

Tutoring with LU during Covid-19

In order to ensure everybody's safety as the pandemic continues, we are encouraging all tutoring to take place remotely - via text, phone, mail and video-conferencing.

The LU guide to remote tutoring provides a lot of information, tips, and step-by-step instructions on remote tutoring. You can find the complete Guide in our new Online Resource Hub at <https://literacyunlimited-resourcehub.ca/tutor-guides/tutoring-remotely/>

For additional support, please contact the Program Director or any of the LU office staff.

Arranging remote tutoring sessions

When, How Long, and How Often Should I Arrange Tutoring Sessions?

Most tutor/learner teams will meet remotely from their homes.

Each tutor should contact their learner to arrange a suitable time to hold your session. You should agree with your learner whether this will be a regular weekly meeting, or if you and your learner want a more flexible arrangement.

You should still plan to have weekly sessions totaling 1 -2 hours. This can be divided into short more frequent sessions, if you feel 2 hours is too long for online tutoring. See the Guide for more tips on how to decide what is best for you and your learner.

When you have decided when, how long and how often you will meet, please let the LU Program Director know.

What if I need a device or don't have WiFi

Although in-person meetings are not encouraged at this time (and not permitted on LU premises at this time), we are able to host you or your learner at LU during your remote session.

Maybe you or your learner need to borrow a device or want access to the LU WiFi for your session. Perhaps one of you needs support to upload or access a platform or App that you are using for your online sessions. In these cases, you can book a space at LU. Spaces are limited and are only available when LU is staffed. If you or your learner need support during the session, you will also need to check that the Program Director or Outreach Coordinator are available.

Please note: it is possible to host both a tutor and learner at LU. However, you will not be able to sit at a table in the same room. You and your learner will be stationed in separate rooms and hold your session remotely.

Policies and Procedures: Tutoring at LU during Covid-19

Please refer to the LU Calendar posted in the Online Resource Hub to see the days and times that are available each week. Make sure to call LU before visiting and to book a time and a space and schedule an appointment with the Project Director, if needed.

If you must cancel the session, please let LU know as soon as possible.

For anyone visiting the LU office, please refer to the policies and procedures document 'Visiting LU offices and Resource Centre' for our guidelines and precautions.

What if I need some materials from the resource centre?

If you or your learner would like to borrow a resource from the library, please check the [online library catalogue](#) beforehand. Make a note of the item you want borrow (name, author, location, number of copies). Email the details to library.literacyunlimited@gmail.com. You will be notified when the item is ready for pick-up at the front desk.

If you want to drop off books, call to make sure someone is at the office. You can leave returned books in the box outside our main office.

If you are not sure what items you want to borrow, talk to the Program Director about your needs. The Program Director will find suitable items in the resource centre for you to pick up. You can review the items at the LU office and take out those items that fit your needs.

LU Home Literacy Kits

LU provides learners with individualized Home Literacy Kits that are available on request. The kits can be ordered online and then picked up, delivered or mailed. You and your learner can **create your own customized kit** by choosing from the following possible items, for example:

- Dry erase markers (to be used on white boards or windows or mirrors)
- Highlighters (for highlighting words in text)
- Index cards
- Post-it notes
- Mini whiteboards (or homemade whiteboards)
- Mini address books (to be used as word banks)
- Spiral-bound exercise books
- Instructions and materials to make a word slide
- Special item – something your learner needs to participate in the session or take part in independent learning

Ask the Program Director for an order form or if you have any additional questions.

Reporting hours

Because remote tutoring is very difficult for us to monitor, we ask all tutors to keep track of any time they spend each week preparing and holding tutoring sessions. Tutors will be asked to complete an online form in December (before the winter holiday) where they will report all volunteer hours.

Reporting absenteeism

If you or your learner are absent for a week or more (due to illness, travel, work, etc.), please notify the Program Director or Admin Manager as soon as possible.

Office closures

From time to time, there may be unexpected office closures.

In the past, we advise tutors to listen to the radio or consult the LBPSB website for announcements for any school closures. Typically, this has been for snow days or power outages. Please also make note of any school closures during the Covid-19 pandemic. The same rules apply, if Lindsay Place High School is closed (or on lockdown), then the LU office will close.

If the school closes because of Covid-19 concerns, we will keep all tutors informed, to the best of our knowledge, about the situation, transmission, risks, and length of closure. We may ask tutors to contact their learners to pass on any information.

If we are unable to staff the office for an extended period of time (due to LU staff illness, quarantine, or absence), we will notify all tutors and as far as possible support you by working from home.