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| **Name of Child** | **School transitioning to** | **One page summary**  **✓/🗶** | **Child Protection record file transfer**  **✓/🗶** | **Method of transfer to school** | **Date Sent** |
| E.G. John Smith | Downs Primary School | ✓ | 🗶 | recorded post | 01.07.23 |
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If a parent requests that their **Reception Aged Child stays with you** for their Reception Year you will need to contact [rebecca.shevlin@hounslow.gov.uk](mailto:rebecca.shevlin@hounslow.gov.uk)

Please also see: [Reception Age Children Information for parents](https://content.govdelivery.com/attachments/UKHOUNSLOW/2020/06/04/file_attachments/1466490/RAC%20Information%20for%20parents.docx)