



Dear Headteacher,

Re: (INSERT TOPIC – Takeover Challenge 2019)

I have great pleasure in informing you that, a student from your School/College **INSERT NAME** wishes to take part in our Takeover Challenge.

About Takeover Challenge

Takeover Challenge gives children and young people across the country the chance to work with adults and get involved in organisational decision-making. Children benefit from having their views heard, having fun and being inspired and the adult world gets a fresh, unique and creative perspective on important issues.

In last two years alone, nearly 100,000 children have taken part – stepping into the shoes of a wide range of adult jobs including everything from MPs, mayors, TV presenters and teachers, to chief executives, business leaders and government officials.

From this year, *First News* Newspaper, are leading the way in supporting schools and others to take part in Takeover and create real and lasting opportunities.

Whilst Takeover Challenge happens in many ways and at many times, this year's #TakeoverChallenge Day is on Friday 29 November 2019, support materials and advice to kick start your own Takeover Challenge can be found here: <https://www.firstcareers.co.uk/takeover-challenge/>

In previous years a huge range of organisations and individuals from classroom teachers to senior politicians and TV celebrities have taken part in this inspirational and fun event. Hundreds of schools have been taken over by pupils and many creative partnerships have developed between schools and local organisations.

INFORMATION ABOUT YOUR TAKEOVER INSERT HERE

I would really appreciate it if you could give permission for **INSERT NAME** to be absent from school on **INSERT DATE** to allow them to take part in our Takeover Challenge.

Please do feel free to contact me if you would like any further information about Takeover Challenge.

Yours faithfully,

**INSERT NAME,
POSITION & ORGANISATION**