

# The Gilberd School

Part of the Alpha Trust



RSA/sma  
January 2026

Dear Parent/Carer

## RE: Year 10 Work Experience Final Letter

Work experience is a key part of our high-quality careers programme, helping to ensure that our students develop relevant skills for work and supporting transitions from education and training into skilled employment. 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 9th March 2026 and Monday 16th March 2026. BEP and our Careers Department are working tirelessly to ensure all students have a placement.

#### **Week Beginning Monday 9<sup>th</sup> March 2026**

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

#### **Week Beginning Monday 16<sup>th</sup> March 2026**

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 2026.

### **Guidance Sheet and Pins**

Your child will be given their personalised pins and information this week to access the BEP Trident System. Own Placement students should check the status of their placement as described in a recent assembly.

Students requiring placement should make selections (4 choices minimum). The deadlines below must be adhered to:

10X – Selections are required by **Thursday 22<sup>nd</sup> January**.

10Y – Selections are required by **Thursday 5<sup>th</sup> February**.

To access the BEP Trident System, visit [here](#) to log in.

### **BEP Trident System**

We have attached a Student Guide which provides a step-by-step instruction how to use the platform. You may prefer the video tutorial [here](#).

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



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## Unplaced Students

If your child has not secured their preferred choices, your child will be directed to log on to the BEP database again to select new choices. The deadline for this is **Friday 13<sup>th</sup> February**.

## 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 on the following link (please note, the online form **must** be completed before your child goes on Work Experience).

[Year 10 Work Experience Parental Agreement 2026 – Fill out form](#)

The deadline for completing this is **Friday 27<sup>th</sup> 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 Gilberd School will plan to visit students on their placements and/or contact the employer by telephone or email for a progress report.

## Students Attending/Returning to School

If your child is attending school during the week beginning Monday 9<sup>th</sup> March or Monday 16<sup>th</sup> March, they will follow their usual timetable and may have some adjusted lessons. Students are to report to their Tutor for morning registration, as usual. Please rest assured that all lesson content has been considered to ensure continuity of the curriculum.

**Please note, work experience is not optional. If your child is not on work experience for other reasons, 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](mailto:absence@gilberd.com).

Should you have any questions, please contact [workexperience@gilberd.com](mailto:workexperience@gilberd.com) with the subject 'Year 10 Work Experience 2026'. 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)

Headteacher: Mr J Mitchell

Brinkley Lane, Colchester, Essex CO4 9PU

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