**Email template to SLTs**

*Copy, and paste the email template below to share No Pens Day with your Senior Leadership Team and get them onboard!*

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Dear Senior Leadership Team,

I hope this message finds you well.

I am writing to propose an exciting opportunity for our school to participate in a meaningful fundraising event, No Pens Day, to support [Speech and Language UK](https://speechandlanguage.org.uk/). This annual event promotes a day of talking and listening in the classroom by asking teachers and pupils to put their pens away to help raise awareness of the importance of communication skills.

As part of No Pens Day, children across the country will be taking part in Show and Tell where every child can bring an item of their choosing and tell their peers about it. This will give every child a chance to communicate and be listened to, allowing every child to feel included and valued. **The suggested donation for pupils participating in No Pens Day is £1.**

This event will raise critical funds for an important cause and foster community and understanding among our pupils.

**Why participate?**

**Impactful learning:** Participating in No Pens Day raises some much-needed awareness of speech and language challenges. **Currently,** **1 in 5 children are struggling with talking and understanding words in the UK.** This is the highest number ever recorded. By bringing attention to this issue, we can teach empathy and understanding in the classroom and ensure that all children feel supported and welcomed.

**Community building:** No Pens Day brings together pupils, staff, and families, enhancing our school spirit and sense of community. We will also be part of a nationwide event, allowing us to connect with other teachers and schools taking part. This includes sharing ideas for the day and activities to help spark our pupils’ creativity!

**Inclusive**: Speech and Language UK have provided suggestions of how activities can be adapted if needed to include all children, such as those with speech and language challenges and/or special educational needs and disabilities.

**Fun and engaging:** Pupils will engage in a variety of activities focused on talking and listening that differ from their everyday lessons. All activities will be educational and fun, providing a unique day of learning and fun for all!

**Proposed activities:**

Speech and Language UK provides a range of free resources to support schools on the day, such as lesson plans, assembly slides, and how-to guides. These resources can be adjusted to fit our school's needs but provide a great starting point.

An example morning might look like:

**Assembly/welcome to No Pens Day**: Using slides provided by Speech and Language UK, we will welcome all pupils to No Pens Day. This will include information about the cause and why we are taking part.

**Warm up activity**: Use one of Speech and Language UK’s activity plans to start the day off and get the discussions going! This time could also be used as an opportunity for any children who didn’t bring an item to present for Show and Tell.

**Show and Tell**: After warming up, it’s time for the all-important Show and Tell! Every pupil can take turns introducing their items and their peers will have an opportunity to ask questions and let the conversations flow. Speech and Language UK has provided visual prompt cards to help with these discussions.

**Activity plans (optional):** In any remaining time left in the day, we can use any of the activity plans provided by Speech and Language UK to have an afternoon of activities focused on fun and communication!

**Next steps**

No Pens Day will take place on **Wednesday, 27th November**. However, if this does not work with the school calendar, we can move it to any other day that week.

I would love to discuss this proposal in more detail, and explore how we can tailor the event to fit our school’s unique needs. Could we discuss this idea in the next SLT meeting to form a plan and outline how we will share information about No Pens Day with the rest of the school and parents?

Thank you for considering this proposal. I am confident that with your support, we can make a significant impact while providing an enriching, fun day for all our pupils.

Kind regards,

[Insert name]

[Insert position]