


Bryan Slater
Director of Education

Distribution

Headteachers of all Norfolk
LEA Schools
Sensory Support Services
Pupil Referral Units
Traveller Education Services
Education Action Zone Directors
Dr Bryan Slater
Fred Corbett

action

This document needs your **action** as detailed below:

ACTION	Title	Reporting and Transfer Documents 2003		
	Summary of contents	LEA documents and guidance on the transfer of information between schools and reporting to parents.		
	Associated documents	<ul style="list-style-type: none"> The Common Transfer Form – DfES Management & Finance Guidance No. 0070/2001 (March 2001) Assessment and Reporting Arrangements 2003 (KS1, KS2, KS3) – QCA (October 2002) 		
	Date	7 April 2003		
	Summary of action required	Meet statutory requirements for the transfer of information and reporting to parents. Transfer appropriate SEN and curriculum information.		
	To be completed by	July 2003		
	LEA Contact	David Orsborne		01603 433276
	E-mail address	david.orsborne.edu@norfolk.gov.uk		
	Norfolk Self Review reference	5. How well does the school care for its pupils?		
	Document reference	MI 86-03		

This Management Information sheet may be found on ESINET at the following address: <http://www.esinet.norfolk.gov.uk/cadmin/misheet/>