TIME 2 COUNT

**Process for Teachers**

In relation to the Time 2 Count sessions BITC have partnered with [Classroom Monkey](https://classroommonkey.co.uk/). Through this site volunteers and pupils can explore various maths topics with the help of videos developed by a local teacher. Pupils will also be able to test their learning through a series of fun quizzes.

Each Time 2 Count school contact and volunteer will have a log in for the site. We ask that schools provide volunteers with a list of topics you would like them to cover during their sessions so they can help to reinforce what is being covered in class.

BITC will contact schools in relation to available Time 2 Count volunteers and will provide a template letter to request parental permission for participating pupils.

BITC will provide the school with the volunteer/s contact details to enable the Time 2 Count school contact to set up the recurring sessions between the volunteer and the pupils. We ask that schools advise BITC of the following:

* If the pupil will be at home or in school on the day of their session (if the pupil is at home, we ask that there is a brief introduction between the parent, pupil and volunteer facilitated by the teacher. BITC can also provide support if needed)
* What date the school would like a volunteer/s to start
* Day and Time to Time to Count Session/s
* The number of pupils the volunteer will be working with during their session/s
* The class participating pupils are from

The meeting invite between volunteers and pupils will be set up via one of the C2K school approved platforms, as all due diligence will have been completed from a systems and safeguarding perspective.

The platform selected by the school can be one of the following:

* Microsoft Teams
* Collaborate Ultra
* Google Meet

Enhanced AccessNI for the individual will still be completed by BITC.

Depending on the preference of the school and volunteer/s, sessions may remain online or move into the school setting when deemed safe to do so by all parties.

Once volunteers receive the email invite from their chosen school, all they need to do is accept this and it will filter into their online calendar.

On the day and time of each session the pupil and volunteer will to click the link in their calendar to join their Time 2 Count session.

The teacher will have access to all online sessions they set up and can join as needed

We ask that all participating pupils complete an initial survey prior to sessions starting and again when the session end to help us gauge where any improvements have taken place.

It is recommended that pupils are rotated each term or at least twice during the academic year to try and support more pupils.

All schools will be asked to complete an end of year evaluation as all feedback will help to shape the programme for future years.