

BAR LANE
OLD BASFORD
NOTTINGHAM
NG6 0HT

PRINCIPAL: GEMMA JOHNSON

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



20th July 2026

Dear Parents and Carer,

I am writing to clarify how we communicate with families when children attend first aid or report minor concerns during the school day.

For minor issues or routine first aid, parents/ carers will be informed in the first instance through an in-app message or email from the school. This allows us to keep you updated promptly while ensuring that staff can continue to supervise and support children on site.

If a child becomes seriously unwell, or if we feel that their condition requires a discussion with you, we will contact you by telephone using the emergency contact details you have on file with the school. These are updated at the beginning of every academic year by parents/ carers. This ensures that urgent matters can be addressed quickly and directly.

Thank you for your continued support.

Kindest regards,

Miss G Johnson
Principal