

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

PRINCIPAL: CHRIS KEEN  
T +44 (0)115 913 1338  
E [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk)  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



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

Friday, 06 November 2020

Dear Parent/Carer,

Following the recent introduction of additional lockdown restrictions in England, we are reviewing our Covid-19 procedures to ensure maximum safety for all our staff, pupils and families.

Lockdown restrictions state that all non-essential travel should be avoided. With this in mind, we have taken the decision to reduce the number of face to face meetings taking place on school site and where possible, all communication will be conducted via telephone or Microsoft Teams.

In addition to this, only visitors who have a prearranged meeting will be granted access to school site. All other visitors will be asked to remain at the school gate.

As we move deeper into the academic year, we are also looking into our options regarding parents' evening's and other events where you are able to discuss your child's progress with their class teachers. More information around these events will be published in due course.

Our phone lines remain open between the hours of 08:00 and 16:00 Monday – Thursday and 15:30 on a Friday. Our email address: [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk) is also monitored regularly throughout the day.

We would like to thank you for your continued support throughout this period of time and we look forward to welcoming you back into Ellis Guilford School in the near future.

Yours sincerely,

Mr Chris Keen  
Principal