



## What to expect at your first tutor meeting

1. Before the meeting, read over the tutor manual and culture guide to learn more about where your student comes from.
2. Meet with a RefugeeOne staff member (intern, or experienced volunteer) outside the building where your student lives.
3. You will be shown how to enter your student's home and introduced to your student and their family. Exchange phone numbers with them. You will also be provided with a "profile" sheet listing the names of all family members, contact information, and school info for the student.
4. The staff member will help you arrange a time that works best for you to meet your student every week and the parents will sign an agreement form.
5. The staff member will help you discuss your student's interests, needs, and goals with the student and their parents. You should ask questions every week as you get to know your student and their family.
6. The staff member will provide you with an English level assessment and help you complete it with the student. This will help you gain a better sense of the student's level of English and reading comprehension.
7. The staff member will also provide you with some tutoring materials such as workbooks in reading and math and may suggest other areas of focus or activities to work on with the student.
8. The staff member will stay for about 30-45 minutes or until you and the family are comfortable working on your own. Some tutors like to bring a book or game to use during the first meeting. Other tutors stay and chat with the student and family to get to know them. In other cases, students have homework that they need help with right away.
9. If you have any questions before your meeting, **feel free to email, text, or call the volunteer coordinator.**

### ***Other possible things to expect:***

You will probably be asked to remove your shoes when entering the apartment.

You may be offered something to eat or drink (it is generally polite to accept).

You may sit on the floor for your tutoring sessions.

You may encounter friends or family members visiting the home.

## **After your first meeting:**

1. The volunteer coordinator will email you after your first or second meeting to see how things are going. They may also provide recommended resources, suggestions for tutoring, and will invite you to join RefugeeOne's volunteer Slack workspace for further resources.
2. Before your second meeting, call or text your student's caregiver to remind them what time you will come. Notify them when you are running late or if you ever need to cancel a tutoring session.
3. Spend a few minutes thinking about what you'd like to do during your tutoring session (see sample below). Print out worksheets and gather materials.
4. Go to your student's home for tutoring. When you arrive, greet the family and set up a positive tutoring environment. Ask the family to turn off the TV or music. If there are other siblings or family members around, ask to tutor in a quiet room.
5. After 2 hours (or when the student is tired and cannot focus any longer), say good bye and remind the family when you'll be back.
6. Submit the monthly report that the volunteer coordinator will send you at the end of each month. Reach out to the volunteer coordinator if you have any questions.

## **Sample tutoring session:**

*10 minutes* - Talk to your student about their day, how they're doing, etc.

*10 minutes* - Ask your student to bring their backpack and homework folder. Have the student go through it and take out any assignments, forms for parents, organize the backpack.

*30-45 minutes* - Go over homework assignments together. If the student says they finished their homework, ask them to show you and review their answers with them. If there is no homework, work on a worksheet (resources found on Slack or youth program website).

*5 minutes* - Take a break, get water or a snack.

*20 minutes* - Read together (read aloud to the student or have them read to you). Discuss what you read, spelling, new vocabulary, comprehension questions.

*20 minutes* - Work on a special topic. Try a math game online, use flashcards, practice vocabulary (see youth program website and Slack for hundreds of ideas).

*20 minutes* - End with a fun activity such as Uno or Bananagrams, a puzzle, do a craft, or kick a soccer ball at the park.

*Each student and tutor has their own style and needs and develops a system that works for them. If you ever don't know what to do during tutoring sessions, just ask!*