

BAR LANE
OLD BASFORD
NOTTINGHAM
NG6 0HT

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



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

Monday, 22nd March 2021

Dear 2020 Leavers,

I am pleased to inform you that Ellis Guilford School will be handing out GCSE certificates on **Friday, 16th April 2021** between 9:30am and 12:00pm.

To ensure social distancing, students who left Ellis Guilford School in 2020 are invited to come onto the school site to collect their GCSE certificates. Any parent/carers must remain off the school site and maintain the 2-metre social-distancing rules at all times.

Certificates can be collected during a half-hour window to avoid large numbers congregating. Collection times are determined by surname:

9:30am – Surname A-E
10:00am – Surname F-J
10:30am – Surname K-O
11:00am - Surname P-S
11:30am – Surname T-Z

If this time is not convenient or if you are shielding, the certificates will be kept in school for a minimum of 2 years. Please contact the school to arrange a suitable date to collect.

If you are unable to collect but require the results on this day, a nominated person can collect on your behalf as long as an email is sent to **exams@ellisguilfordschool.org.uk** containing the name and date of birth of the student and the name of the person who will be collecting on the day.

Yours faithfully,

Mrs Wyer
Exams Support Officer