

Date:

Dear

School record of transfer of pupil files

Please find enclosed/attached the records of the pupil transferring to your School. These files should be treated as confidential in line with the new GDP rules. I would be grateful if you would sign and return a copy of the acknowledgement slip below to confirm that you have received the pupil records.

Yours sincerely

Amy Fry

Deputy Headteacher

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Acknowledgement slip – Please return to Carterhatch Junior School via email

Name of School	
Number of children transferring	
Number of files handed to staff	
Date file sent / handed to staff	
Method of delivery: (handed/post/internal)	
Sent/given by:	Name:

Files received by School's name:	Name: Signature:
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Please return completed form to Carterhatch Junior School

By email: enquiries@carterhatchjun.org

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ENFIELD EN1 4JY

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