

Welcome to The Gilberd School





Timing of the school day

Registration	8.40am – 8.50am
Lesson 1	8.50am – 9.50am
Lesson 2	9.50am – 10.50am
Break	10.50am – 11.10am
Lesson 3	11.10am – 12.10pm
Lesson 4	12.10pm – 1.10pm
Lunchtime for all years	1.10pm – 1.50pm
Personal Development for all years	1.50pm – 2.20pm
Lesson 5	2.20pm – 3.20pm
Clubs/Extra curricular	3.20pm – 4.30pm (approx)



Role of the form tutor

Key point of contact between the school,
you and your child.

Contact: **tutor's mnemonic@gilberd.com**

Please make a note of this.

Houses



GREEN

7X JFR
7Y ACO



RED

7X MMC
7Y JCA



BLACK

7X REL
7Y MLL



BLUE

7X MRO
7Y PSE



YELLOW

7X MHO
7Y STA



WHITE

7X SJO
7Y AHU

Competitions in academics, sports and performance





Uniform requirements



Brogue



Loafer



Oxford



Monk Strap



Leather Ballerina
Pump with heel



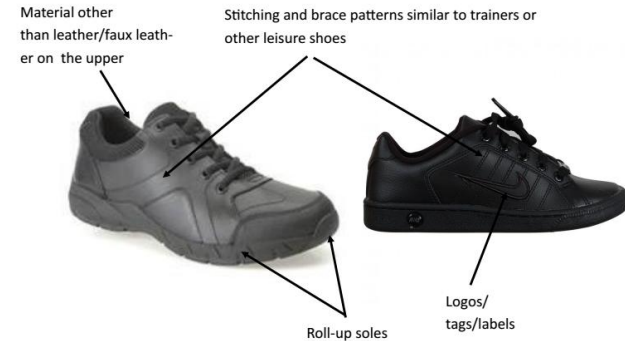
Brogue
(women's
)





Uniform requirements - avoid costly mistakes

Unacceptable shoes (example list not exhaustive)





Learning support

Miss Parker, Mr Auton and Miss Hopwood have made contact with Primary Schools and parents. If you have any issues you would like to discuss, please contact them:

lpa@gilberd.com and sau@gilberd.com
nho@gilberd.com



Absence

Please contact the school on the first day of absence if your child is unwell.

- **By phone (answerphone option 1 - absence line) on 01206 842211**
- **Email: absence@gilberd.com**



Leave of absence/holidays

Please be aware that we have to follow the Government's guidelines not to authorise absence for holidays and family events except in exceptional circumstances.

Essex County Council have also instructed us to issue penalty notices for unauthorised holidays taken throughout the year.



Change of address/telephone numbers

This can be done by:

- Contacting the school office in writing, either by hard copy or email as soon as possible.
- It is vital we have up to date numbers and contacts in case of emergencies.



Student Reception



- **First Aid**
- **Calls home**
- **Signing in and out**
- **Items of lost property**



Homework



It is important to get into the routine of doing homework. It helps greatly if your child has a quiet space to do this.

Your child will be given an account to log into to see details of homework that has been set. Parents will be given a log in and can check what has been set.



Planner



Planners are now kept together in an A5 plastic wallet and have bespoke Gilberd Information. These have the option to add information and necessary items to them, making it more user friendly for students. It will contain a copy of their timetable and additional details of homework may be recorded here.

Brief messages can be passed on through the planner, especially if your child needs to leave for an appointment as they will need to have this signed by the tutor before they can leave.

House Crests



Engage
Endeavour
Excel



Extra-House Crests Awarded for:



***Engagement* in Co-curricular
Endeavour in student leadership
Excellence in their academic
pursuits – Homework Profile
Learner Profile**



Study Plus

Staff may recommend that certain students attend.

We run a supervised study club in the school library after school each day except Friday. There is no charge and any student is welcome to attend.



Period 6

Where a student's homework profile shows that there is an issue with completing homework to the required standard, they may be required to attend period 6, twice a week for a set period of time in order to help develop better habits.



Progress Reports



4 SCHOOLS

Reports will be provided by the online, Go4Schools system.

Email alerts will be sent when reports are available, but paper copies will also be available on request.

The key pieces of information on these reports are:

- Learner Profiles
- Homework Profiles
- Flightpaths

If it's out, it's gone!

Phones should be off
and in the bottom of
bags during the
school day. If
students have their
phone out, it will be
confiscated and a
sanction applied.



Fidget Toys/'Squishies'/Furries

- Please be mindful of anything like these, whilst they are marketed as 'stress cube/stress relief, they can in fact be more a distraction not a support.
- Some students use something very discreet that helps them to focus – please do not send multiples, loud/noisy ones, ones that are full of gel that can easily spill.
- Be mindful that sensory relief for one child, can be sensory overload for another.





Induction days Wednesday
24th and Thursday 25th June
2026

Please let your child travel to school without you
(*if practical*) but in a group or with a friend.

Letters with full information regarding these days
have already been sent home, but please do not
hesitate to ask if you have any further questions
about the two Induction days at the end of the
session.



Catering

Catering is provided by an external company who serve hot and cold food at both break and lunchtimes.

A main meal is provided at the reduced cost of
£2.66

Other food options are available.

Cashless payment forms will need to be completed ready for students to use their accounts on Induction days. If their account is not activated, they must bring a packed lunch. They will all need a packed lunch on Wednesday 24th June.



Parent Pay / payment for trips

We use the same ParentPay system that is used for catering.

This ensures students are not responsible for carrying large sums of money to school to pay for trips.

Students will **ALL** need to purchase a locker key, this will cost £10 and will be theirs to use for the 5 years.



Important dates for September

This is also available on the school website.
1st September and 2nd September are non-pupil days

Students start back on Thursday 3rd September **at 8.40am (please be on site by 8.30am)**. Staff and Prefects will direct them to the MUGA, where they will be guided to their tutor groups.

Any Questions?

