



ELLIS GUILFORD SCHOOL
Creative Education Trust



2026 – 2027

Guidance for New Starters



www.ellisguilfordschool.org.uk



Where **EGScellence** thrives,
and the **EGSceptional** shine

Introduction



I am the very proud Principal of the Ellis Guilford School. We are one big family here, and we all look out for one another. We strive to be EGScellent here at EGS, every day!

At the Ellis Guilford School, our aim is to ensure that all children attending our school receive the very best education through a strong curriculum and exceptional teaching. We want our children to flourish and strive for academic excellence at all times. This is supported by high quality pastoral provision.

Our staff are passionate and committed to providing the very best education for all of our children.

We are proud to provide an extremely busy extra-curricular calendar for our children to choose from, including many sporting activities, performing arts groups and extra academic opportunities.

We have three core school values of Ambition, Integrity and Respect. These values permeate our school and we expect all children to take responsibility in embodying these values on a daily basis. We provide opportunities for children to display our values through Pledges in Practice.

AMBITION



We aim for EGScellence every day, with effort, kindness and no delay

INTEGRITY



Even when no-one's in sight, we choose to do what's honest and right

RESPECT



We listen, we care, we're honest and fair

Ellis Guilford School is part of the Creative Education Trust who support our vision of providing a world-class education for our very deserving children. Our school benefits from their unwavering support and guidance, to ensure even better outcomes for our children.

Welcome

To help all children and families prepare for the year ahead, we have put together the information you will need in this booklet. We hope you will find it useful. If you have any queries or concerns, please do contact the school where staff will be available to help you:



0115 913 1338



enquiries@ellisguilfordschool.org.uk



www.ellisguilfordschool.org.uk



Bar Lane, Nottingham, NG6 0HT

Stay connected with everything happening at Ellis Guilford School by following us on our social media channels. It's the best way to keep up with news, events and the incredible achievements of our children.

FOLLOW US ON SOCIALS



/EllisGuilfordSchool



@ellisguilford



CONTACT US



PLEASE FOLLOW THIS GUIDANCE OF WHO TO CONTACT IN OUR TEAM

1.

FORM TUTOR: As the person who sees your child the most, your child's form tutor should always be your first point of contact.

2.

HEAD OF YEAR / DIRECTOR OF FACULTY: Please contact your Head of Year (for pastoral issues) or the Director of Faculty if a serious situation arises. www.ellisguilfordschool.org.uk/pastoral

3.

SENIOR LEADERSHIP TEAM: Please contact our SLT if an issue hasn't been resolved via the channels above. You can find their details on the next page.

4.

PRINCIPAL: If you have exhausted all options above, you may raise a concern with the Principal.

Pastoral Support Network

At Ellis Guilford School, we pride ourselves on supporting our children and removing barriers to help them achieve. The Pastoral Support Network is underpinned by your child's form tutor, who always acts as the first port of call for any concerns or support required in school.

In each Year Group, there are a non-teaching Pastoral Support Officer, Head of Year and Senior Leadership Link that are your child's biggest advocates, offering multiple layers of support.

YEAR 7

Head of Year: Mr Betts

E: harvey.bettse@ellisguilfordschool.org.uk

Pastoral Support Officer: Mr Nunn

SLT Link: Mr McCalla

YEAR 8

Head of Year: Mr Williams

E: deon.williams@ellisguilfordschool.org.uk

Pastoral Support Officer: Mrs Starkey

SLT Link: Mrs G Pettifor

YEAR 9

Head of Year: Mr Hunter

E: dominic.hunter@ellisguilfordschool.org.uk

Pastoral Support Officer: Mrs Gray

SLT Link: Mr Neville

YEAR 10

Head of Year: Ms Ghias

E: ashi.ghias@ellisguilfordschool.org.uk

Pastoral Support Officer: Ms Mazhar

SLT Link: Mrs Platten and Mr Richardson

YEAR 11

Head of Year: Mr Brookes

E: luke.brookes@ellisguilfordschool.org.uk

Pastoral Support Officer: Mr Naylor

SLT Link: Mrs Hudson and Mr Farnie

YOUR CHILD'S FORM :

Form Tutor:

Email:

1.

FORM TUTOR: As the person who sees your child the most, your child's form tutor should always be your first point of contact.

As well as the Pastoral Team, the school has a dedicated Attendance Team, SEND Team, Safeguarding Team and School Counsellor that assist our children.

To get in touch, please use the email addresses below.

