition 2021**

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

**Protocols and Organisation**

|  |  |
| --- | --- |
| **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. 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)
 |

|  |
| --- |
| **Practical Information**Where to drop off:Vyners SchoolWarren RoadIckenhamUB10 8ABOn 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