

Dear Supply Teacher,

Our class participates in an online tutoring programme. There is a designated laptop in our classroom with headphones. We have specific children who are participating in this programme.

Throughout the day you may hear a ringing sound from the laptop. This is the tutor calling for a 30 minute tutoring session with their assigned pupil. Once the session begins, the pupil will practise some flashcards, read a story and play some word activities with their tutor. At the end of 30 minutes, the pupil will return to normal classroom activities.

- Please allow the assigned Pupil Greeter to answer the call.
- The Greeter will then tell the pupil that is requested by the tutor to get on the laptop and begin their session.
- Please do not turn the laptop off.
- It should be on the tutormate.org site at all times.