

# The Gilbert School

Part of the Alpha Trust



PTA/jti  
11<sup>th</sup> July 2025

Dear Parents/Carers

## Re: End of term arrangements

I am writing to confirm the end of term arrangements and the details for the start of the new academic year in September.

The final day of this term is Friday 18<sup>th</sup> July; the school will close at 12:10pm following afternoon registration. Please ensure you have made the necessary arrangements for your child to leave school at this time. If this is not possible and you need your child to be supervised at the school until 3:20pm, staff will be on hand to do so. Please contact the school office prior to Wednesday 16<sup>th</sup> July if you require this. For those students who wish to purchase food, cold lunches will be available in the South Hall servery at break time.

## Autumn Term 2025

The school reopens for students on Wednesday 3<sup>rd</sup> September 2025. All students are expected to arrive at school for a prompt 8:40am start. Our new Year 7 cohort will be directed to line up on their Multi Use Games Area (MUGA) and will be escorted around the school site by a team of Year 11 Mentors.

## Uniform

Details of compulsory and optional PE kit can be found on the [Anglia Sports and Schoolwear website](#).

Please note that the PE Department have removed skorts from the PE kit list for Year 7. Students in Years 8 -11 may continue to wear them until September 2026.

Summer break is an ideal opportunity to ensure that students return in September with skirts, trousers and shoes that are the correct length and fit. To ensure the uniform you purchase meets the school's requirements please refer to the [School Uniform Purchase Guide](#). Please pay close attention to this in order to avoid costly mistakes that will need to be rectified in September.

## Entrance and exit from site

Students may enter or exit the school site at the location most convenient for them. There are bicycle racks available by the E-block entrance, in addition to bicycle shelters by the main carpark. To ensure the safety of our students and staff, we would like to remind parents/carers that driving onto the school site is not permitted unless it has been arranged for students with medical issues. Students must aim be on the school site before 8:35am to ensure that they are present for AM registration prior to 8:40am.

## Construction work

Please be aware that during August, the project to upgrade the road entrance to the school (delayed by the RAAC remedial works) will get underway. This means there will be restricted access for vehicles to the site until the October half-term. After this, entrance to the site will be by Automatic Number Plate Recognition. We will write to you again in October with details of how this affects the small number of parents who need regular vehicular access to the site.

Headteacher: Mr J Mitchell

Brinkley Lane, Colchester, Essex CO4 9PU

Tel: 01206 842211 Email: [admin@gilberd.com](mailto:admin@gilberd.com) Website: [www.gilberd.com](http://www.gilberd.com)

Alpha Trust

Registered in England and Wales Company No 07755713

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



### The school day 2025/2026

08:40 - 08:50	Registration/Standards Check
08:50 - 09:50	Period 1
09:50 - 10:50	Period 2
10:50 - 11:10	Break
11:10 - 12:10	Period 3
12:10 - 13:10	Period 4
13:10 - 13:50	Lunch
13:50 - 13:55	Movement Time
13:55 - 14:20	Registration/Assembly/Personal Development
14:20 - 15:20	Period 5

Finally, I would like to extend my thanks to parents and carers for your continued support throughout this academic year. On behalf of the school and governors we wish you and your families a very relaxing summer break.

Yours faithfully



Mr J Mitchell  
Headteacher