

# *We are here to help you*

*Teachers at the Kimberley School Of The Air have a broad range of classroom experience, and are the most valuable resource we can offer you.*

*They are your first port of call for information and help with any classroom or student enquiries that you may have.*

**Ph: 1800 816 212**

*Finally, remember to look back on your own achievements as a home tutor. You are doing a great job and we are always here to assist you in continuing your great work!*



## *The Home Tutor*

## *Help and Sanity Guide*



*Revised 2017*

# Lesson Checklist for Tutors



- ☞ Read through all lessons for the day.
- ☞ Make sure you know what the plan is for today.
- ☞ Phone the teacher if you have any questions.
- ☞ Make sure the computer is working.
- ☞ Make sure the classroom space is clean and ready.
- ☞ Have a copy of the Help & Sanity guide handy!

Please feedback your child's progress to teachers.  
The more you can do this, the more help we are able to provide. There are a number of ways you can comment about the child's learning:

- \* Phone
- \* Email
- \* Feedback sheets - located in the sets
- \* Centra

# Notes



# Questions for Teachers

Do you always seem to forget what it was you were going to ask the teacher? Write questions down here!



# Lesson Checklist for Students

- ☞ Water bottle.
- ☞ Fruit & vegetables for snacks.
- ☞ Pencil case (pencils, pens, eraser, sharpener etc).
- ☞ Breakfast.
- ☞ Materials ready for the lesson - eg. A3 paper, colouring in pencils etc. (teacher will generally mention this the day before).

Allow students to prepare as many materials as they can for their lessons each day. This will help them to become more independent and self motivated learners over time!



# Classroom set up and organisation

The classroom should be a functional and fun environment. You might like to spend a few minutes thinking about the lay out of your school room. Is it an engaging and welcoming place to be? Does it work as a learning area



Do you have support materials like counters and calculators in easy to find places? Consider setting up a maths area where you can unpack the contents of your maths resource kit.

What other areas would be useful to have in your room? Perhaps a reading nook with a beanbag, or a play shop or play dough corner.



Learning displays can help students consolidate their understanding. This is an example of a maths 2D shape and 3D object display.



# Frequently Asked Questions

Q - *This is just not working. What can I do with this activity?*

A - Stop! Change tasks or subjects.  
Go outside for 10 minutes.  
Have a drink of water.  
Take a break.



Identify the problem and talk about it.  
Allow the student to complete what they can do.  
Model the activity for the child.  
Encourage your child to have a go.  
Reassure your child they can do it.  
Reward or praise the effort made so far.  
Don't set a time limit.

# Frequently Asked Questions

Q - How can a child begin to work more independently over time?

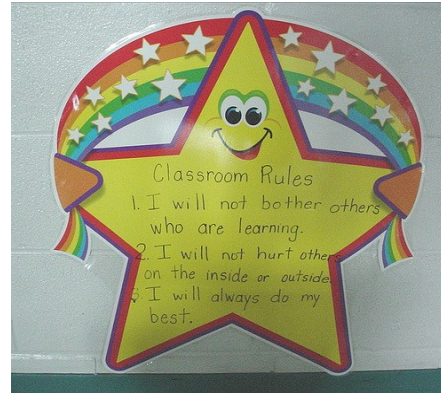
A - Start the activity, make sure student is on track, then allow further work by themselves.  
 Start with small tasks and build up from there.  
 Allow students to prepare materials for air lessons.  
 Try a Red/Green double sided mat (non verbal)  
 Green = I'm OK Red = I need help

Q - How much should I do?

A - Discuss this with the teacher.  
 Remember that a small amount done well is often better than large amounts of work incomplete or of a poor quality.  
 Refer back to your timetable regularly.



It is extremely useful to have a word wall to assist students with spelling.



Consider displaying a set of school rules so that students are clear on your expectations.

Children respond well to routines so consider displaying a large class timetable and spending a few minutes at the beginning of each day going over it together.



