



**Steven Forbes – Executive Director of
Children’s & Adults’ Services**

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Your contact is: Jan Milstead
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Date: 5.5.22

Dear Foundation Stage Coordinator

Re: Information about children transferring to your provision

Hounslow Early Years Providers have followed for many years an agreed process for transferring information in relation to children’s learning and development when a child is due to start nursery or reception at school.

Last year, Early Years providers used a one-page summary document for each child which captures a child’s development and attainment at the point of transfer. The same process will continue this year. The document has been updated in line with the revised EYFS framework and was shared with FS leaders in the spring term.

Please find enclosed with this letter the completed one-page summaries for children that will be joining you in September 2022.

Kind regards

Jan Milstead

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Acting Head of Early Years and Childcare Service – Early Years Registered Childcare and HAF