

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

PRINCIPAL: GEMMA JOHNSON  
EXECUTIVE 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*

Wednesday, 27<sup>th</sup> November 2024

Dear Parent/Carer,

I am pleased to be able to report that our children have made an excellent start to this half term – they are wearing their uniform well and behaviour has been excellent. The learning environment is calm and purposeful and children have demonstrated a real enthusiasm in the first few weeks since the half term break.

### **Rewards**

As a school, we firmly believe in celebrating the positives with our children; they are exceptional young people and we are proud of them and their achievements every day.

Our reward system continues to have a heavy investment including; earning Guilford Gold, EGSellence cards, purchasing items at our Swap Shop and attending school trips. We also recognise and reward excellent attendance every Friday for all children who have attended well.

### **Detention System**

I am writing to remind you of our school detention system and some minor changes that were launched with children in the last couple of weeks.

Unfortunately, a minority of children occasionally disrupt the learning of others or fail to meet our expectations around the school site. It is important that all our children know and understand that there is a consequence for repeated poor behaviour, their impact on others and that they have an opportunity to reflect upon their behaviour so that they can modify this in the future.

All detentions last for 30 minutes at the end of the school day. A child may receive more than one detention, for more than one incident, which would mean that they would stay after school for up to one hour until 4:00pm.

### **Inside the classroom (disruption to learning)**

The classroom environment at Ellis Guilford School is truly excellent. Our children understand that all classrooms are to be disruption and distraction free.



All children are given an opportunity to moderate their behaviour before being issued with a detention including:

- A C1 (reminder)
- A C2 (warning)
- A C3 (consequence – detention)

Moving forward, a restorative 'reconnect' conversation will be held with their teacher as part of the 30-minute detention. This provides our children with an opportunity to:

- Reflect on the incident and consider how they can moderate their future behaviour to reduce future occurrences.
- Engage in a conversation with the member of staff involved to support a positive return to the classroom in the next period.

### **Outside of the classroom**

We have the highest expectations of behaviour outside of the classroom, during movement around the school site and at social times. We expect children to come equipped for school, to wear their uniform with pride and follow the school rules at all times.

- Where children do not follow the school rules, they will be issued with a 30-minute detention that is held at the end of the same school day.
- If a child does not wear their full school uniform correctly twice in a week, they are issued with a 30-minute detention. Children can resolve any uniform issues before school by visiting the Helpdesk and they will not receive a detention. The Helpdesk closes at 8:35am.

### **Failure to attend detention**

If a child fails to attend a detention, they will be issued with a detention on the following Friday which will finish at 4:15pm. Failure to attend this detention will result in further consequences. If a child fails to attend more than one detention in a week, they will be isolated from their lessons the following day and will complete a detention that evening.

We will take reasonable steps to inform you by text message or telephone if your child has to stay for a detention although this is not a requirement from the Department For Education.

Where possible a detention will be held on the same day that the incident occurred. If the detention is set after 2:30pm, it will be completed the following day.



We will make reasonable adjustments for children with additional needs to support them in meeting our expectations, although detentions remain a part of our in-school behaviour system and will still be used as an appropriate consequence.

### **Recognition**

Our primary focus will continue to be the recognition of children who demonstrate a commitment to our school values. We will continue to recognise children who demonstrate 'EGSelligence' and reward where appropriate.

Our behaviour policy can be found on our website. Our policy has been designed in line with DFE guidance (Behaviour and Discipline in Schools; 2024).

Thank you for your continued support in ensuring that your child is ready to learn with the correct equipment, in full school uniform and a positive attitude towards their studies.

If you would like to discuss this further, please contact your child's tutor in the first instance.

Yours sincerely,

Mr D Farnie  
Vice Principal