ATTENDANCE

attendance@
ellisguilfordschool.org.uk

SEND

SEND@ellisguilfordschool.org.uk

SAFEGUARDING

safeguarding@
ellisguilfordschool.org.uk

SCHOOL COUNSELLOR

annie.monks@
ellisguilfordschool.org.uk

MEET OUR SENIOR LEADERSHIP TEAM...

**Principal:**

Miss Johnson

principal@ellisguilfordschool.org.uk

**Vice Principal:**

Mr Farnie

david.farnie@ellisguilfordschool.org.uk

**Vice Principal:**

Mrs Hudson

lauren.hudson@ellisguilfordschool.org.uk

**Assistant Principal:**

Mr McCalla

ben.mccalla@ellisguilfordschool.org.uk

**Assistant Principal:**

Mr Neville

josh.neville@ellisguilfordschool.org.uk

**Assistant Principal:**

Mrs Pettifor

gemma.pettifor@ellisguilfordschool.org.co.uk

**Assistant Principal:**

Mrs Platten

jordan.platten@ellisguilfordschool.org.uk

**Assistant Principal:**

Mr Richardson

aaron.richardson@ellisguilfordschool.org.uk

**Assistant Principal:**

Mr Williams

John.Williams@ellisguilfordschool.org.uk



Our School Culture

Through our core values of Ambition, Integrity and Respect, we build a school culture where success is earned, celebrated and shared.

Ambition

We challenge and support every child to achieve academic excellence through high-quality teaching, high expectations and a love of learning. We inspire children to achieve big. We believe all children will be successful.

Integrity

We nurture honesty, responsibility and kindness so that children act with integrity in and out of school. We provide meaningful opportunities for children to lead, serve others and make meaningful contributions to all aspects of school and wider life.

Respect

We foster a culture of mutual respect where every voice is valued, and children contribute positively to our school and our community. We celebrate diversity and ensure that all children feel safe, included and supported.

Our EGSpectations

Research evidence points us towards sound principles which provide 'best bets' for approaching behaviour and learning, effectively.

Here at Ellis Guilford School, consistency is key, and coherence across the school is paramount to success. We align as many routines as we can to ensure that the cognitive load is reduced for children. We use the term 'this is how we do things here'. We make our boundaries and EGSpectations clear, so that school feels fair and safe, allowing positive relationships to thrive. Overleaf you will find our Culture EGSpectations within school.

Our EGSpectations define our attitudes, behaviours and expected achievements across our school community. Each EGSpectation embodies our school values, culminating in a high-performing environment.

Our Culture

EGSpectations



Culture
EGSpectations

Strong Start



EGScellent
Uniform



EGScellent
Equipment



Perfect Punctuality



Manners Matter



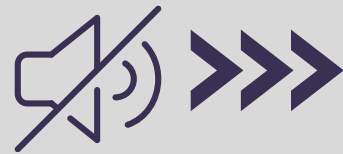
First Time,
Every Time



Line-Up



Calm Corridors



Never A Bystander



Assembly



Strong Finish



Our Classroom EGSpectations



Classroom EGSpectations

First Time, Every Time



We do the right thing – first time, every time. Even when no-one is in sight, we choose to do what is honest and right.

Strong Start



Enter calmly, in full uniform, take your equipment out and start the recall task.

Learning Objective Annotations



Write and annotate the learning objective every lesson.

Strong Voice



Speak clearly, politely and show respect at all times.

Manners Matter



We show respect to everyone. Speak kindly, say 'Please', 'Thank You' and be polite to everyone.

Track in 3, 2, 1



Stop, put all equipment down, look at, and listen to, your teacher when they call for TRACK.

Mini Whiteboard Check for Understanding



Write your answer, Turn your board, Wait for the cue:
"1, 2, 3, Show Me" – everyone shows at the same time!

Choral Response



Answer together when asked – everyone joins in!

Check for Understanding



Always try your best to answer questions – no opt out!

Solo and Silent



Work quietly and independently when asked.

Strong Finish



End lessons calmly: complete your reflect task, pack equipment away, and wait to be dismissed.

Our School Day

Ellis Guilford School provides a compulsory school week of 31 hours and 40 minutes as follows:

- Monday to Friday – 8.40am to 3.00pm
- 8.40am is the official start of the school day
- 3.00pm is the official end of the school day

A breakdown of the structure of the School Day including lesson and break-times can be found below.

