Dear parent or carer,

We’re looking for buzzing business minds, magical maths whizzes, dazzling design gurus and friendly front-of-house specialists!

Over the next six weeks, (name of class or year group involved) will be running a project called Book Fair Takeover. Our aim is to teach pupils about the world of work by letting them plan and run our Book Fair, which will take place between (Fair start date) and (Fair end date).

Pupils are encouraged to demonstrate responsibility, show initiative and use problem-solving skills by each taking on a specific ‘job’ within the running and planning of the Book Fair. They will be given job profiles over the coming weeks – from accountants to display specialists, managers to browsing supervisors – and we will invite them to apply for the jobs that interest them by submitting an application form/a CV and cover letter by (applications deadline).

We hope that you will take the time to come along to the Book Fair to view the books on offer and to see the pupils’ Takeover at work! The Book Fair will be open for half an hour before school and an hour after school between (Fair start date) and (Fair end date) and each class will also have a chance to browse the shelves during school time. The Book Fair is a great way for us to earn free books and resources, so the more the Book Fair Takeover team sells, the more free books for (school name)!

Thank you for your support. If you or your child would like to discuss the Book Fair Takeover or upcoming Book Fair, please speak to our Book Fair Organiser, (name of Book Fair Organiser).

Yours sincerely,

Dear parent or carer,

As you know, (name of class or year group involved) recently planned and ran our Book Fair as part of Book Fair Takeover.

I’m delighted to report that the Book Fair Takeover was a huge success! The pupils were professional and responsible, running the Book Fair smoothly and selling a total of (number or value of books sold) books over the week.

We would like to thank all parents who took the time to encourage pupils through the Book Fair Takeover, and also those who visited the Book Fair itself. Thanks to the efforts of the Book Fair Takeover team and the parents who bought through the Book Fair, we will be able to buy (insert amount of Rewards earned here) of new classroom books and resources for the school.

Most importantly, well done to (name of class or year group involved) for their hard work! We received lots of compliments about (detail of any outstanding element of Book Fair Takeover) and were particularly impressed by (further detail), but mostly by the maturity of all the pupils in working together to create a successful business team!

(Any further Book Fair Takeover details: pictures appearing in newsletter or on website; news item featured in local paper)

We are all looking forward to running the next Book Fair Takeover and will keep you updated on our plans!

Yours sincerely,