

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

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

1<sup>st</sup> July 2026

Dear Year 6 Parent/Carer,

### **Ellis Guilford School Year 6 Transition 2026**

As shared with you previously, we are looking forward to welcoming Year 6 children to Ellis Guilford School next week, as part of their transition arrangements.

We want all children to feel confident and excited about joining us at Ellis Guilford School in September 2026, and as such, these two days will be crucial for them to get to know us, and us them.

#### **Transition Days**

The Transition Days will take place on **Tuesday 7<sup>th</sup> July and Wednesday 8<sup>th</sup> July**. All children who are joining Ellis Guilford School in September, will be expected to attend these days.

On both of the days above, children need to arrive at Ellis Guilford School between 8:50am and 9:00am. They will finish at 2.45pm.

Children will arrive and exit through the main entrance, on Bar Lane.

Please make arrangements for travel to and from school with your child. Unfortunately, we are unable to oversee the arrangements for each child, although there will be adults available at the gate to support children.

Children should wear their primary school uniform and bring a water bottle.

Children will be provided with Family Lunch, free of charge, during both days. Children can bring a packed lunch if they wish to.

During the days, children will:

- get to know their form tutor and year team
- get to know the school
- take part in a range of activities
- get their questions answered!

#### **Transition Evening**

On Wednesday **8<sup>th</sup> July**, we will host our Transition Evening where parents/carers are invited in to meet with school staff. This will include a welcome from the Principal, and the chance to meet your child's tutor.

Our uniform supplier will also be on hand to support within sizing and ordering.  
**Your attendance at this event is strongly encouraged.**

Please arrive at Main Reception at 5.45pm for a prompt 6.00pm start. The evening is expected to finish at approximately 7.00pm.

### **Coffee in the Community Hub**

We are also hosting an additional transition opportunity with a Coffee Morning in our Community Hub on **Tuesday 21<sup>st</sup> July from 9am-10am. This is for Year 6 families** to attend before the summer holidays, and will be in addition the arrangements above. This is not an alternative, but rather an addition to help support any further queries or support required.

### **Useful Contacts**

There is a significant amount of information relating to transition on our website. This includes many answers to Frequently Asked Questions (FAQs). I would urge you to check this space and discuss the information with your child.

If you would like to make contact with us to discuss anything specific relating to transition, that is not answered on our website, please use the following details:

Mr McCalla – Assistant Principal and Transition Lead  
[ben.mccalla@ellisguilfordschool.org.uk](mailto:ben.mccalla@ellisguilfordschool.org.uk)

Stacey Parkes – Community Hub Leader  
[communityhub@ellisguilfordschool.org.uk](mailto:communityhub@ellisguilfordschool.org.uk)

Enquiries – For generic questions  
[Enquiries@ellisguilfordschool.org.uk](mailto:Enquiries@ellisguilfordschool.org.uk)

We look forward to making your child's transition journey as smooth as possible, and fully integrating them into Team EGS.

Kindest regards,



Miss G Johnson  
Principal