

The Gilbert School



RSA/sma
July 2026

Part of the Alpha Trust

Dear Parent/Carer

Re: Year 10 Work Experience Parent/Carer Information Evening - Wednesday, 9th September 2026 - 6.00pm

We are very pleased to announce that Work Experience for your child in Year 10 will take place next academic year during the week beginning Monday, 8th March through to Friday, 12th March 2027 (X Population) and Monday, 15th March through to Friday, 19th March 2027 (Y Population). All Year 10 students are expected to go on Work Experience in line with the Department for Education statutory expectations. Placements serve multiple purposes, including experience of the world of work, employability skills development and help guide future career decision-making. This is an unpaid opportunity that aims to develop new skills and provide students more confidence in their abilities.

We would like to invite all parents and carers to a parent/carers Information Evening that has been arranged for 6.00pm on Wednesday, 9th September 2026, here at The Gilbert School. The evening will be delivered by our work experience providers, BEP Trident. Further information can be found [here](#) and a short video presentation [here](#).

Attendance will enable you to receive accurate information regarding the procedures and expectations associated with this important aspect of our CEIAG provision (Careers Education, Information, Advice and Guidance). As you are aware, parking will be limited on our school site. If you live locally and you are able to travel without the use of a vehicle or can car share, we would be grateful if you did so. This information evening is intended for parents and carers only, students are not required to attend the event due to limited available space.

I would also be grateful if you would complete a response form by clicking the following link to complete the reply slip regarding your attendance at the Work Experience Parent Information Evening by **Friday, 4th September 2026**: [WEX Information Evening Response Form](#).

We encourage you to arrive from 5.45pm so that all parents/carers can sign in and be seated for a prompt start at 6.00pm. We look forward to seeing you on **Wednesday, 9th September 2026**.

Year 9 Assembly Update

We have introduced and discussed Work Experience with the current Year 9 cohort recently in this week's assembly on Wednesday, 1st July. To guarantee your child's choice of placement, we strongly advise students to seek their own placement by using the summer holidays to contact potential employers. We encourage students to pursue an industry/sector that they are interested in or will enhance their Curriculum Vitae for future employment. Once an agreement has been made between your child and the employer, an Own Placement Form needs to be completed. The form is attached within this letter, and your child will be given a hard copy. Please ensure all fields are completed including Employer Liability Insurance. All Own Placement Forms are to be handed to your child's Tutor by **Monday, 2nd November 2026**.

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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For any Work Experience related queries, please email workexperience@gilberd.com. You may also visit our [Work Experience](#) page on the school's website for all documents including previously used employers, letters and resources leading up to March 2027.

Yours faithfully

Mr R Samjawon
Assistant Headteacher

Headteacher: Mr J Mitchell

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