

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*

15 May 2025

Dear Year 6 Parent/Carer

### **Information for Year 6 Transition 2025**

I am delighted that your child has been offered a place here at Ellis Guilford School in September 2025. We can't wait to welcome them into our school community.

#### **TRANSITION DAYS: TUESDAY 1 JULY AND WEDNESDAY 2 JULY 2025**

We are committed to ensuring a smooth transition for our new Year 7 children, and therefore, we have organised two transition days to take place on Tuesday 1 July and Wednesday 2 July. These are city-wide transition days; all Year 6 children will be attending their allocated secondary school on these days.

The two days will provide an opportunity for the children to familiarise themselves with our school environment, and to meet some of their teachers and their new classmates. We will hope to answer all questions they may have about the move to secondary school and to ease any potential worries or concerns.

The children will take part in a range of activities, and they will meet their Head of Year and Form Tutor.

The schedule for the Transition Days is as follows:

- **Start Time: 9am** – Please bring your child to the main entrance of the school on Bar Lane no earlier than 8.50am. Our staff will meet you here and take the children to the Sports Centre.
- **Finish Time: 2.45pm** – Please arrange to collect your child from the main entrance on Bar Lane or agree their journey home with them for this time.

Please send your child in their current primary school uniform. They will also need to bring a water bottle.

Lunch will be provided for all children at no cost on both days, although you are welcome to send your child with a packed lunch and snacks if you would prefer.



## TRANSITION EVENING: TUESDAY 1 JULY 2025

Additionally, we will host a **transition evening for parents/carers of Year 6 children**. Due to limited space, children do not need to attend this session.

Please sign-in at Main Reception **from 5.45pm for a prompt 6.00pm start**.

The evening will include an opportunity to meet myself and key staff, hear about our school and to meet your child's form tutor. We will cover all expectations and requirements including uniform. There will also be an opportunity for questions.

## UNIFORM SIZING DROP-IN EVENT, WEDNESDAY 9 JULY

All of our school branded uniform is purchased online via [Just Schoolwear](#). Branded uniform must be ordered by 3 August in time for delivery before the first day of term in September.

A number of items can be purchased from any high street retailer or supermarket.

To support with sizing of the school branded uniform, including blazers, there will be a Uniform Sizing Drop-in Event at school on Wednesday 9 July.

This is an **optional event** and you can drop-in with your child at any time **between 4.00pm and 6.30pm** to try on blazers and understand the sizing required.

### A REMINDER OF DATES:

- Tuesday 1 July – Transition Day One – 9.00am to 2.45pm – *Year 6 children only*
- Tuesday 1 July – Transition Evening – 6.00pm-8.00pm – *Parents/Carers only*
- Wednesday 2 July – Transition Day Two – 9.00am to 2.45pm – *Year 6 children only*
- Wednesday 9 July – Uniform Sizing Event – Drop-in between 4.00pm and 6.30pm – *Optional*

### QUESTIONS AND ADDITIONAL INFORMATION

Should you have any questions at all regarding the transition process or arrangements, please do contact us on the following email address: [enquiries@ellisquifordschool.org.uk](mailto:enquiries@ellisquifordschool.org.uk)

There is also a dedicated transition page on our school website, where you can find lots of information relating to our school: <https://www.ellisquifordschool.org.uk/transition>

I look forward to meeting you very soon.

Best wishes

Ms G Johnson  
Principal