

Key things we need from YOU!

We will do our best to support you with guidance for your placement, resources for your sessions, and prompt advice for dealing with any difficulties. However, for the scheme to run smoothly, these are the key things we need from you:

- 1. Regular communication from you!** Please let us know about any issues, resource needs, sessions that have stopped or changed, or anything else of concern so that we can address the issue as soon as possible. Whether your mentee needs help with their college applications, has had their asylum case refused, or just needs revision guides, we would like to know as soon as possible! Do also complete and return the monthly feedback form to keep us updated on the sessions.
- 2. Good communication with the family.** Similarly, please try to communicate clearly with the family. Sometimes a phone call will be needed when you would otherwise text, particularly when communicating important changes such as a change to the meeting time or the date of your last session.
- 3. Please be aware that everything takes time.** Teachers are very busy, we are all part-time, and families often have a lot of things going on in their lives. In some cases, it may take a while to address a problem, as we may need to meet and discuss the matter with the family and an interpreter before arranging a meeting with the school and getting action/intervention on the issue. So the sooner you raise any concerns with us, the better!
- 4. Keep an eye out for safeguarding concerns, and do follow our procedures on this.** If the matter is urgent, then please try calling the office or another project worker, as we are all part-time and work different days/hours.
- 5. Be clear about your role & try to stay boundaried.** If you stray outside the role of the mentor, this will send mixed messages to your mentee and the family, and possibly raise expectations. If you need to assume more of a 'befriender' role, then please discuss this with us first. Remember to dress modestly and sensitively at your sessions. These principles are particularly important if you are mentoring unaccompanied asylum-seeking children who can be especially vulnerable and potentially develop greater dependencies.
- 6. Be consistent!** As far as is possible, do try to stick to the same time, date or place for your sessions each week. Let us know if you need to change these arrangements. Too much chopping and changing will be difficult for a child or teenager to keep track of. It is your responsibility to set the standard!

7. Foster independent learning. It can be tricky at times, but do avoid doing your mentee's homework for them! Encourage self-correction (we can provide tips on this), self-discipline and responsibility from your mentee in their learning. Remember, you can help with the tools for learning, but you can't do it for them.

8. Think ahead... Are exams approaching? Do they need revision guides? Do they need to find work experience or attend open evenings for colleges or secondary schools? Please do let us know if any key dates start looming on the horizon so that we can prepare.