

The Gilbert School

Part of the Alpha Trust



RSA/sma
February 2025

Dear Parent/Carer

RE: Year 10 Work Experience Final Letter

We would like to provide you with further information regarding Work Experience for our Year 10 students.

Work Experience Dates

Year 10 students will either be completing their placements during the week beginning Monday 10th March 2025 and Monday 17th March 2025. BEP and our Careers Department are working tirelessly to ensure all students have a placement.

Week Beginning Monday 10th March 2025

All X population students will complete Work Experience during this week.

Week Beginning Monday 17th March 2025

All Y population students will complete Work Experience during this week.

ESNEFT NHS Placements

A small minority of students who are attending work experience in the NHS are taking place in either of the above weeks or an alternative week in March 2025.

Work Placement Agreement

Once your child has secured a placement, they will receive their Work Placement Agreement Form (paper copy), please read this document thoroughly with your child at home (**this paper copy is to remain at home**). Please then complete the Year 10 Work Experience Parental Agreement by clicking [here](#) (please note, the online form **must** be completed before your child goes on Work Experience).

The deadline for completing this is **Friday 28th February**.

Unplaced Students

If your child has not secured their choice, your child will need log on to the BEP database again to select new choices. The deadline for this is **Friday 14th February**.

Whilst on Work Experience

Students will be given a Logbook to complete during their placement. Students are encouraged to document their Work Experience by making notes in their logbook and by taking appropriate photographs (if agreed by the employer). Where possible, The Gilbert School will plan to visit students on their placements and/or contact the employer by telephone or email for a progress report.

Headteacher: Mr J Mitchell

Brinkley Lane, Colchester, Essex CO4 9PU

Tel: 01206 842211 Email: admin@gilberd.com Website: www.gilberd.com

Alpha Trust

Registered in England and Wales Company No 07755713

Registered office: Norman Way, Colchester, Essex CO3 3US



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Students Attending/Returning to School

If your child is attending school during the week beginning Monday 10th March or Monday 17th March, they will follow their usual timetable and may have some adjusted lessons. Students are to report to their Form Tutor for morning registration, as usual. Please rest assured that all lesson content has been considered to ensure continuity of the curriculum.

If your child is not on work experience, they are expected to be in school.

Attendance Procedures

If your child does not feel fit to work due to illness whilst on work experience, please inform **both** the employer and the school using the usual attendance procedures via absence@gilberd.com.

Should you have any questions, please contact workexperience@gilberd.com with the subject 'Year 10 Work Experience 2025'. All Work Experience documents can be located on our school's website <https://www.gilberd.com/work-experience/>.

Yours faithfully

Mr R Samjawon
Assistant Headteacher (CEIAG)

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