TIME TO READ

**Process for Teachers**

In relation to Time to Read sessions, we have a few options to ensure the pupils and the volunteer can view the same reading material. If the school have an online reading scheme would it be possible for volunteers to have an account so they can help the pupil select their book and then view the book (via shared screen) so both can take turns reading?

Alternatively, this may also be possible through [Libraries NI](https://www.librariesni.org.uk) membership or their reading app [Libby](https://www.librariesni.org.uk/eBooks/Documents/Sign%20up%20for%20LNI%20eBooks%20Audiobooks%20eMagazines.pdf), [click here](https://www.youtube.com/watch?v=PzXBf6RyGVc) for step-by-step instructions.

If pupils and volunteers aren’t already a member of their local library they can [Become A Virtual Member](https://www.youtube.com/watch?v=rz-wTXiYE9o)

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

The school will then select pupils they feel will benefit most from the programme. Most pupils are chosen to participate because while they may read well, they may need some extra encouragement to build their confidence or could be performing below teacher expectations. We will however take guidance from the school, as you know your pupils best.

BITC will provide the school with the volunteer/s contact details to enable the Time to Read 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 of Time to Read Session/s
* The number of pupils the volunteer will be reading 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 click the link in their calendar to join their Time to Read session. Volunteers are available for one hour so they will be able to support two pupils for 30 minutes each or three for twenty minutes each.

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

All schools will be asked to complete an end of year evaluation as all feedback will help to shape the programme for future years. This includes feedback from parents, teachers, other staff the pupils work with and the pupils themselves.