**Letterbox Club Panellist Application**

Letterbox Club is an award-winning programme that aims to inspire a love of reading for children who are looked after. Each child receives their own colourful parcels of books, maths games, stationery and other high-quality materials sent to them at the address they are living at.

All books that BookTrust gift to children are chosen through a selection panel. Each year we identify people with a knowledge and understanding of the needs of looked after and other vulnerable children, to help ensure that the books chosen are the right ones.

**The selection panels**

Our Letterbox panels include Virtual School teachers, Letterbox Coordinators, foster carers, care leavers, education/literacy experts and others who work or interact with looked after children.

Letterbox selection panels are held once a year, in July. There are three separate selection panels to cover different age ranges. Different panellists are selected for each panel.

We like to have as many panellists in the BookTrust office (in Battersea, London) as possible, but if that is not manageable, we can consider a hybrid virtual panel. We can cover travel expenses to the BookTrust office and provide a light lunch.

Please see below for information on the different parcel colours and selection panels.

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| --- | --- | --- |
| **Panel 1** | **Panel 2** | **Panel 3** |
| Select for Purple parcels  (children aged 3-5) | Select for Red parcels (children aged 9-11) | Select for Yellow parcels (children aged 7-9) |
| Select for Orange parcels  (children aged 5-7) | Select for Green parcels (children aged 11-13) | Select for Blue parcels  (children aged 7-9) |

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| --- | --- | --- |
| **Parcel Colour** | **Child Age** | **School Stage** |
| Purple | 3-5 years old | Early Years Foundation Stage |
| Orange | 5-7 years old | Years 1 and 2 |
| Yellow | 7-9, not reading independently | Years 3 and 4 |
| Blue | 7-9, independent readers | Years 3 and 4 |
| Red | 9-11 years old | Years 5 and 6 |
| Green | 11-13 years old | Years 7 and 8 |

**Who we are looking for**

We are looking for panellists who work with looked after children aged up to 13 years-old, or who have a knowledge and understanding of looked after children.

For example, you might be a foster carer, a teacher at a Virtual School, a Letterbox coordinator, a care leaver, an education psychologist, etc. You must be eighteen years-old or over.

**Taking part involves**

1. Reviewing and providing feedback on a selection of books ahead of the selection meeting.

* You will be sent copies of these books. They will be a mix of activity books, fiction and nonfiction.
* You do not need to read these books cover-to-cover (except some for Panel 2, see below).
* You do need to briefly assess each one (e.g. flicking through) for potential suitability for Letterbox. Considerations include format/layout, accessibility, subject, themes.
* We will provide a feedback form to indicate your thoughts/responses to the books and whether you would like to see them included in the programme.

1. Attend the selection panel meeting on the date specified (see above) to discuss and select the books for the 2025 Letterbox parcels.

**Please note**: Panel 1 panellists only: if taking part in Panel 1 (Red and Green parcel selections), you will also be required to read three full length fiction books ahead of the meeting.

* We will require you to do a detailed reading of these books in the Spring and complete a full report for each title (from a template we will provide).
* The reports enable others on the panel to consider the book’s merits and any concerns that may have been raised regarding the book’s suitability for the parcels.
* You will receive renumeration for each book report you write.
* You will also be expected to read the reports completed by other panel members on the titles that they read and be prepared to comment on them in the meeting.
* Please only apply for Panel 1 if you are confident you can complete the extra reading.

**How to apply**

Please complete and return the form below to [panels@booktrust.org.uk](mailto:panels@booktrust.org.uk) by **8th March 2024**.

**Places are limited**. An application does not guarantee a place on the panel. BookTrust aims to ensure each panel includes people from a selection of locations and settings around the UK and a range of roles and experiences. If we are not able to offer you a place this year, that does not preclude you from taking part in the future.

If you have any questions/would like further information please contact [panels@booktrust.org.uk](mailto:panels@booktrust.org.uk). Successful applicants will be contacted in March/April.

**NB.** By submitting this form you are registering your interest in taking part in BookTrust’s book selection panels. We will only use your details to contact you regarding selection panels, and your details will not be used for any marketing purposes. For more information please read our privacy policy: <https://www.booktrust.org.uk/privacy-policy/>

**If you agree to these terms, please tick the box below**

I Agree

**Your Name:** Click or tap here to enter text.

**Your role/ Job title:** Click or tap here to enter text.

**Organisation name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text.

**Which selection panel would you like to take part in?**

Please select ONE panel, or if interested in multiple panels tell us your order of preference

Panel 1  Purple and Orange parcels (aged 3-7 years)

Panel 2  Red and Green parcels (aged 9-13 years)

Panel 3  Yellow and Blue parcels (aged 7-9 years)

**Please tell us briefly about your (1) role and (2) experience of working with/supporting looked after children**

**Why would you like to take part in the book selection panel?**

Once complete, please email this form to: [panels@booktrust.org.uk](mailto:panels@booktrust.org.uk) by **8th March 2024**.