



Caldy Road
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8th May 2026

Dear Avalon children (and Parents & Carers),

Following on from our very successful 'Takeover Challenge' last year we are pleased to announce that we will be holding another Takeover Day as part of Challenge Week on Tuesday 16th June 2026. – and once again, YOU could be a part of it!

On Takeover Day, you'll have the chance to take over a grown-up's job in school for the day! That's right – you could become a teacher, a lunchtime supervisor, a member of the office team, or even part of the school leadership team!

This is your chance to:

- Try something new
- Take on responsibility
- Learn what it's like to lead
- Share your ideas
- Make a difference in how our school works



How does it work?

If you'd like to take part (you don't have to if you don't want to), look at the list of jobs you can apply for. Then, fill in the short application form on the back of this letter to tell us:

- Which role you'd like to try
- Why you'd be great at it
- What special skills or qualities you have

Remember : Bring your application form back to the school office for Tuesday 9th June.

Our Leadership Team will read all the applications carefully and choose the best match for each role.

Here are the list of jobs to choose from:

Headteacher Assistant to the Headteacher Office Assistant Class Teacher (Either in your class or another class) Catering Assistant	Deputy Head Teaching Assistant Lunchtime Welfare Assistant Site Manager Catering Manager Nursery Teacher
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If you're chosen, you'll get a special Takeover Day badge and spend some time shadowing the adult in that job before taking it over for a while! At the end of the day, we'll all come together to celebrate and hear about what you learned from the experience.

Yours sincerely

Mrs J Callaway
Headteacher





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TAKEOVER DAY – JOB APPLICATION

Name:	Class:
The job I would like to do is:	
Why do you want to do this particular job?	
Why do you think you're the right choice for this job?	
How will you help our school, stay safe and have fun?	