Time	Activity
08:20 – 08:40	Arrival to school (Family Breakfast is available, free of charge from the Canteen)
08:40 – 08:45	Line-Up in Year Zones (5 minutes)
08:45 – 09:10	Tutor Time (25 minutes) Delivering of key messages and the daily update
09:10 – 10:10	Lesson 1 (1 hour)
10:10 – 11:10	Lesson 2 (1 hour)
11:10 – 11:30	Break Time (20 minutes)
11:30 – 12:30	Lesson 3 (1 hour)
12:30 – 14:00	Lesson 4 (1 hour) and family lunch (30 minutes) Family lunch is staggered as follows: Year 10 & 11 – 12.30 to 13:00 Year 7 – 13:00 to 13:30 Year 8 & 9 – 13:30 to 14:00
14:00 – 15:00	Lesson 5 (1 hour)
15:00 – 16:00	Reflections (up to 1 hour)
15:00 – 16:00	Ellis Electives: After-School Clubs and Interventions

ATTENDANCE TARGET for all children is



98%

- All children are expected to attend the Academy every day, on time, arriving no later than 8.35am. This ensures they are in school on time for the line-up.
- Children arriving after morning registration has closed will be marked using the code U (unauthorised absence code).
- Being late to school will impact on a child's overall attendance as a U code counts as half a day missed.
- You can find more information about child absence here: ellisguilfordschool.org.uk/attendance

- Morning Line-Up starts at 08:40 in tutor groups to check children are prepared for the day with correct uniform and equipment before heading to Tutor Time which acts as the pastoral check-in each day.
- At the beginning of each period, children have a 5-minute transition window, where they must go straight to their next lesson without stopping, to arrive on time. If children arrive 5 or more minutes late, they will be issued with a reflection. If they arrive after the 10-minute late bell, this will be classed as truancy, and they will be taken to Triage.



ELLIS GUILFORD SCHOOL
Creative Education Trust

**At Ellis Guilford School,
we expect our
children to have an
attendance of at least 98%.**

ATTENDANCE MATTERS AT ELLIS GUILFORD SCHOOL

At Ellis Guilford School, we believe that excellent attendance is essential to ensuring every child thrives academically, socially and personally. Consistent attendance supports progress, builds good learning habits and helps students take full advantage of the opportunities available to them as part of our commitment to learning, character and community.



WHY ATTENDANCE IS IMPORTANT

- Ensures children access the full curriculum and make strong academic progress.
- Helps build routines, resilience and confidence.
- Supports positive relationships with peers and staff.
- Prepares children for future education and employment, where punctuality and reliability are essential.



SCHOOL TIMES AND PUNCTUALITY

- Children should arrive in good time to be in school before their first lesson begins.
- Arriving late disrupts learning and may result in missed important instructions or activities.
- Persistent lateness will be monitored and followed up in line with school procedures.



WHO IS RESPONSIBLE?

- Parents/carers must ensure their child attends school every day and on time.
- Children must commit to attending lessons and engaging fully in their learning.
- School staff monitor attendance, offer support where needed and maintain regular communication with families.



REPORTING ABSENCES

- Parents/carers must notify the school as early as possible on the day of absence.
- Reasons for absence should be clear and honest.
- Medical evidence may be requested for prolonged or repeated absences.



REQUESTING LEAVE

- Submitted to the school in advance.
- Accompanied by a clear explanation.
- Please note that authorised leave is granted only in exceptional circumstances. Holidays during term time are not permitted.



SAFEGUARDING AND HOME VISITS

- If a child is absent without explanation and we are unable to contact parents/carers, the school may carry out a welfare home visit.
- This ensures that every child is safe and accounted for, in line with safeguarding expectations.



ATTENDANCE DEFINITIONS

- Persistent Absence Below 90% attendance (19+ missed days/year)
- At Risk of PA Below 95% attendance (10-18 missed days/year)
- Severe Absence: Below 50% attendance: requires intensive support



REMOVAL AND HOME EDUCATION

- In certain situations, such as extended non-attendance or relocation, a child may be removed from the school roll in line with national regulations.
- Parents who choose to educate their child at home must formally notify the school. The local authority will then take over responsibility for monitoring educational provision.

Attendance Counts

Our Attendance Target for all children is a minimum of 98% over the course of the academic year.

Good attendance, including punctuality, is essential to raising the educational attainment of all children and affording them the best possible life chances following statutory education. In order to achieve this, children need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.



