**Parental permission to share information with a school with capacity**

Dear Parent/carers

Name of child: DOB:

At this time, due to the current situation, I am unable to accommodate your child at school. I can assure you that as soon as we are able to resume a suitable staffing level your child will be invited to return; we will let you know when this is possible.

I have identified that name of school is able to accommodate your child with staff from our school accompanying them until we are able to resume suitable staffing at our school.

Details of the host school are:

Name of school:

Address:

Contact details:

Transport routes if needed:

In order for this temporary transfer to be a successful, safe and happy experience for name of child, we have completed a transfer of information form to share with name of school.

We will call you today to check that all the contact details we have are correct and up to date. We will also be able to update you with practical arrangements such as arrival and pick up times and answer any further questions you may have.

If we do not receive permission to share this information the temporary transfer cannot take place. Please would you reply to this email letting me know whether you give permission or not for us to share information. A response of ‘I give permission’ or I do not give permission’ is all we need.

We look forward to speaking with you later,

Yours

Headteacher