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Head Teacher – Mrs J Curry

Windy Arbor Primary School

19.10.26

27th November 2026

Dear Parents,

For many years now, Windy Arbor pupils have had a fantastic opportunity to participate in '**Takeover Day'** We value the experience it gives the children, so we are organising it again this year. We will be offering this event to **year 5 and 6** pupils again on Friday 27th November 2026 where we will offer your child/ren the opportunity to 'takeover'!

This year the positions available range from shadowing the administrative staff in the office and answering telephone calls to monitoring school lunches, teaching a lesson and even being Headteacher for the day!

'Takeover Day' gives children and young people the chance to work with adults for the day and be involved in decision-making. Children benefit from the opportunity to experience the world of work and make their voices heard, while adults and organisations gain a fresh perspective on what they do. Furthermore, the children work towards developing their own skill set and strive to demonstrate these including listening skills, working as a team and problem-solving skills.

If your child would like to take part, they will need to apply for a position for the day, this will guarantee an interview but not a position. If successful in the interview your child will be notified by letter and should be dressed appropriately for the post on Takeover Day. There will be lots of photographs being taken on the day, some of which will be published on our website and Facebook page. If we do not have permission for your child's photo to be published, these requests will be adhered to.

Yours sincerely,

Mrs J Curry

Headteacher