

Dr. Bryan Slater  
Director of Education

# MANAGEMENT INFORMATION

<b>SUBJECT:</b> Transfer Documents 1999	
<b>WORKING TITLE:</b> Norfolk Procedures for Transfer Documents 1999 Norfolk Draft Principles for Transfer	
<b>DATE PUBLISHED:</b> 15th March, 1999	
<b>DATE EFFECTIVE:</b> Immediate	
<b>DISTRIBUTION:</b>	<b>FORMAT</b>
Chairs of Governors and Headteachers of all Norfolk LEA and GM Schools Dr. B. Slater Fred Corbett	Letter, plus two attachments

<b>SUMMARY:</b> Letter requesting governing bodies to consider adopting County procedures when pupils transfer from one school to another, as part of the school's policy for Assessment, Recording and Reporting, outline of procedures and draft principles and response form.	
<b>ACTION REQUIRED:</b> Staff and governing bodies to discuss adopting County procedures and the principles and return response form.	
<b>DATE DOCUMENT OBSOLETE</b>	
<b>ASSOCIATED DOCUMENTS:</b> Transfer and Reporting Documents Pack.	

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