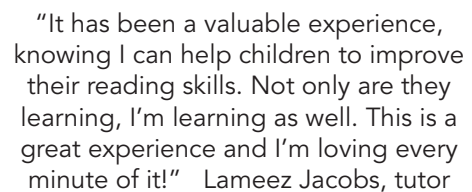


Ready Steady Read Write Programme – Tutoring Policy

Tutors are the heart of the Ready Steady Read Write Programme and work done by the Co-ordinators and tutors is deeply valued. Tutors from all backgrounds, with all levels of experience, and of all ages (over 16 years) are welcome.

As a tutor using the Ready Steady Read Write Programme I will need to:

- attend training (two mornings)
- commit to working with children for two hours a week for at least six months
- respect the confidentiality of the children who I work with, and not talk about children's progress outside of the school context
- treat children with kindness, use positive language and praise the effort each child makes
- show respect and consideration towards teachers and other tutors
- arrange my own transport to and from the site
- make every effort to be reliable and punctual and inform the Co-ordinator if I am not able to attend on a particular day
- follow the guidelines in the tutor's manual and implement what has been taught in training
- follow the guidance of the Co-ordinator
- keep my kit organised and tidy and assist with keeping the tutoring room tidy
- return my kit to the Co-ordinator if I leave the programme
- complete registers and assist with record-keeping
- ensure the safety of children at all times and ensure that I understand my responsibilities under the child protection policy of the school/organisation
- check with the Co-ordinator before taking photos of children
- be aware that photographs might be taken of tutors working with children to promote and share the programme. It is my responsibility to make it known if I would prefer not to be included in a photograph
- work on the Ready Steady Read Write Programme entirely at my own risk, and be responsible for any loss or injury that occurs during tutoring
- show respect for children and other tutors by ensuring that cell phones are on silent during lessons.



"It has been a valuable experience, knowing I can help children to improve their reading skills. Not only are they learning, I'm learning as well. This is a great experience and I'm loving every minute of it!" Lameez Jacobs, tutor

Ready Steady Read Write Programme

Tutoring agreement



Name of tutor:	
Address:	
Email address:	
Tel number:	
Date of birth:	
Language spoken:	
Days / times you can tutor:	

By signing this form you are confirming that:

- The information you have given above is true and correct.
- You have read and agree the Tutoring Policy.
- You have never been convicted for a criminal offence involving a child and your name is not on the National Child Protection Register.
- You will agree to requests for a National Child Protection Register check or a police clearance certificate if this is required by the school/organisation.

Signed:

Date:

NOTE: The form must be submitted before you start tutoring. Tutors should submit this form to the Programme Co-ordinator for filing. The form also needs to be completed by Programme Co-ordinators.