100% Attendance	0 Days absent	0 Missed lessons	Perfect
99% Attendance	1 Day absent	5 Missed lessons	Best chance of academic success
97% Attendance	1 Week absent	25 Missed lessons	Best chance of academic success
96% Attendance	1.75 Weeks absent	42.5 Missed lessons	Best chance of academic success
94% Attendance	2 Weeks absent	50 Missed lessons	Risk of underachievement
93% Attendance	2.5 Weeks absent	62 Missed lessons	Risk of underachievement
92% Attendance	3 Weeks absent	75 Missed lessons	Serious risk of underachievement
90% Attendance	3.5 Weeks absent	85 Missed lessons	Serious risk of underachievement
<50% Attendance	18+ Weeks absent	475+ Missed lessons	Extreme risk of underachievement

Weekly

- Rewards and recognition for weekly attendance and 'streaks of days' attended
- Email updates with attendance data and notices
- Celebrating and recognising good attendance in assemblies, house events and communication with families.

Half-Termly

- Rewards for 100% attendance during each half term
- Positive communication home
- Drop-in "Coffee and Chat" sessions
- Comparative email highlighting key attendance statistics alongside regional and national figures

Annually

- Special rewards for full-year 100% attendance, including badges, pins, and off-site trips

Early risk of underachievement

- Phone call to discuss attendance challenges and support options
- Attendance Letter 1 sent home
- Ongoing attendance monitoring
- Attendance discussions during parents' evening

High risk of underachievement

- Phone call to explore attendance barriers and available support
- Attendance Letter 2 issued and Attendance Improvement Plan initiated
- Continued attendance monitoring
- Attendance discussions during parents' evening
- Categorised as 'At Risk of Being a Persistent Absentee'
- Attendance interventions such as child voice with individual targets to improve attendance

Serious risk of underachievement

- Phone call to address attendance concerns and review support strategies
- Attendance Letter 3 issued and review of Attendance Improvement Plan
- Continued attendance monitoring
- Attendance discussions during parents' evening
- Attendance contract put in place
- Home visits conducted
- Education Welfare Officer involvement
- No authorised absence permitted without medical evidence
- Categorised as 'Persistent Absentee'

Illness Guide for Parents and Carers

On the occasions that your child is feeling unwell, it can sometimes be challenging to know whether your child is well enough to attend school or whether their illness may spread to others. Please use the simple guide below to assess whether your child is able to come to school.

ATTENDANCE TARGET
for all children is



98%

Come to School



Please send your child to school if they are experiencing any of the following:

- Sore throat
- Cold
- Cough
- Feeling tired
- Hay fever
- Achy or sore limbs

Children can still take part in learning when experiencing any of the above. Give them medication if you feel they need it at the beginning of the day.

On call staff are available for your child to speak to if they feel unwell. We have first aiders on site for support.

Come to school but let us know



Please send your child to school and inform the office if they are experiencing any of the following:

- Headache
- Feeling sick
- Stomach ache
- Ear ache
- Toothache
- Experiencing feelings of anxiety
- Twisted, sprained or broken limbs

Children can still take part in learning when experiencing any of the above. Give them medication if you feel they need it at the beginning of the day.

Children can often feel anxious or worried about class work or potential sanctions and want to stay at home. However, we believe that the best way for children to self-regulate this anxiety is in a school environment supported by the highly-skilled staff team school has in place.

We want children to be resilient and overcome these feelings so that they are happy at school.

Stay at home



Unfortunately there are some rare instances when your child will be too unwell to attend school due to an illness or injury. In the following instances, please keep your child at home:

- Temperature over 38 degrees
- Sickness and diarrhoea
- Contagious illness, e.g. chickenpox, impetigo
- Operations / medical treatments

Medical evidence should be provided to school wherever possible to ensure that the absence is authorised.

Should your child be absent we request that you provide supporting evidence from a medical professional.

Please call or text the school office as soon as possible if your child is not well enough to attend school that day.

0115 913 1338

You should also remain in regular contact with the attendance team.

Behaviour for Learning

All teachers will use behaviour for learning strategies within the classroom to support positive behaviour of all children.

Everyone should feel and be safe at Ellis Guilford School. We want children to make continual progress and achieve their full potential.

Children are repeatedly taught the routines and high expectations we have of them throughout the year and our 'Behaviour for Learning' consequences are there to reinforce those expectations.

Alongside the 'Behaviour for Learning' consequences sits the Guilford Gold rewards system. Staff in school aim for a ratio of 5 positive rewards to every 1 negative behaviour consequence.

