

Guidance: Setting Up a Takeoff-Supported Aviation Community at Your School

Led by: Takeoff Aviation Academy

Note: This initiative is part of the SkyLab an aviation Incubator level programme – our dedicated incubator for young, aspiring aviation professionals.

Step 1: Expression of Interest

- **A school expresses interest via email: info@toaa.aero**
- Brief details to include:
 - School name, location, and lead teacher contact
 - Interest in aviation careers, STEM, or leadership
 - Preferred level: Primary / Secondary / Sixth Form

Step 2: Takeoff Introductory Consultancy (Free)

- **Takeoff will conduct a virtual onboarding session with:**
 - School leadership or coordinating teacher
 - Interested students (optional at this stage)
- Purpose:
 - Explain structure, benefits, and timelines
 - Customise the community model to the school's needs

Step 3: Appoint Key Roles

- **Takeoff provides:**
 - Sample terms of reference
 - Suggested leadership structure (student chair, event lead, secretary)
 - Branding and club identity options
- **School provides:**
 - Teacher coordinator (to liaise with Takeoff)
 - Regular space/time for meetings or training



Step 4: Core Focus – Aviation Training Introduction

- Every club begins with a Beginner Aviation Training Track:

- Includes video-based modules, short activities, and live webinars
- Covers: Aviation careers, Air Traffic Control, Airport operations, Cabin crew, Drones, Weather, and Navigation basics
- Delivered virtually, with options for in-person visits

Step 5: Expand Based on Student Interest

After foundational training, clubs may expand to include:

- Model aircraft or drone building
- School aviation days
- Student research projects (e.g. Women in Aviation, Net Zero Aviation)
- Regional meetups or inter-school aviation quizzes
- Guest speakers, industry mentoring, or digital storytelling

Step 6: Takeoff Support & Certification

- Each school community receives:

- Digital welcome pack and student membership cards
- Annual recognition certificate
- Opportunity to nominate standout students for ambassador roles
- Early access to SkyLab, scholarships, and work exposure opportunities

Step 7: Ongoing Mentorship

- Takeoff provides:

- Monthly mentoring calls or check-ins
- Access to facilitators or guest instructors
- Resources for running club sessions, managing activities, and tracking progress

How to Start

Email: info@toaa.aero

Subject: “School Community Start-Up – [Your School Name]”

Attach brief contact details and ideal start date. Our team will respond within 5 working days.