



Cottesmore Academy



Children moving on from our school

For Office use only	
Name of the child:	
Preferred name (if different):	M/F
Date leaving Cottesmore Academy:	

For Office use only		
3 weeks before the child joins Cottesmore Academy		
Action	Date	Sign off/ comments
Moving on booklet is completed with the child		
Name is added to the Farewell board		
Day of leaving our team		
Moving on booklet is given to the child to hand to their receiving school		
The child's books are collated and handed into the office		
Parents are removed from dojo and Parentmail, etc		
On confirmation of being on another school's roll		
Any Safeguarding and SEND details are sent safely and securely		
Child is removed from Integris		