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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

9th June 2026

Dear Parents and Carers,

As part of our ongoing commitment to keeping all children safe while on site, we will be introducing enhanced security checks at all open events, including parents' evenings and information evenings.

At present, parents and children sign in on arrival. Going forward:

- if you wish to park on site, security checks will take place at the gate before entry is permitted.
- if you arrive for an event without an Ellis Guilford School child accompanying you, staff will confirm which child you are attending on behalf of. You may also be asked a small number of basic security questions based on information we hold on our school system, such as your child's date of birth or home address to verify your identity.

These measures are being introduced solely to ensure the safety and wellbeing of all children while they are on the school premises.

As with any new system, there may be a few issues to refine in the early stages, and we kindly ask for your patience and understanding as we embed these procedures and continue to strengthen site security.

Thank you for your cooperation and support.

Kindest regards,

Miss Johnson
Principal