

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

PRINCIPAL: GEMMA JOHNSON  
T +44 (0)115 913 1338  
E [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk)  
www.ellisguilfordschool.org.uk



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

29<sup>th</sup> June 2026

Dear Parents and Carers,

With our work experience week now just around the corner, we are delighted to be offering such an exciting opportunity for our children to explore the world of work, develop new skills, and gain a valuable insight into future career pathways. It is always a highlight of the year, and we are pleased to see so many children engaging with the process.

The deadline has now passed for securing a work experience placement for the week commencing Monday 6th July to Friday 10th July.

If your child has already secured a work experience placement, we will be expecting them to attend their placement for the full week. A member of staff will telephone your child on Monday morning to ensure they have arrived safely. Throughout the week, school will either visit or call the placement to check on how the children are getting on and to offer any support needed.

If your child has not secured a placement, they are expected to attend school as normal, in full uniform. We have planned a work experience themed and careers focused timetable to ensure that children who are in school do not miss out on valuable opportunities. Across the week, we are pleased to be welcoming KPMG and Barclays, who will be delivering workshops, alongside a range of other career based activities.

If you have any questions or concerns, please contact me, Mrs. Platten, by email ([Jordan.Platten@ellisguilfordschool.org.uk](mailto:Jordan.Platten@ellisguilfordschool.org.uk)).

Thank you for your continued support.

Yours sincerely,

Mrs. Platten  
Assistant Principal