



Education

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Our Ref: Your Ref:

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11 March 2016

All Primary Head Teachers
cc Secondary Head Teachers

Dear Head Teacher

**EDUCATION (SCHOOL AND PLACING INFORMATION) (SCOTLAND
REGULATIONS 1982 - TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY
SCHOOL**

Notification under the above regulations to parents of children who will be transferring to secondary school in August 2016 requires to be made as soon as possible. Please make copies of the forms below available to all P7 parents:

Hard copies to be made available to all Parents

1. Letter PC4
2. Form PC4a/1 – Primary to Secondary Transition Form
3. P7 Application for Young Scot National Entitlement Card
4. Cashless Catering Card (except Tiree)

These forms have been supplied as a pdf document to make printing as a pack easier.

Documents to be made available on Council and School websites and to Parents who request hard copies

5. Form PC1a – Sending Your Child to School and Placing Request Form
6. Form PC1/PC1a The leaflet “Sending your Child to School” which includes
 - o Form PC1a Placing Request form
7. PC4 - Appendix A
8. Young Scot National Entitlement Card (NEC) Briefing

You will note that letter PC4 is in the form of a letter from yourself as head teacher to the child’s parents. Please copy this onto letter headed paper. You should ensure that



it is signed by you before giving out to parents. It may be beneficial to direct parents to the documents on your school website or council website pages, however all parents must be issued with documents 1-4 above.

If a parent wishes to make a placing request, he/she will return form PC1a to the Executive Director of Community Services as soon as possible. The parent will return to you Form PC4a/1.

The letter PC4 following signature from the HT can be copied and distributed without further amendment. Form PC4a/1 records which secondary school the child will attend and whether this will be a placing request or not.

You should ensure that parents return form PC4a/1 to you by 24th March 2016 and these forms should be carefully retained by you, and not returned to this office.

I have requested the head of the secondary school to send you sufficient copies of the handbook for all the pupils concerned who will be transferring from your school. In the rare case of a pupil who might be transferring to a different secondary school, you should request a copy of the handbook of that school from the head teacher. Liaison with the teachers of the appropriate secondary school will also be necessary where pupils from different parts of your catchment area transfer to different secondary schools, or where a choice may be exercised.

Secondary school handbooks will be given out following the return of the form from the parent. This is to ensure we have a quicker turnaround of marking children's records to their requested secondary schools and that parents receive the correct school handbook.

NEC/Cashless Catering

Again in order to simplify processes for parents and schools, we have combined the transition information required by Community Services: Education with that required by the Young Scot NEC/Cashless Catering team. Therefore please also find attached documents regarding this which should go out at the same time as the transition information. The NEC/Cashless Catering consent form should also be returned to you initially.

Further instructions on how to record the information contained in the forms will be issued in due course.

If you have any questions, please contact Esther Barrett on 01369 708578.

Yours sincerely

Susan Tyre

SUSAN TYRE

School Services Support Manager