P3L TIME TABLE					
	MON	TUE	WED	THU	FRI
7.30	Maths	English	Health Education	Art / Craft	Thai
8.10	Chinese	Thai	Maths	Chinese	Chinese
8.50	B R E A K				
9.30	Science	Chinese	Social Studies	Maths	Science
10.00					
10.40	L U N C H				
11.20	English	Music	English	English	English
12.30				P.E	Library
1.10	Thai	Maths	Chinese		I.C.T
1.50					
2.30					

# Writing

## What can I do?

Encourage kids to:

- have a go!
- write down the sounds, they hear when you say a word, and
- Write something **EVERYDAY!**

Show them how to do it.

Talk about the topic/work.

Prompt the student with some ideas.

Brainstorm some ideas.

Change the topic to one the student likes!

Ask the student to tell the story back to you.

Allow all ideas to be written down.

(Don't worry too much about the spelling yet!)



# Frequently Asked Questions

Q - How can I better manage time?

A - Routine is extremely important for students.

Plan for at least a week ahead.

Try planning when:



the child is working independently.

the child has some free time.

the child is reading silently.

Encourage kids to get their own materials ready.

Contact teachers, Principal or other home tutors.

Make a list of things to do.

Give visitors a job to do! (That helps you.)

Make sure you have a timetable.

Alternate tasks - put favourite subjects next to less favoured ones.

Give yourself time to prepare for the day's work.

Plan short breaks between lessons.

Have alternate tasks planned "just in case."

# Frequently Asked Questions

Q - *How can I get around distractions?*

- A - Use headphones - or ear muffs!  
Allow the distraction to create a short break time.  
Make sure you try and use a quiet environment.  
Use a help pad - Student can write questions down for you when you get back.  
Use a have a go pad.  
Take the phone off the hook.  
Put a sign on the door "Do no disturb."  
Phone a teacher.  
Phone the Principal.



Q - *Why won't my child concentrate?*

- A - Make sure children have an early night.  
Remove all distractions.  
Plan regular short breaks.  
Use physical activity as well as sit down activities.  
Make it fun.  
Make sure the room is well ventilated or cooled.

# Writing

Need a story starter?

- \* Brainstorm together.
- \* Phone a teacher.
- \* Use a TV program.
- \* Use sight word cards.
- \* Give a starting sentence.
- \* Try writing a report, description or procedure instead!
- \* Google "children's story starters."
- \* Draw the story first, then write.
- \* Use the ending of another story.
- \* Question about characters, setting or plot.



Don't forget to tell the kids that they are doing a GREAT JOB!

# Writing

## Writing Strategies

Cover the text and copy one line at a time.

Practise as much as possible.

Show them how to do some of it!

Use the "have a go pad."

Draw a story first.

Listen to the child as they tell the story.

Connect the subject to the child in some way.

Go for a walk and talk about the topic.

Write the ending first!

Share stories and find common interests.

Connect with interests, hobbies and passions.

Contact other home tutors and chat.

Use a computer to write.

Phone or Email a Teacher.



# Frequently Asked Questions

Q - How can I make a reward system?

A - Google "reward systems for kids."



Use marbles in a jar and reward when jar is full.

Set goals - "If you finish early you can go."

Catch kids working productively.

Give attention when they're behaving well.

Give reward time (20mins on the computer).

Always give kids rewards you promised.

Create a reward chart.

Reward when chart filled.

Give a weekly reward.

Phone a teacher.

Phone the Principal.



Q - How can I get rid of negativity?

A - Try ignoring it!

Praise positive behaviour only.

Shorten the activity and come back to it later.



# Frequently Asked Questions

Q - How do I motivate my students?

- A - Use a reward system (see next page).  
Make sure you are feeling motivated!  
Be positive.  
Change the room around.  
Use a timer to time activities.  
Outline what needs to be done that day.  
Praise your kids.  
Help them when you can.  
Don't forget to smile. 😊  
Use a sticker or a stamp.  
Shorten the length of activities.  
Try a "hands on" activity.  
Play some of the games from the set work.  
Allow child to contact their friends at KSOTA!  
Phone a teacher.  
Phone the Principal.

# Spelling

## Spelling Strategies

Use the "have a go pad."

Accept all efforts.

Add tricky words to a spelling list.

Play oral language games.

Make word sets - eg. Cat, hat, brat, mat.

Highlight sounds within words.

Group sets of sounds - eg. Book, look, took.

Play games with sounds (songs & rhymes).

Break words up into parts & clap the syllables.

Display words around the room.

