

Pre-school Transfer of Records

Setting address:

Dear _____

_____ (child's name) is due to begin _____ (name of new pre-school/ school).

We would like to help ensure a successful transition by providing your child's new setting/school with all our relevant pre-school records. This will include documents we have shared with you relating to your child's progress within the Early Years Foundation Stage and any information regarding additional needs, if appropriate.

We would be grateful if you would sign and return the attached consent form in order that we can pass on the appropriate records in time for your child's transfer. If you would like to talk about this with us first then we would be happy to do so.

Yours sincerely

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<p>I _____ (name of parent/carer) agree to the transfer of _____ 's (name of child) records.</p>
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