



School Orientation for New ONE TO ONE Volunteer Tutors

Welcome aboard! We are delighted that you will be joining our school as a ONE TO ONE volunteer tutor. Your tutoring role will contribute significantly to the success of our students' literacy learning.

The school orientation will provide you with information about our school and help you feel more comfortable as a guest in our school. You can use this checklist to take notes during your orientation and remember all the important information.

Orientation Checklist:

Introductions and Important Contact Information:

School Phone #: _____

School Principal: _____

Vice-Principal: _____

School Secretary: _____

ONE TO ONE School Coordinator: _____

Tour of the school:

- ONE TO ONE tutoring space
- Staff room
- Where to keep belongings (coats, purses, etc.)
- Available parking
- Location of adult restrooms
- Students' classrooms

School sign in and check out procedures:

- Please wear your ONE TO ONE name tag.
- School sign in: _____

Tour of tutor space and where to find student folders/tutor binder, student reading profiles and volunteer tutor schedule, levelled books, games and comprehension activities.

School and emergency procedures:

Notes:

Please refer to the school website and/or calendar for special school activities that might impact your tutoring session. The school calendar can be found:

To report absences or long-term leaves, please contact

School Office, if last minute unexpected absence: _____

School Coordinator, if planned absence: _____

Student confidentiality procedures (who to share information with, what information is confidential and what is not).

Review and sign School District's volunteer agreement.

ONE TO ONE Volunteer Tutor Responsibilities.

Volunteer Tutor Support, You Have Lots of It

Your School Coordinator, can support you at the school level with questions and issues that may transpire over the school year.

Remember to visit and bookmark the ONE TO ONE website: www.one-to-one.ca
In the website's resource section, you will find a number of valuable tools to help you be successful as a volunteer tutor.

Once again, a warm WELCOME and we look forward to working with you!