



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

**ST. EDWARD'S CATHOLIC PRIMARY AND
NURSERY SCHOOL**

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Dear Parents and Carers,

Year Six 'Staff for the day'~ Shadowing Vocations

We are excited to announce that we are launching a 'Takeover Day' with our Year 6 children and these will take place on the week beginning 16th June 2025. Each Child will be allocated a specific day during the week and the School role they will be shadowing. After half term they will bring a letter home like the example below explaining all the details and their day etc.

What is 'Staff for the day?'

Takeover Day is an excellent way for children to work with adults and to be involved in decision-making in a work context and develop their thinking and teamwork skills. The idea is for children and young people to make some decisions over the course of the morning. In this sense it isn't work experience, it's about students exercising their right to have a voice, be listened to, and have their opinions respected. Children benefit from the opportunity to experience the world of work and make their voices heard, while adults gain a fresh perspective on what they do.

In advance of this week, each child selected will be allocated a job role within school and a staff member to shadow. These range from becoming a teaching assistant, to acting as the caretaker to even help running the office! It is a special time in which children have the opportunity to experience what it is like to have roles and responsibilities, decision make for the good of others when completing tasks and experience the real-life world of work!

As per the world of work, their working hours may be different to school hours (Not drastically) and we ask that, if possible, you are able to support your child in attending school at these times on this special occasion. As they will be reporting for work, it is also important that children are dressed appropriately for their job role – so please do ask them to bear this in mind when preparing them for their day.

We have devised our 'takeover day' as a fun opportunity for the children to take part in; however, we also hope it enables each child to learn more about themselves as human beings and develop in some of the more social and moral aspects – such as resilience, empathy, teamwork and leadership qualities - too!

We are really looking forward to watching our Year 6 children shine outside of the classroom as they take on this challenge and are happy that we can provide them with an opportunity that will hopefully shape their future selves!

Mr. T Carroll

**Mr T Carroll
Head of School**

Mrs L. Flanagan

**Mrs L Flanagan
Executive Headteacher**

Childrens offer:

....., you have been chosen to take part in our Takeover Day on

You will need to come into school at

(If you are coming in earlier and are going to struggle with this, don't worry, just let us know)

You will be shadowing in the role of

Please meet them in the

Please also ensure that you are dressed in clothes that are appropriate for your job role.

During Takeover Day

This is a great opportunity to learn as much as you can and meet all sorts of people who can give you great advice for your future and may also help in finding a job!

- Be polite and friendly.
- Don't be afraid to ask questions, they are there to help you.
- Listen carefully and follow instructions.
- If you have any problems, speak to somebody.
- Show that you're interested.

Here are a few questions you can ask your shadow when you are working with them:

- Can you explain what you do in a minute?
- What do you most like about your job?
- Can you tell me about the meeting we are going to? What are you hoping to get out of it?
- How many emails and phone calls do you get in a day? How long does it take to reply to them?
- What's the most important thing about your job?
- If you could change one thing about your job, what would it be?
- What do you think are the strengths needed for this job?
- Can you tell me about any big problem you have had and what you did to sort it?
- When you turn up to your job everyday, what things do you need e.g. computer, pen, paper, access to the internet?
- Are there any tips or advice you could give me to make my career a success?
- Can you tell me how you got to where you are now?
- What did you want to be when you were my age?

After Takeover Day

What have you learnt? This is a good chance to think about your new skills and how you can use them.

- Write a list of all the new things you have learnt and a list of jobs that you would like to do
- Write to those you worked with to say thank you.

'We carry the light of Christ as we love, live, learn and look after each other'

