

Hillingdon Primary/Secondary Transition 2022
Paper File Handover Day -Thursday 25th August 10.00: 11.00am
Protocols and Organisation

<u>Primary</u>	<u>Secondary</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 9.45am ready for a 10am start • Remain until 11am (or until the last of your feeder primary school have dropped off their files, if earlier)

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 25th August 10.00 – 11.00am (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