

BAR LANE
OLD BASFORD
NOTTINGHAM
NG6 0HT

PRINCIPAL: GEMMA JOHNSON

T +44 (0)115 913 1338
E enquiries@ellisfguilfordschool.org.uk
www.ellisfguilfordschool.org.uk



20th July 2026

Dear Parents and Carers,

As we approach the end of the academic year, we have noticed that a number of items of clothing and personal belongings remain unclaimed in school in lost property.

We kindly ask that you encourage your child to check the lost property collection at the Help Desk for missing items that belong to them and collect them before leaving on the last day, Thursday 23rd July.

After this date, any unclaimed items that are suitable for reuse will be washed and transferred to our Pre-Loved Uniform Shop to support our school community. Items that are not suitable for reuse will be responsibly disposed of.

Please note that any belongings remaining after the deadline will be treated as unclaimed and will not be retained by school. Unfortunately, it is not practical for the school to store lost property indefinitely.

We would be grateful for your support in ensuring that children collect any personal belongings before they leave on the last day of term.

Thank you for your cooperation.

Kindest regards,

Miss Johnson
Principal