



# VOICEBOX

## AWARDS 2024

### INSIDE THIS TOOLKIT YOU WILL FIND EVERYTHING YOU NEED TO PARTICIPATE IN VOICEBOX.

You can access each section of the toolkit online at <https://www.rcslt.org/scotland/voicebox-2024/>

#### INFORMATION FOR TEACHERS

This information sheet is packed full of suggestions from teachers and speech and language therapists on how the VoiceBox Awards can help support the delivery of the listening and talking curriculum, and help build children's communication skills and confidence. It also includes tips for running your own VoiceBox competition and the benefits to your school.

#### A4 VoiceBox Poster

Invite pupils to join in VoiceBox by putting posters up around your school. Simply print out the A4 poster from our online toolkit.

#### LETTER TO PARENTS

If you need to inform parents that their child is taking part in VoiceBox, you will find a letter inside the toolkit that tells them everything they need to know about the competition and why your school is taking part. Fill in the details for your school on the form, and copy and paste the text onto school letterhead or into an email.

#### LETTER TO PUPIL COUNCILS

If your school has a pupil council, VoiceBox offers a great project for them to take on. Members of the pupil council can take ownership of promoting the competition in your school and running whatever style of event they feel best suits their fellow pupils. If you would like to involve your pupil council, please use this letter inviting them to run their own VoiceBox competition in your school.

#### LETTER TO LOCAL COUNCILLORS OR MSP

Inviting your local councillors or MSP to attend your school's VoiceBox competition is the perfect opportunity to engage with local decision makers and inform them of the importance of supporting children's communication needs.

Inside the toolkit is a template letter that you can use to invite your local politicians. Fill in the details for your school on the form, and copy and paste the text onto school letterhead or into an email.

You can find your school's local councillors by entering your postcode here <https://www.mygov.scot/elections/local-council-elections-and-by-elections> and your local MSP here <https://www.parliament.scot/msps>.

#### PRESS RELEASE TEMPLATE

Sharing your VoiceBox competition activities with your local media is a great way to highlight the importance of children's communication with your local community.

We have included a template press release for you to fill in and send to your local media outlets. Fill in the details for your school on the form, and copy and paste the text onto school letterhead or into an email.

#### PARTICIPANT CERTIFICATE

Wrap up your VoiceBox competition by presenting each pupil with a certificate for taking part. Just print out the certificate and fill in the pupil's name in the space provided. If your MSP or councillor is attending, they could even hand out the certificates.

