*If you need to inform parents that their child is taking part in VoiceBox, below is a template letter you can use that tells them everything they need to know about the competition and why your school is taking part. Simply fill in the blank spaces highlighted, copy and paste the text onto school letterhead or into an email.*

Dear

I’m writing to let you know that insert school name is holding a VoiceBox competition on use drop down menu to enter a date. VoiceBox is a national joke telling competition for primary school children, designed to raise awareness of the fun and importance of communication.

All primary schools in Scotland have been invited to nominate one joke into the competition during spring term 2024. The competition is open to pupils in P1-P7 and our school will be holding a joke-telling competition in school to find our best joke. This entry will then be submitted to the national competition. 32 finalists (one from each local authority area) will be selected and invited to the National Final in the Scottish Parliament on 6 June 2024 to tell their jokes in front of MSPs and a judging panel. All finalists attending the National Final will receive £100 worth of HarperCollins books, and the pupils with the three best jokes will receive a toy gift card worth up to £100 as well as up to £500 worth of Collins Big Cat books for their school.

The competition, hosted by the Royal College of Speech and Language Therapists, offers an opportunity to focus on the fun aspects of communication. Helping your child to better develop their speech, language and communication skills will help them to become more receptive to learning, equip them to be able to handle social situations and allow them to develop emotional maturity. It’s a great way to help all pupils to feel included and is a perfect way to build children’s communication confidence in a friendly and supportive environment.

If you would like to know more about VoiceBox, please speak to your child’s teacher or visit <https://www.rcslt.org/scotland/voicebox-2024/>.

Yours sincerely,

Insert Headteacher’s name