



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 the 1300 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.

Our staff are passionate and committed to providing the very best education for all of our children, and we have a superb pastoral team who support our children to be successful.

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.

- **Ambition** - work hard, aim high - now and for the future
- **Integrity** - do the right thing - with passion, with purpose
- **Respect** - value others, be polite, understand boundaries, and be kind.

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.

Our School Culture

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

Ambition and Academic Excellence

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

Character and 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 and Community

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.



MEET 'COCO' - Our School Dog

Coco is on site every day here at school. Coco is training to become a Therapy Dog; he helps us when we're feeling sad or low, he is also a great reading partner! Coco has weekly training which is helping him to be extremely well behaved. He is very friendly, and loves a cuddle. 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.

Our School Day

Ellis Guilford School provides a compulsory school week of 31 hours 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 - 08:35	Arrival to school* (Family Breakfast is available from the Canteen)
08:35 - 08:45	Line-Up in Year Zones (5 minutes)
08:45 - 09:10	'Community' (delivering of key messages)/ Tutor Time (25 minutes)
09:10 - 10:10	Lesson 1 (1 hour)
10:10 - 11:10	Lesson 2 (1 hour)
11:10 - 11:30	Break 1 (20 minutes)
11:30 - 12:30	Lesson 3 (1 hour)
12:30 - 14:00	Lesson 4 (1 hour) and Lunch Break (30 minutes) Year group lunches are staggered as follows: - Year 7, 13:00 to 13:30 - Year 8 & 9, 13:30 to 14:00 - Year 10 & 11, 12.30 to 13:00
14:00 - 15:00	Lesson 5 (1 hour)
15:00 - 16:00	Detentions (up to 1 hour)
15:00 - 16:00	Ellis Electives: After-School Clubs Interventions

ATTENDANCE TARGET for all children is



- All children are expected to attend the Academy every day, on time, arriving no later than 8.35am.
- 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 one session missed.
- You can find more information about student absence here: ellisguilfordschool.org.uk/attendance

- Morning Line-Up starts at 08:35 in form groups to check children are prepared for the day with correct uniform and equipment before heading to Community 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 up to 5 minutes late, they will be issued with a detention. If they arrive after the 10-minute late bell, this will be classed as truancy, and they will be taken to Triage. A sanction is often used when a child has been significantly late, but an investigation as to the reasons for lateness is always undertaken.

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.



0 to 1.5 days off	2 to 7.5 days off	8 to 13 days off	13.5 to 19 days off	19.5+ days off
100% to 99%	98.99% to 96%	95.99% to 93%	92.99% to 90%	Below 90%
Accessing all opportunities	Few missed opportunities	Risk of underachievement	Severe risk of underachievement	Serious risk of underachievement
Children have the greatest chance of success	Children who miss less than 7 days of school have an 87% chance of higher achievement	Children with only 94.9% attendance are less successful than their peers	Over half of children who miss 15 days struggle to reach age related expectations	Children who miss more than 30 school days only have a 20% chance of achieving age related expectations

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 pupil 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



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, eg, 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
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 Reflection 30-minute same-day after-school detention until 3.30pm

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.

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 call for 'On Call' who will remove children from the lesson who are repeatedly disruptive. The child will spend the rest of the lesson in reflection 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.

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



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

100% OF THE TIME, EVERY TIME, ON 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

+10
GG



STAR OF THE LESSON

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

+5
GG



EGSCELLENCE

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

Uniform, PE Kit & equipment

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

All items are compulsory, except the navy jumper which is optional. The navy jumper can be worn with a blazer but must not be worn alone without the blazer.



Navy EGS Blazer



White Shirt
(Buttons to Top)



EGS Navy
Stripe Tie



Navy V-Neck Knitted Jumper
(optional 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 worn to the knee)



Plain
Rucksack

Full PE Kit should be brought on timetabled PE days:

- EGS navy short-sleeve PE top
- Plain navy jogging bottoms, leggings or shorts (EGS branded shorts-optional)
- Suitable socks and trainers.