CLASSROOM BEHAVIOUR LADDER

C1 Reminder	You are disrupting learning This is your opportunity to change your behaviour	At EGS, we follow instructions the first time they are given. Learning is everyone's right. No-one has the right to disrupt it. The Classroom Behaviour Ladder (C system) is used to remind children of our expectations.
C2 Warning	You are continuing to disrupt learning 5 Guilford Gold is deducted You may receive a Re-Set Conversation	
C3 Detention	10 Guilford Gold is deducted 1 period in Triage 30-minute same-day after-school reflection until 3.30pm	

Some behaviours may exceed the steps of the behaviour ladder and immediately result in a C3.

C2	When children repeatedly disrupt the lesson, they will be given a C2 which deducts Guilford Gold from their bank balance and gives them a chance to self-regulate their behaviour and remain in the lesson.
C3	The classroom teacher will request an 'On Call' who will remove children from the lesson who are repeatedly disruptive. The child will spend the rest of the lesson in triage where they will follow the normal curriculum and complete a work pack for their subject in silence.

Reasonable Adjustments

Any child with a SEND diagnosis or EHCP will have reasonable adjustments in the classroom to help provide them with the opportunity to regulate their behaviour. These include specific SEND strategies which are highlighted on seating plans, formulated from Individual Learning Plans and taking child and parent voice into consideration. Staff will use a range of quality first teaching strategies including, when appropriate, a C2 re-set - where a member of staff will arrive to help a child regulate their behaviour.

Guilford Gold Rewards



At Ellis Guilford, we encourage our children to do the right thing first time, every time and our rewards system helps accommodate that.

Children are recognised for demonstrating the school values of Ambition, Integrity and Respect –they earn Guilford Gold, which adds to their bank balance for them to redeem for rewards throughout the week at the EGS Swap Shop – ranging from crisps, sweets and chocolate to footballs and uniform – they can even redeem their Guilford Gold for a variety of reward trips throughout the year.



SWAPSHOP



You can earn Guilford Gold for displaying the following:

AMBITION

OUTSTANDING ATTITUDE TO LEARNING: Working to the best of your ability, all the time.

OUTSTANDING CLASSWORK: Producing exemplary work.

OUTSTANDING HOMEWORK: Producing exemplary homework.

INTEGRITY

FIRST TIME, EVERY TIME: Arrive to each lesson on time, each day, ready to learn

MODELLING EXCELLENT BEHAVIOUR: Executing routines expertly or modelling for younger children

REPRESENTING THE SCHOOL PROUDLY: Showing the Ellis Guilford Way both in and outside of school

RESPECT

RESPECT: Show exemplary manners towards staff, peers and the school

KINDNESS: Acts of compassion done selflessly

CARING FOR THE SCHOOL SITE: Taking pride by cleaning up after yourself and others

**+50
GG**



EGScellence in Lesson

For children who demonstrate the EGS values in lesson, going above and beyond

**+5
GG**



EGSCCELLENCE

For displaying any of the EGS values:
Ambition – Integrity – Respect

**+30
GG**

For completing
homework

MEET 'COCO' – Our School Dog



Coco is on site every day here at school. Coco helps us when we're feeling sad or low, and he is also a great reading partner! Coco has weekly training which is helping him to be extremely well behaved. He is very friendly. There is no requirement that children work with Coco; he is on a lead at all times whilst the children are on site.

If your child has any pet allergies that you wish us to be aware of, or you have any concerns, please email us. The School Dog Risk Assessment is available on the school website.

"One thing I wish I knew before I came is how nice everyone is. I was really worried at first, but now that I have settled in, the experience has been wonderful."

Dominic, Year 7



"One of my best things about school is Coco. He is so cute!"

Tamara, Year 7



Uniform, PE Kit & equipment

At Ellis Guilford, we encourage our children to wear their EGS uniform with pride.

All uniform items are compulsory, except the navy jumper which is an optional winter item, and cannot be worn without the blazer. It is to be worn in addition to the blazer.



Rucksack



Navy EGS Blazer



White Shirt
(Buttons to Top)



EGS Navy
Stripe Tie



Navy V-Neck Knitted Jumper
(optional winter item – only to be worn with blazer)



- Black Polishable Shoes
- Grey, Navy, Black or White Socks
- Grey, Navy or Black Tights



A choice of: Tailored Grey Trousers, Tailored Grey Pleated or A-line Skirt, and Tailored Grey Shorts (skirts and shorts must be of an appropriate length; at least mid-thigh and below the blazer)

Full PE Kit should be brought to school on timetabled PE days. The PE kit is compulsory and includes:

- EGS navy short-sleeve PE top
- Plain navy jogging bottoms, leggings or shorts (EGS branded versions are available but optional)
- Plain white or navy socks and trainers.