Find small words in large words.

Use words from different lessons and books.

Arrange words in alphabetical order.

Orally spell words.

Complete words that have missing letters.

Include difficult words on spelling lists.

Test students and record the results.

Don't forget to praise students when they are working well!

# Reading

## Reading Suggestions

Tutors can:

Read part of a sentence.

Encourage students to read the words they know.

Talk about the illustrations in a book.

Read a sentence, then get the child to do the same.

Ask questions about what has been read.

Ask what the story might be about.

Read together! Then reduce your volume bit by bit.

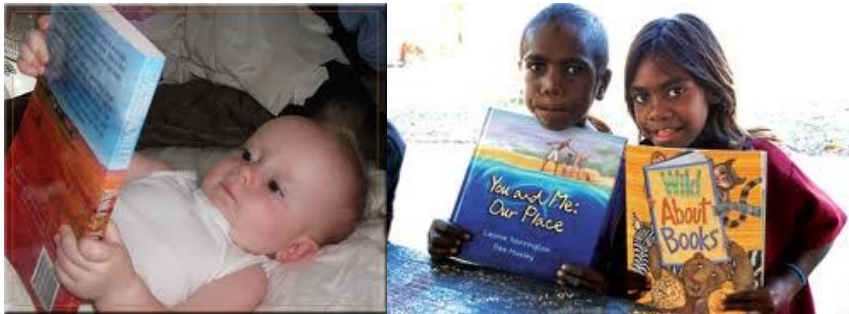
Read to students **EVERY DAY!**

Tell a traditional story.

Look at pictures. Ask student to make up a story.

Allow student to select the part to read.

Phone or Email a Teacher.



# Frequently Asked Questions



Q - *I have many kids. HELP!*

A - Create a set of classroom rules with the kids.

Create a set of classroom consequences.

Share out the time equally.

Encourage idea sharing and imagination.

Allow older kids to help the younger kids.

Share work.

Older kids can read to younger kids.

Use the headphones.

Select an "exciting" activity they can all do.

Get older kids to read the instructions out.

Write down the problems and then phone:

A teacher.

The Principal.

# Frequently Asked Questions

**Q** I wonder if anyone else has had this problem before?

**A-** You are not alone in thinking this. Other home tutors may experience similar issues and challenges everyday. The following Frequently Asked Questions section, will provide you with many helpful answers, tips and strategies for you to try. All of the information has been tried, tested and used successfully over time by a wide variety of teachers.

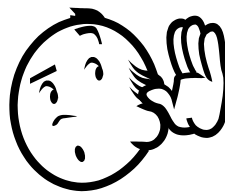
Remember, you can always phone a teacher if you're stuck!

**Q -** My kids are not listening

**A -** Take a break.

Go for a walk.

Ring another home tutor.



# Reading

## Reading Suggestions

Students can:

Read part of a sentence.

Read the words they know.

Talk about the illustrations in a book.

Read a sentence, then get the adult to read the next.

Ask questions about what has been read to them.

Predict what the story might be about.

Read along with you.

Read EVERYDAY!

Remember and tell a traditional story.

Look at the pictures and make the story up.

Read a favourite part of a story.

Read silently before reading out aloud.

*“Remember that reading is a skill,  
just like learning to kick a football.  
The more you practise, the better  
you get.”*

# Reading

## DEAR Time!

D<sub>rop</sub>

E<sub>verything</sub>

A<sub>nd</sub>

R<sub>ead</sub>



Who - All KSOTA students!

What - A book that interests the child  
and is good for their age.

When - EVERY DAY!

Where - With you, in a comfortable spot.

How long - At least 10 minutes per day.

For early readers, allow students to look at pictures and make up a story which can be told orally back to you.

Now they can create their own meaning!

# Reading

## Reading Strategies

Tell as many stories as you can to the kids.

Use expression (voice changes up and down).

Highlight key words in the sentence.

Teach reading of instructions for activities.

Talk about the story first.

Practise reading sentences out loud - lots of times!

Keep a list of "sight words" on the wall.

Ask questions about pictures, diagrams & book covers.

Record the child telling the story orally.

Encourage kids to ask lots of questions.

*"The more you read, the more things you will know.*

*The more that you learn, the more places you'll go".*

