

Transfer Document Checklist

Have you remembered to?

- Complete a document for every Early Education Funded child who is transferring to a school
- Fill in all sections of the document
- Put the child's name on each page and staple the pages together
- Talk to the child about their time in your setting and celebrate their achievements
- Share and gather information with the parents
- Ask parents to sign at the bottom of page 4
- Give a copy to parents and keep one for your records
- Deliver the documents to the receiving school by July 15th 2011
- **Complete a Summary Sheet to record how many children are working at high, secure or low in each development matters phase for each area of learning**
- **Total the number of children for each area of learning.**
- **Check the numbers add up accurately**
- **Put the name of your Setting on the Summary sheet**
- **Send 2 copies of the Summary sheet to Kate Gray at Chapel Fields Centre by June 30th 2011**
- **Keep one for your records**

Thank you for all your hard work

Solihull Early Years Team 2011