Children are expected to borrow missing items of kit from the PE department. This is washed after each use.



Uniform Policy continued

Child appearance

- Hats, caps, bandanas and sunglasses are not permitted. Sun hats in hot weather, and woolly hats in winter, will be permitted in outdoor areas only and must not cover the face.
- Jewellery is not permitted. Stud earrings in the ear lobes, one simple wristwatch (not smart watch) and one single nose stud are the only permitted jewellery. Hooped earrings or drop earrings or any earrings that are not studs, are not permitted. Nose Rings are not permitted.

Prohibited Items

The following are prohibited items of clothing that will not be permitted on the school site. Prohibited items include, but are not limited to:

- Denim jackets, leather jackets, cardigans, hoodies, tracksuit jackets, casual jackets and similar items that are not listed in the permissible items above
- Casual shorts
- Trainers, canvas shoes, boots, sandals, heeled shoes, Crocs, slider-type footwear
- Round-neck or sweatshirt type jumpers are not permitted in school. Only a plain navy vneck knitted jumper is permitted
- Non-Academy badges (only badges issued by the school may be worn on blazers)

Children who arrive at school without the correct uniform as outlined in this policy, will be supervised in a designated space until the issue is rectified. This approach ensures that learning continues while maintaining the high standards we set for presentation and consistency.

Parents/Carers will be contacted to discuss solutions, including the option to bring appropriate items into school to resolve the issue. Children will be permitted to attend their normal lessons, once the issue is rectified. We appreciate our families working with us to uphold these expectations.

Children need to come to school equipped to learn every day with the following:

- EGS Equipment Pack (provided free of charge at the start of the year) containing:
 - Pencil case
 - Blue **and** Black Pens (multiple)
 - Purple Pen
 - Ruler
 - Highlighter
 - Eraser

We also strongly suggest that your child has a Casio FX-85GTCW or Casio FX-83GTCW+ scientific calculator.

Children will also require the following, which is funded by the school and provided free of charge at the beginning of the academic year:

- Water bottle
- Academic Planner
- Knowledge Organiser
- EGS Lanyard containing an EGScellence Card, Standards Card and Lunch Card

Homework

Homework is an extremely important part of ensuring children achieve academic EGScellence at Ellis Guilford School. Homework is set every week, from many subjects. Children and parents can find out what homework has been set in Class Charts. Homework will be set once per week in the subjects below:

Year 7, 8 and 9

Subject	Knowledge Check	Other
English	15 minutes	Sparx Reader
Maths	15 minutes	Sparx Maths
Science	15 minutes	Sparx Science
Geography History Languages Computing	15 minutes	

Year 10 and 11

Subject	Knowledge Check	Other
English	15 minutes	Sparx Reader
Maths	15 minutes	Sparx Maths
Science	15 minutes	Sparx Science
All other option subjects	15 minutes	

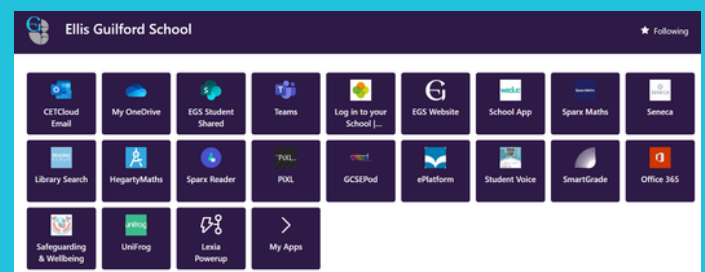
If your child studies Art, Photography, Design, Music, Dance or Drama as an option subject, their homework will be based on their portfolio development.

Children's Step-by-Step Guide to accessing online homework:

- Open a web page and go to: portal.cetcloud.org.uk
- Log in with your school username and password (the same details you use in IT lessons to log onto the school computers.) To reset your password, or go to A3.
- Once you have logged in, you will see the Student Home page:
- Once you have selected the application, click the option to 'Log in with Microsoft' or 'Continue with Microsoft'.

If you are unable to access a laptop, phone, or tablet device at home to complete your homework, there are computers you can access during the school day:

- The School Library has books and computers for all children to access Monday to Friday (Break Time) and after school.
- The EGScellence Centre is open to KS4 children after school every day.
- Sparx Maths Homework Club has laptops available every day in G210 during Break.
- Sparx Reader Homework Club has laptops available every Thursday after school in G109.



