SELBY HIGH SCHOOL

A Specialist School for the Arts and Science

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15th October 2026

Dear Parents, Carers, Guardians,

All students in Year 10 are going to be on work experience from 19th - 23rd July 2027. In this period students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The careers guidance team will do its best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students. Those students that have not secured a placement by the set deadline will remain in school and complete academic activities.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead. ***All SHS students have Unifrog accounts, if log-in details have been forgotten this is a quick fix on the platform. Those students new to school, please come and see Mr Birkenshaw and we will sort.***

Some important logistics:

- Students need to agree to the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**.

Finding out more:

- Unifrog have created a set of guides about placements which you can find here.
- Within this set of guides, this is the best one to start with (it includes a short video of how the whole process works). Please note that students will need to be logged into their Unifrog account to view the guides.
- All year 10 students had a launch presentation during assembly on Thursday 15th October.
- Further guidance for students/parents/carers can also be found on a designated W/Ex page within the careers portal on Ready Steady Learn – view it here.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Use the work experience page, within the careers portal to find relevant information.

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you.

Kind regards,

Mr S.J.Birkenshaw
Director of Careers and Work Based Learning