



ACTIVITY

OWN YOUR OOPS



A Simple Apology Activity for School Teams

Mistakes happen. This quick, printable activity helps teams take ownership, repair missteps, and build a culture of trust and connection.



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Turning Oops Into Opportunity

In every workplace—especially one as collaborative and dynamic as a school—mistakes, misunderstandings, and little “oops” moments are bound to happen.

This activity offers a gentle, meaningful way to take ownership of those moments and intentionally recognize the positive impact your colleague has on you or **your team**.



A team that can both “own the oops” and “lift each other up” is one that grows stronger, more cohesive, and more resilient over time.

ACTIVITY OVERVIEW



Purpose:

This activity encourages accountability, strengthens team connection, and promotes a culture of respect. A simple, heartfelt note can turn a tough moment into a meaningful one.



When to Use It:

Think of a moment where something didn't go quite as planned—a miscommunication, a rushed reply, or an unintended oversight. This is your chance to own it and build trust.



Key Benefits:

- Builds trust and empathy
- Improves communication
- Strengthens relationships
- Reduces tension and resentment
- Boosts morale
- Fosters a compassionate, growth-oriented culture

WHAT'S INCLUDED?

- Printable apology cards with light-hearted, affirming prompts
- Encouraging messages to help start the conversation



ACTIVITY DIRECTIONS

- 1 Pick a Card:** Flip through the stack and choose a pre-printed prompt that fits your oops moment. Big or small, there's something for every slip-up. Or grab a blank card and make it your own!
- 2 Make It Personal:** Use the space to finish the sentence or add your own twist with "I" statements. Don't forget to sign your name!
- 3 Deliver with Care:** Hand it off, leave it on a desk, or tuck it in a lunchbox. However you deliver it, make it genuine. A smile helps, too!
- 4 Collect and Celebrate the Hands:** Gather the finished hands and create your visual display—such as a "Unity Tree" or "Hallway of Hands."

Repair and Respect: The best apologies come with good intentions and growth.



Activity Printables



EXAMPLES

Ashlee,

I'm so sorry for interrupting your class yesterday! Thank you for your patience and understanding. You are a wonderful teacher!

-Keigon



I goofed, and I know it.

I'm so sorry I missed our meeting!

I really admire the way you...

are able to manage your time so effectively, would you be able to share some tips?



Oops...did I do that?

**I really appreciate
the way you...**



Oops...did I do that?

**I really appreciate
the way you...**



Oops...did I do that?

**I really appreciate
the way you...**



Oops...did I do that?

**I really appreciate
the way you...**



I goofed, and I know it.

**I really admire the
way you...**



I goofed, and I know it.

**I really admire the
way you...**



I goofed, and I know it.

**I really admire the
way you...**



I goofed, and I know it.

**I really admire the
way you...**



**Just wanted to say
I'm sorry for...**

**I really appreciate
the way you...**

**Just wanted to say
I'm sorry for...**

**I really appreciate
the way you...**

**Just wanted to say
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COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



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WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



Got an idea brewing?

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