Term Dates

2026-2027

THE ELLIS GUILFORD SCHOOL



KEY

- Week A Timetable
- Week B Timetable
- Bank Holidays
- School Holidays
- Teacher Training Days

Academic Year Transitions

2nd September - Year 7 only

3rd September - All years

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28						

MARCH 2027

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APRIL 2027

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MAY 2027

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30	31					

JUNE 2027

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JULY 2027

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Arbor Parent

At Ellis Guilford School, all school electronic communications are sent to parents/carers through the Arbor Parent App and email only. We do not use text messaging due to the increasing costs to the school.



Arbor App & Portal

- View your child's Timetable, Clubs and Attendance
- Pay for School Meals through Arbor Pay
- Update your details
- Receive instant messages
- Sign up to trips and after-school clubs

HOW TO GET STARTED WITH ARBOR

Step One:

Download the Arbor Parent App on your phone or tablet. If you are using a web browser, navigate to login.arbor.sc

Step Two:

Click on 'Forgot your password?' just below the login button.

Step Three:

Enter the email address that you gave us for your primary contact, and then press 'Reset Password'. If we do not hold an email address for you, please contact us.

Step Four:

Once registered, log in to the Arbor Parent App and turn on notifications when prompted to do so, to enable alerts for all your school messages including reflection notices and attendance notices.

Step Five:

Explore the Dashboard. Check your Contact details are correct. Sign your child up to our Ellis Electives (Clubs) in the Activities section. Set up payments for Family Lunch Meals.



HAVE YOU SIGNED UP TO CLASS CHARTS?



We are migrating our Rewards and Recognition system to Class Charts to work alongside Arbor, giving you easier access to tracking your child's achievement and behaviour in school. You may use the QR Code below to download the Class Charts App

DOWNLOAD THE FREE PARENT APP NOW



Apple store



Google Play

If you require support with the Arbor Parent App, please contact the school office or pop into Reception during opening hours. Email: enquiries@ellisguilfordschool.org.uk

Family Lunch

At Ellis Guilford School, we operate a split lunch system designed to support 'family lunch'. Family Lunch is where all children sit down as a year group and enjoy their lunch together. Staff also enjoy lunch with the children during this time. Once they've eaten lunch, children enjoy time outside.

It is part of our responsibility here at school to encourage and develop social connections. Family Lunch provides an opportunity for children to chat and connect with their peers whilst enjoying a sit-down meal, whether this is a hot dinner, cold option or a packed lunch.

Morning Break

Children have access to the Food Pod in their year group area to purchase light snacks and drinks. All snacks and drinks in the Food Pod are priced at £1.25 or less. There is no obligation to buy a snack, and children often opt to bring their own snack from home. Children who qualify for Free School Meals, are not able to use their allocation during morning break. This is reserved for a full meal at Family Lunch.

Lunch Break

All children access the canteen with their year group as a whole, whether it is to purchase food, eat their packed lunch or whether they choose not to eat. Fresh water, and a salad bar is available at all times, free of charge.

To enhance our family dining experience, there are a number of games that children can choose to play including Dobble, Uno, Dominos and 5-Second-Rule.

All food served in the canteen is part of the Meal Deal priced at £2.50 which includes a choice of: a main meal and a dessert; a jacket potato or pasta and a dessert; or a baguette and a dessert.

All children will also enjoy time outside at lunch break, providing more opportunity to connect and play with their peers.

How to pay for school meals

All meal payments are made online through the Arbor Parent App in the Meals section. Please make sure you keep your child's lunch account topped up, so it remains in credit. Children are issued with an EGS Lunch Card which they must bring to school every day. This is a smart card which stores your child's lunch account balance. When they use the canteen, they scan their lunch card at the tills and their lunch balance is updated accordingly. If children lose their lunch card, they must report this to A3 immediately.

Free school meals and holiday vouchers

To check to see whether your child is eligible for Free School Meals, please visit the Nottingham City Council website and search for Pupil Benefits. The Free School Meals allowance is £2.50 per day to be used during Family Lunch. If your child would like snacks at Morning Break, please ensure your child's account has been topped up with sufficient funds. Each child in receipt of Free School Meals is currently entitled to shopping vouchers during the holidays.



See the School Meals page on the school website to view the School Menu and Price List for the current term.

