

BAR LANE
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**ELLIS
GUILFORD
SCHOOL**
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20 August 2024

Dear Parents/Carers,

I hope you are all enjoying the summer. On 22 July, I wrote to you with an update on [arrangements to begin in September 2024](#).

These included:

- New EGS uniform for Year 7s in September
- Closure of the back gate - All children will arrive and leave through the Bar Lane entrance
- A 3:00pm finish time for all except for Ellis Electives (extra-curricular clubs) and detentions which will run for any period up to 4:00pm
- Plans for changes to be made to the internal timings of the school day—full details below.

Internal Timing Changes

Our canteen facility is not large enough for all children to access during their lunch time. This has meant that our food pods have offered a service for children to access food. Logistically, these pods are only able to serve smaller snack-based portions of food.

In September, we will therefore move to a **split lunch** to create EGS Family Dining.

Year groups will have slightly different lunch times to enable them all to access the canteen. All children, in each year group, will have protected time in the canteen together, as a family.

There will be an expectation that in the canteen children will sit together and have the option to:

- Enjoy a main meal and a pudding from the canteen.
or
- Enjoy their packed lunch.
- Play card / board games and engage in conversation with their peers.

Children will then move to an outside playground to enjoy some dedicated free time.



The outline of the school day for each year can be seen below.

The first part of the school day will remain the same for all years:

Timings of the School Day	
8:20am - 8:35am	Arrival (Bar Lane Entrance)
8:40am - 8:45am	Line-Up
8:45am - 9:10am	Community / Tutor Time
9:10am - 10:10am	Lesson 1
10:10am - 11:10am	Lesson 2
11:10am - 11:30am	Break
11:30am - 12:30pm	Lesson 3

To create the capacity for EGS Family Dining please see the timing changes outlined by Year below:

	Year 7	Year 8	Year 9	Year 10	Year 11
12.30pm - 1.00pm	Lesson 4 (a)	Lesson 4	Lesson 4	Lunch	Lunch
1.00pm - 1.30pm	Lunch			Lesson 4	Lesson 4
1.30pm - 2.00pm	Lesson 4 (b)	Lunch	Lunch		

The last part of the school day will remain the same for all years:

Timings of the School Day	
2:00pm – 3:00pm	Lesson 5
3:00pm – 4:00pm	Ellis Electives (Extra-Curricular Clubs and Groups) Detentions

Breakfast Club

Breakfast will be available for children to access from their Food Pods from 8:20am.

The Breakfast Club which had been operating free of charge between 8.00am and 8.30am will unfortunately not continue in September due to funding and staffing.

Before School

Help Desk is open for children arriving before 8:35am to gain support with any forgotten uniform or equipment. All issues must be resolved before the 8:40am line-up.

Break

Children will have their first morning break in their Year Zones. They will be able to attend the Swap Shop to purchase items with their Guilford Gold and purchase a small snack from their Year Zone food pod if required. All Year Groups have access to their own toilet facilities



Family Dining

At EGS, we want to encourage our children to build social connections with their peers. Family Dining is a daily opportunity for our children to sit together and engage in conversation. Children will be encouraged to serve one another drinks and to clean the table after they've eaten. These are responsibilities that children would have at home and one that we'd like to replicate here as an in-school family. These life and social lessons will be invaluable when children enter the world of work or further study.

Children will enter the canteen to eat for 15 minutes as a whole year group. There will be no exceptions to this. If children do not wish to eat, they will have an opportunity to sit and chat and play card/board games with their friends. There are toilet facilities within the canteen area for children to use. Children will then have time in the outside play area with their year group for 15 minutes.

Line-Ups

At EGS, we line-up as year groups throughout the day. They are crucial to the effective running of our school and should take a maximum of 5 minutes, as long as all children follow the expectations. This is an opportunity for children to be met by their teachers.

Line-ups take place at the beginning of the day with tutors (8.40am), post morning-break with class teachers (11.30am) and post lunch with class teachers (time dependant on the timetable above).

We hope you are all having a restful break over the summer and look forward to seeing you in September.

Yours sincerely

Ms G Johnson
Principal