

TUTOR GUIDE



*How to make sure you
student succeeds*



CONTENT



1 *Prepare*

2 *Teach*

3 *Summary*

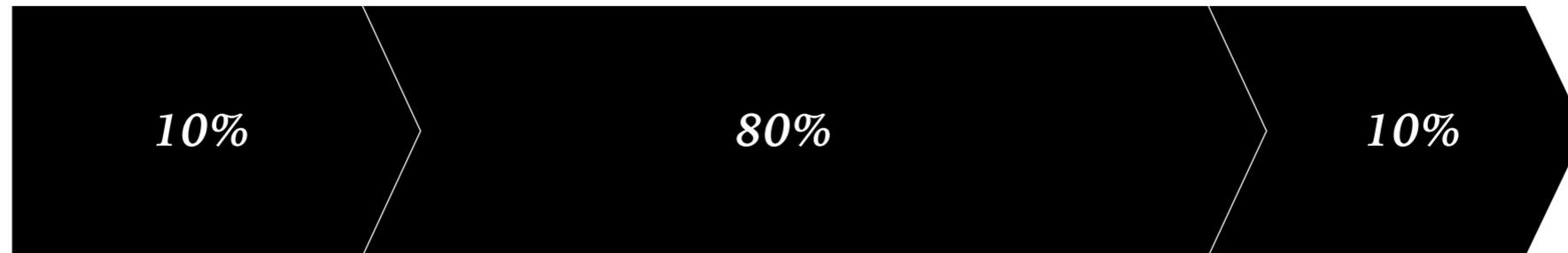
2



TEACH

STEPS OF THE SESSION

The tutoring session usually takes place in 3 steps. The next slides describe these steps.



Discussion

Class

Conclusion

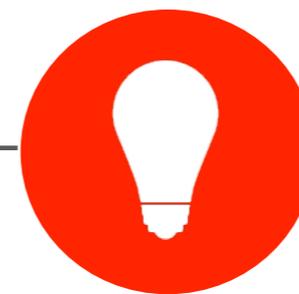
The steps will be described according to the needs of the student identified in section *PREPARE*.



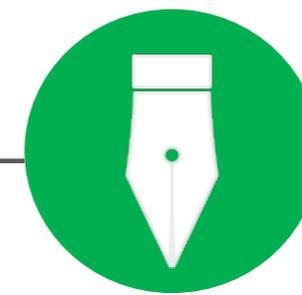
Need for
motivation



Preparation for
assessments



New ways to explain



Help with
homework

1. Prepare

2. Teach

3. Summary

THE DISCUSSION

It is important to take the time to chat with your student. Talk to him about topics that interest him, ask him questions about his week. **Try not to talk about the school or course in question during these 5 minutes.** This discussion time is especially important for young children.

REMEMBER: YOU ARE COMMITTED TO SUPPORT YOUR STUDENT IN HIS LEARNING, BUT ALSO TO BUILD A RELATIONSHIP BASED ON CONFIDENCE AND FRIENDSHIP WITH HIM/HER.



This part of the session is crucial for students who lack motivation. You can even take more than 5 minutes with your student. Discuss what he did during the week, ask him what happened at school, but also at home and over the weekend.



If you see that your student is motivated and ready to work, you can ask him a few questions about his week, but start the course more quickly. On the other hand, if you see that your student is demoralized that day or that he seems tired, do not hesitate to take the time necessary to discuss everything and anything with him. Make sure to slowly bring back your student to a learning environment, do not force him to work too abruptly. If the student is not motivated, the session will not lead to anything.



1. Prepare

2. Teach

3. Summary

THE CLASS

You generally do not have much time with your student. It is important to have a well structured session and to have prepared in advance the course of the session.

THE CONTENT OF THE SESSION DEPENDS ON THE STUDENT'S NEEDS. REFER TO THE COLOR CODE!



If possible, try to end the session with easier exercises. Allow most of the time to complex notions, but try to finish with one or two exercises that your student can do well. Finishing with something difficult or with a failure will prevent your student from being motivated for future classes.



Whenever you do an exercise with your student, ask him if he understands. Regularly ask him to explain the concepts out loud. Leave notes of your explanations - make small summary sheets and make clear steps.



Spend the first half of the class doing exercises together. Look at his past assessments if he has any, or do practice exams together. For the second half, have him do a practice exam alone, then correct it together. Divide the session in half to improve efficiency.



Give a list of things to do to your student for the session (e.g we will do French homework, study math and review history). Let him choose the order in which he wants to do the tasks, it will give him some responsibility and he will feel more independent.

THE CONCLUSION

At the end of the session, allow 5 minutes to review what happened. This is as important as the class and will help your student make progress even without you.

THE CONCLUSION DEPENDS ON YOUR STUDENT'S NEEDS. REFER TO THE COLOR CODE!



Discuss with him what he liked during the session. Emphasize on his progress and the notions he understood during the course. You want him to remember the lesson as a pleasant time where he made progress on his work.



Leave homework for your student. If you worked on a French notion, make him a little summary sheet of the notion. If you have done math exercises, write down your approach of the exercises. Circle the important points of your approach and ask him to write a clean copy for the next class.



If his assessment/exam will take place before your next meeting, give words of encouragement to your student. Tell him that it is important to sleep well and eat well before his assessment and that if he applies your advice, everything will be great! Offer him to call you the day before the exam or send you a text/practice test to correct.



Make sure to give your student a schedule for his homework (check his homework for the rest of the week and allocate a time every day in his schedule for a section of his homework)