**Timeline of Events**

**Pupils leaving St. Oswald’s CE Primary School**

Parents to notify school at earliest opportunity

Parents encouraged to complete a Leavers’ Questionnaire and to return to school office

Transfer of files from school office to Parents

Parents encouraged collect their child from school on the last day

School office to prepare and pass on to Class Teacher for completion

School office

Service Families’ Liaison Officer

School office to inform Service Families’ Liaison Officer

**Responsibility**

Leavers’ Questionnaire

Last day: Transfer of files, books, work, PIP

Last day in school

Transition support work

Pupil Information Profile (PIP)

Administration: Collate and transfer files

Service Families’ Liaison Officer to be notified

**Event**

Notification of leaving