If you require support with Arbor payments or have any queries regarding School Meals, please contact the school office or pop into Reception during opening hours.

Email: enquiries@ellisguilfordschool.org.uk

Ellis Electives

After-School Ellis Electives run between 3.00pm and 4.00pm.

We call our extra-curricular activities, Ellis Electives. The Ellis Electives timetable is updated every half-term with new extra-curricular opportunities. Each Elective runs for a half-term. Therefore, every half term, you will need to check your child's memberships in Arbor Parent and renew their membership for the half term if they still wish to attend. All Ellis Electives are free of charge.

Places are on a first-come first-serve basis. If, at any point, your child no longer wishes to attend a club, please send an email to request your child's membership is cancelled to:

enquiries@ellisguilfordschool.org.uk

You can find the current timetable on the Extra Curricular page on the school website. This also includes details our our **Music Lessons** and **Year 11 Intervention sessions**.

SAMPLE



ELLIS GUILFORD

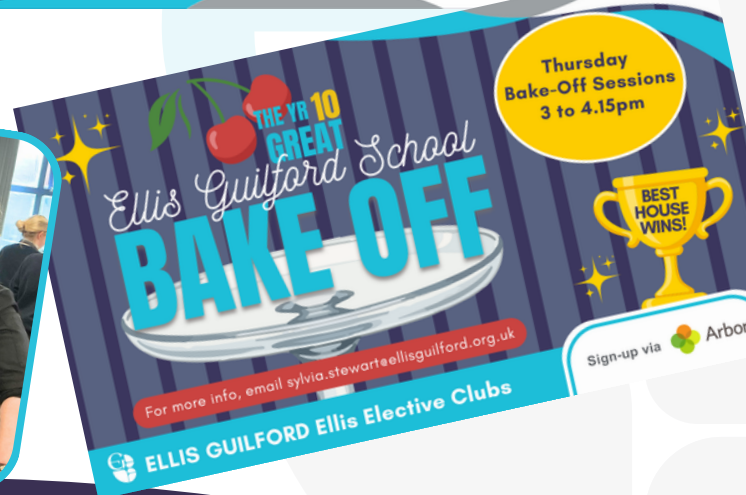
Extra-Curricular Clubs

Sign-up via



Arbor

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All School Debate Club School Choir Volleyball Club Trampolining Club Showcase Dance Rehersals STEM on Track	All School Girls Football Inclusive Sport Rowing Club Sparx Reader Club	All School SAMBA Club EGS Community Champions Musical show Rehearsals Marketing & Events Club	All School Boys Cricket Invite only Lifting Club	All School Study Support & SPARX STEM Club Girls Cricket
Year 7 to Year 9 Computer Club Pokemon Club Boys' Football Motor-maticians Club	Year 7 to Year 9 Dance Club		Year 10 Bake Off	Renew your membership every half-term.
Year 9 to Year 11 Dragons Den				
Year 10 & Year 11 Shakespeare Club				
23rd February to 27th March - 3 to 4 pm.				



Ellis Electives

"I love all the after school Electives that the school has. I especially love the Basketball Academy with the coaches from the Nottingham Hoods."

Amie-Leigh, Year 7





ELLIS GUILFORD SCHOOL
Creative Education Trust

CONTACT US

WHO TO CONTACT



ABSENCE, SCHOOL EVENTS, PAYMENTS AND GENERAL ENQUIRIES

Please contact the School office:
0115 913 1338
enquiries@ellisguilfordschool.org.uk



CLASS-BASED CONCERNS, LEARNING OR GENERAL WELL-BEING

Please contact your child's Form Tutor
firstname.lastname followed by
@ellisguilfordschool.org.uk



SPECIAL EDUCATIONAL NEEDS

Please contact our SEND Team:
SEND@ellisguilfordschool.org.uk



ATTENDANCE

Please contact our Attendance Team:
0115 9131338 (option 1)
attendance@ellisguilfordschool.org.uk



URGENT OR UNRESOLVED QUERIES

Please contact our Senior Leadership
Team via the SLT email links below.

PLEASE DO NOT HESITATE TO CONTACT SCHOOL

The quickest way to have your query
answered is to find the appropriate
contact. If you have any other questions
please contact our Reception Team.
enquiries@ellisguilfordschool.org.uk



Please follow us
on socials for all
our news
stories!!!



0115 913 1338



www.ellisguilfordschool.org.uk



enquiries@ellisguilfordschool.org.uk



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@ellisguilford