

# The Gilberd School



Part of the Alpha Trust

RSA/sma  
July 2024

Dear Parent/Carer

## RE: Year 10 Work Experience Parent/Carer Information Evening - Wednesday 11<sup>th</sup> September 2024 at 6.00pm

We are very pleased to announce that work experience for your child in Year 10 will take place next academic year during week beginning Monday 10<sup>th</sup> March - Friday 14<sup>th</sup> March 2025 (X Population) and Monday 17<sup>th</sup> March - Friday 21<sup>st</sup> March 2025 (Y Population). 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/Carer Information Evening that has been arranged for 6.00pm on Wednesday 11<sup>th</sup> September 2024, here at The Gilberd School. The evening will be delivered by our work experience providers, BEP Group. 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. Students are not required to attend the event.

I would also be grateful if you would follow the link by clicking [here](#) and complete the reply slip regarding your attendance at the Work Experience Parent Information Evening by **Friday 6<sup>th</sup> September 2024**. 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 11<sup>th</sup> September 2024**.

### Year 9 Assembly Update

We have introduced and discussed Work Experience with the current Year 9 cohort in last week's assembly on Friday 28<sup>th</sup> June. 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 enclosed within this letter and your child has been 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 **Friday 25<sup>th</sup> October 2024**.

For any Work Experience related queries, please email [workexperience@gilberd.com](mailto:workexperience@gilberd.com)

Yours faithfully

Mr R Samjawon  
Assistant Headteacher (CEIAG)

Head of School: Mr J Mitchell  
Executive Headteacher: Mrs L E Exley  
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



# Own Placement Form



School Name: .....

School Deadline: .....

## STUDENT DETAILS

Name: ..... Postcode: .....

DOB: .....

## PLACEMENTS DATES (Check and change if required)

Start Date: ..... End date:.....  1 Week  2 week block

## COMPANY/INSTITUTION DETAILS (Address where student will be based)

Company Name: .....

Address: .....

Postcode: .....

Telephone number: ..... Mobile number: .....

## PLACEMENT DETAILS (to be completed by employer)

Main contact: Title Firstname Lastname

Position: .....

Email address: .....

Student supervisor: Title Firstname Lastname

Interviewer: Title Firstname Lastname

Type of business/ Industry: .....

Department and job role offered to work experience student:  
(e.g. Finance/ account assistant, Administration/General Assistant, Sales Assistant)

Could we contact you regarding taking any future placements? Yes  No

## EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)

We regret that only those employers with Employer's Liability Insurance are eligible for inclusion in the BEP Group Work Experience Scheme.

Insurer: .....

Policy number: ..... Expiry date: .....

## AGREEMENT BY COMPANY/INSTITUTION

This placement has been agreed on behalf of the above named company / institution

Signed: .....

Print name: ..... Date: .....

## PARENT/GUARDIAN AGREEMENT TO PLACEMENT

Signature: ..... Date: .....