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



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

- Pencil case
- Blue **and** Black Pens (multiple)
- Green Pen
- Ruler
- Eraser

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
- Student Planner
- Knowledge Organiser
- EGScellence Card
- Lunch Card



Homework

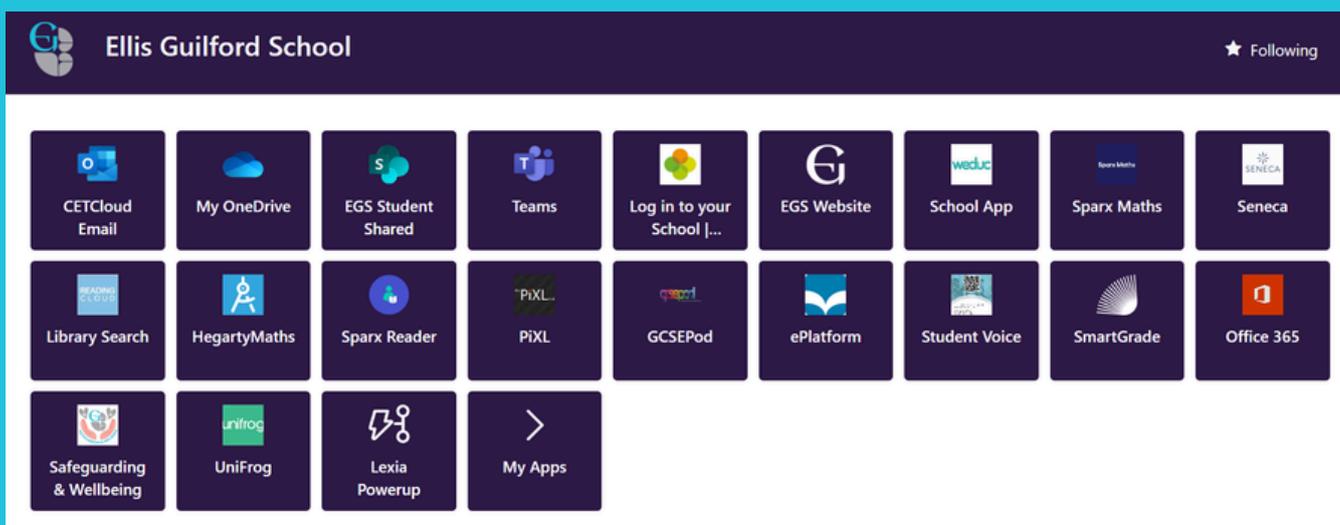
Homework is an extremely important part of ensuring children achieve academic excellence at the Ellis Guilford School.

Homework is set every week, from every subject. Children and parents can find out what homework has been set in Arbor.

- Year 7, 8 and 9 pupils will be set one piece of homework per week, per subject.
- Year 10 and 11 pupils will be set two pieces of homework per week, per subject.
- English, Maths and Science Homework will be set on Sparx.
- All other subjects will be paper-based knowledge quizzes.

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, go to A3 or see Mr Neville.
- Once you have logged in, you will see the Student Home page:



- Here, you can access your emails and MS Teams as well as all the online platforms available to you at EGS. Click on the application you wish to access (Arbor, Sparx, etc).
- 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 pupils to access Monday to Friday (Break 1, Break 2) and after school.
- Sparx Maths Homework Club has laptops available every day in G210 during Break 1
- Sparx Reader Homework Club has laptops available every Thursday after school in G109.

Term Dates

2026-2027 Term Dates

ELLIS GUILFORD SCHOOL (Issued October 2025)



KEY

- Transition Days TBC
- Week One Timetable
- Week Two Timetable
- Bank Holidays
- School Holidays
- Teacher Training Days

AUGUST 2026						
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SEPTEMBER 2026						
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OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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APRIL 2027						
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JUNE 2027						
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JULY 2027						
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AUGUST 2027						
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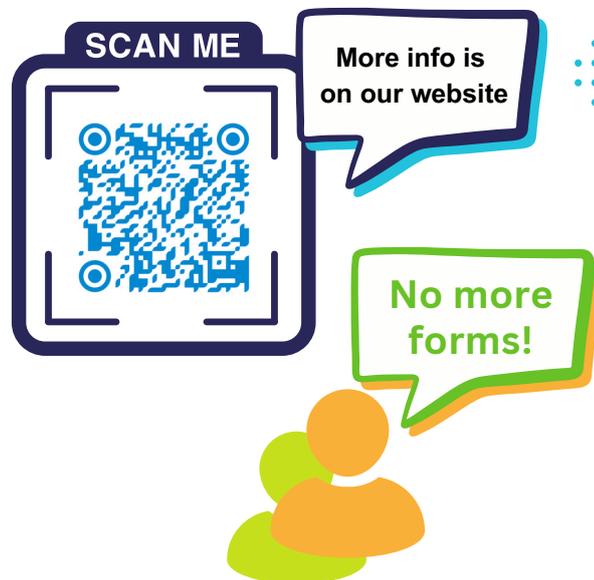
Arbor Parent

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 detention 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 Dining Meals.

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'. Each year group is provided with sufficient time to sit down with their peers and staff to enjoy their lunch together in the school canteen as well as enjoying time outside.

It is part of our responsibility here at school to encourage and develop social connections. Family Lunch provides 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.

