

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

✂ .....

**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:<br><br>Signature: |

Please return completed form to Carterhatch Junior School

By email: [enquiries@carterhatchjun.org](mailto:enquiries@carterhatchjun.org)

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CARTERHATCH LANE  
ENFIELD EN1 4JY

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**W** [WWW.CARTERHATCHJUNELT.ORG](http://WWW.CARTERHATCHJUNELT.ORG)  
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**HEADTEACHER** MS H McGOVERN • **DEPUTY HEADTEACHERS** MISS C NEWTON & MRS A FRY

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