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**ONE TUTOR**

**ONE STUDENT**

**UNLIMITED POSSIBILITIES!**

[www.one-to-one.ca](http://www.one-to-one.ca)



ONE TO ONE Literacy Society

**ONE TO ONE Literacy Society**

*and*

**Participating Schools**



*Through one-to-one volunteer tutoring, we help children  
develop literacy skills to last a lifetime.*

# ONE TO ONE Program

Started in 1989, ONE TO ONE is a unique children's literacy program that provides one-to-one reading assistance to elementary school children during school hours. Research shows that receiving one-to-one support from a caring volunteer tutor can significantly impact a child's self-confidence and reading skills. Our mission is to help school-aged children develop literacy skills to last a lifetime.

Our trained volunteers work in schools one-to-one with students identified by their classroom teachers as needing a boost in their literacy skills. Every year our volunteer tutors spend many thousand hours reading with children. Our most recent program survey confirms we are fulfilling our mission. 93% of classroom teachers reported an improvement in students' reading fluency since beginning the ONE TO ONE program and 100% of School Coordinators reported that the program was beneficial to their school.

ONE TO ONE Literacy is incorporated as a non-profit society and is a registered charity.

## Support to Schools from ONE TO ONE Literacy Society

- Recruit volunteer tutors for schools
- Train volunteer tutors
- Ensure all volunteer tutors have a criminal record check on file at our office
- Provide schools with a ONE TO ONE book box
- Provide schools with ONE TO ONE office and Area Liaison support
- Hold an annual School Coordinator meeting
- Support School Coordinators and volunteer tutors
- Assist in setting up student files, tutoring space, orientations

## Expectations of ONE TO ONE Volunteer Tutors

- Read with students one morning or one afternoon weekly for a school year
- Attend a three-hour training session
- Attend an orientation at their assigned school
- Complete a criminal record check
- Record brief comments in the student's ONE TO ONE reading log
- Respect student confidentiality



# Expectations of Participating Schools

- Welcome volunteer tutors to the school and thank them for their time
- Provide a staff member to take on the School Coordinator role
- Provide a quiet, well-lit tutoring space
- Provide materials (e.g. duotangs, pencils, crayons, whiteboard pens)
- Provide ONE TO ONE Liaisons with access to photocopier
- Provide volunteer tutors access to school library
- Encourage classroom teachers to send students with books at their reading level



## Criteria for Student Selection

With the input of classroom teachers and the School Coordinator, select students using the following criteria:

- Students enrolled in Grades 1-7
- Students who are not receiving resource support
- Students who would benefit from practicing reading with a supportive volunteer tutor
- Students whose English language proficiency is at Level 3 or above
- Students who are willing to read and cooperate with a volunteer tutor

## Guidelines for School Coordinator

- Select suitable students in concert with classroom teachers
- Inform parents of their child's participation in the ONE TO ONE program
- Ensure ONE TO ONE Student Profiles are completed
- Schedule students using ONE TO ONE guidelines of 30 minutes, twice a week
- Provide volunteer tutors with a school orientation, following orientation checklist
- Communicate regularly with volunteer tutors and the ONE TO ONE staff