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 is available on tables at all times.



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



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 data and lunch account balance. When they use the canteen, they scan their lunch card at the tills and their lunch balance is updated accordingly.

FREE SCHOOL MEALS & 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 the Lunch Break. 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.

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.

The Ellis Electives timetable is updated every half-term with new extra-curricular opportunities. Membership to Electives is on a termly basis. Therefore, every term, you will need to check your child's memberships in Arbor Parent and renew their membership for the term if they still wish to attend.

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:

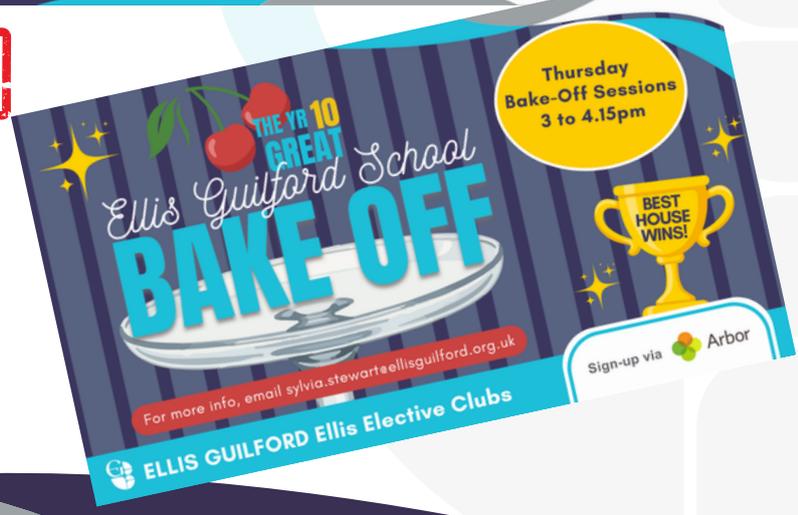
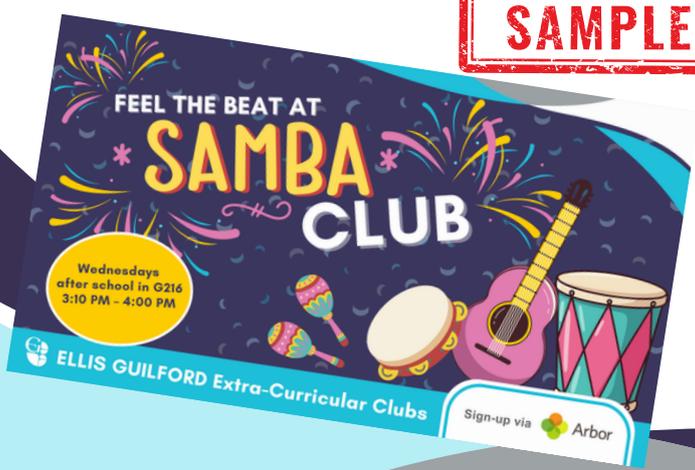
enquiries@ellisguilfordschool.org.uk

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 Success sessions**.

ELLIS GUILFORD Extra-Curricular Clubs				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All School Debate Club School Choir Volleyball Club Trampoline Club Showcase Dance Rehearsals 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.

SAMPLE



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 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 Williams

E: deon.williams@ellisguilfordschool.org.uk

Pastoral Support Officer: Miss Gray

SLT Link: Mr McCalla

YEAR 8

Head of Year: Mr Hunter

E: dominic.hunter@ellisguilfordschool.org.uk

Pastoral Support Officer: Mrs Ghias

SLT Link: Mr J Williams

YEAR 9

Head of Year: Mr Snow

E: richard.snow@ellisguilfordschool.org.uk

Pastoral Support Officer: Ms Mazhar

SLT Link: Mr Neville

YEAR 10

Head of Year: Mr Brookes

E: luke.brookes@ellisguilfordschool.org.uk

Pastoral Support Officer: Mr Nunn

SLT Link: Mrs Platten

YEAR 11

Head of Year: Mr Betts

E: Harvey.Betts@ellisguilfordschool.org.uk

Pastoral Support Officer: Ms Stokell

SLT Link: Mr Richardson and Mrs Hudson

YOUR CHILD'S FORM :

Form Tutor:

Email:

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

DESIGNATED SAFEGUARDING LEAD

john.williams@ellisguilfordschool.org.uk

SCHOOL COUNSELLOR

annie.monks@ellisguilfordschool.org.uk



ELLIS GUILFORD SCHOOL
Creative Education Trust



0115 913 1338



www.ellisguilfordschool.org.uk



enquiries@ellisguilfordschool.org.uk

