

Send on with the Parent (this option may not allow for teachers to plan for childrens' individual needs prior to children starting with the nursery or reception class)

Ensure from children's registration with you that parental permission has been granted to share information with their child's next provision. i.e. this would usually be through your privacy notice

Ensure key persons' assessment judgements are accurate

Hand deliver to schools

Transferring Records to Schools Process

Complete the Hounslow one page transition to school summary record.

Send by registered post

If there are Safeguarding concerns please indicate that the school can contact you directly for further information (please see transfer of child protection records)

Ensure you use options for transfering these records that meet Data Protection and are compliant with GDPR

The Early Years Advisory
Team will provide you with a
cover letter to go with the
summary and a list of
Foundation Stage Leads
(Hounslow Schools Only)
contacts will be sent to you by
email

EYA Team April 2024