

The Gilbert School



RSA/sma
September 2026

Part of the Alpha Trust

Dear Parent/Carer

Re: Year 10 Work Experience Parent/Carer Update

We appreciate not all Parents/Carers were able to attend our Work Experience Information Evening on Wednesday, 9th September. Therefore, we wanted to ensure you are all fully informed with key information we shared on the evening. Please see our Frequently Asked Questions below.

When will my child go on Work Experience?

Year 10 Work Experience will take place this academic year week beginning Monday, 8th March - Friday, 12th March 2027 (**X Population**) and Monday, 15th March - Friday, 19th March 2027 (**Y Population**).

Please note, we have a working partnership with [East Suffolk and North Essex NHS Foundation Trust](#). If your child is considering an [NHS placement](#), their placement can take place during the month of March. Please note, students should only apply if they have a genuine interest in pursuing a career within the NHS. If they are offered an NHS placement that lasts only a few days, they may secure an additional placement elsewhere to ensure they complete a full week of work experience.

Who are BEP Trident?

The Gilbert School are working with BEP Trident. The company work with a wide range of schools providing work experience to young people. Further information can be found here: [About Work Experience | BEP Group](#).

Where can I find the presentation that was used in the Work Experience Information Evening?

The presentation can be found by clicking here: [Work Experience - The Gilbert School - An Outstanding Essex Secondary School](#)

Where can I find other useful documents (i.e., letters, own placement forms, presentations)?

All relevant information can be found on the Gilbert School's website here: [Work Experience - The Gilbert School - An Outstanding Essex Secondary School](#).

My child is unsure where to look for an employer, do you have a list of companies that have been used in previous years?

Visit our Work Experience page on our school's website or refer to [WEX Providers – Own Placements](#). Please note, Myland Primary School are no longer able to offer placements.

What is the deadline for Own Placement Forms?

Monday, 2nd November 2026.

To whom does my child give the Own Placement Form to?

During term time, your child should hand the completed form to their Tutor for processing. We also accept electronic versions which can be sent directly to workexperience@gilberd.com.

What do I do if my child is opting to secure a placement using the BEP Trident system?

We strongly advise that your child secures their own placement, however, the system will become available in January/February 2027. Prior to this, we will communicate with all parents/carers and will ensure students are taught how to use the system in advance.

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Alpha Trust

Registered in England and Wales Company No 07755713

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



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Do employers request an interview prior to placement?

Employers may ask your child to attend an interview prior to securing a placement. We would advise that your child informs the school and seeks guidance from their Tutor to prepare them in advance of the interview. Where possible, we would advise interviews take place after the school day or on the weekend. Should the interview take place during the school day, please contact absence@gilberd.com.

Do employers ask students to complete additional documents, such as application forms?

Some employers may ask students to complete an application form before confirming their work experience placement. In some cases, additional documents or checks may also be required as part of the employer's recruitment or onboarding process.

It is important that students regularly check and respond to all communications from employers, including emails and requests to complete any necessary documentation. Failure to complete required forms or respond within specified timescales could result in the placement being withdrawn or offered to another candidate. Parents/carers are encouraged to support students in monitoring communications and meeting any deadlines to ensure their placement remains secure.

How will my child make contact with employers?

Before making contact with an employer, we recommend that your child plans what they would like to say in advance, for example by preparing a brief script or key points to help them communicate confidently and professionally. If your child chooses to contact an employer by email, we advise that they create and use a professional personal email account rather than their school email account, as the school's systems and filtering restrictions may limit communication with external organisations.

To support safeguarding and maintain transparency, we strongly recommend that parents/carers are copied into any email correspondence with employers and are aware of any communication taking place. This helps ensure that appropriate support and oversight is in place throughout the process.

Who do I contact if I have any queries regarding work experience?

Please contact workexperience@gilberd.com. Our administration team will make every effort to answer your questions and/or pass on to the relevant member of staff.

When will I receive more communication regards my child's work experience?

In February 2027, we will write to all parents/carers with the final details prior to your child's placement.

Once again, we advise that your child takes ownership of their work experience and that they too read through the above content.

Yours faithfully

Mr R Samjawon
Assistant Headteacher (CEIAG)

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