

BAR LANE  
OLD BASFORD  
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PRINCIPAL: GEMMA JOHNSON

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

24<sup>th</sup> June 2026

Dear Parents/Carers,

Due to the increasing temperatures of our school buildings, we have made the decision to **close the school at 12pm on Thursday 25<sup>th</sup> June and Friday 26<sup>th</sup> June.**

The safety of our children and staff is always of paramount importance and, given the age and infrastructure of our buildings, we are unable to keep many of our classrooms at a safe temperature.

In light of this change to timings, and an earlier finish, we are expecting all children in school at the usual time of 8.40am.

School will close at 12pm and children will be expected to make their way home as usual. Remote learning will be available online, on the usual school platforms.

The Year 9 exam scheduled for the afternoon will be rescheduled.

We are aware that in some cases, parents/carers may not be able to receive their children at this earlier time. In this exceptional circumstance, we will be able to keep a very small area of the school open for a small number of children. If you'd like your child to remain in school until the normal time of 3pm, please complete the MS Form attached - [Partial Closure - Request for child to remain on site – Fill out form](#)

Thank you for your continued support.

Kindest regards,

Miss Johnson  
Principal