

LITERACY VOLUNTEERS

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Community Course

Who are we?

We are Literacy Volunteers, a registered charity formed in 1996, which helps children in Primary Schools with reading and communication difficulties overcome their problems. We are a partnership of member schools and Volunteers, who we vet (via the CRB) train and support in post with the minimum call on school staff resources. This is our **Community Course**.

What do we do?

- We will, on request, advertise, develop links or use current links, and hold Information Meetings in a specific area.
- We will recruit prospective Volunteers from the General Public.
- We will take up references, personal and, if required, medical.
- We will check them with the Criminal Records Bureau (Enhanced Disclosure).
- We will train them (please see below for course content).
- We will support them in post with assistance from a personal Area Co-ordinator and the provision of a telephone helpdesk.
- We will provide Volunteers with a "Treasure Chest" of books and word games.
- We will provide Volunteers with regular Networking Meetings for updating and monitoring.
- We will liaise with the participating school as much as their time resources allow.

Who will benefit?

- The children, who will gain greatly from the individual 1 to 1 assistance, out of the classroom environment, they receive each week from their "own" dedicated Volunteer. Results over just a short period of time are highly significant and ultimately, over a child's lifetime, immeasurable.
- The Volunteers, who gain from the time that they spend with the children and see them blossom and come to share the joy that reading and communication can bring.
- The School, to see the improvement in and the achievement of the children they have selected to receive the service.
- The School Budget, a Volunteer's service costs, on average, £2.25 per hour! (Annual Subscription some £250.00 per Volunteer).

What will the course cost?

- The costs for the outreach, recruitment, vetting and placement of 10 Literacy Volunteers depends on your exact requirements. (Financial assistance or part assistance with this cost may be available from your EIP, Council, local Development Agency or Literacy Volunteers). Detailed costings will be discussed with you after your initial contact.

What is the course content?

Introduction

- What Literacy Volunteers do and don't do (they do not teach reading)
- What sort of children we help
- The training and support given

Continued



The Queen's Award for
Voluntary Service 2006

The Denewood Centre, Denewood Crescent, Nottingham NG8 3DH Tel: 0115 915 1119
Email: contact@literacyvolunteers.org.uk www.literacyvolunteers.org.uk

Registered Charity No. 1055942 Literacy Volunteers in Nottinghamshire Schools



Introduction to learning to read

- Rules, memory, context
- Group exercise to decipher non-English writing

Paired Reading (session 1)

- Audio-visual representation of good and bad examples of paired reading
- Discussion of helpful and unhelpful behaviour by the Volunteer
- Explanation of paired reading, role play – paired reading with a beginner
- Discussion of what to look for when choosing books
- First look at our key words – FUN, CHOICE & PRAISE

What it's like to be struggling to read

- Group exercise thinking through a scenario where a child can't read and communicate well enough for the situation
- Discussions of feelings and possible resultant behaviour
- Discussion of avoidance strategies
- Volunteers can and do make a difference

Organising a session

- 20-30 minutes per child, depending on age
- Mixture of chatting, reading and playing games
- Initial sessions, getting to know a child
- Planning a session and record keeping
- Preparation for dealing with children with a short attention span
- The importance of choice in helping relaxation and learning

Different types of memory

- Sight, hearing, speech and motor memories
- The importance of repetition

Games

- Why we play games
- A chance to try out the games provided by Literacy Volunteers
- A look at the puzzle sheets provided by Literacy Volunteers

Paired Reading (session 2)

- Audio-visual representation of experienced volunteers doing paired reading
- Modelling good reading – fluency and expression
- Reading in meaningful sentences
- What to do when they make a mistake
- The importance of praise
- Role play – reading with an older child
- A reminder that this session should be fun and that the child should enjoy the book

Literacy Volunteers Policies

- Looking at the Literacy Volunteers Handbook
- Reading and discussion of the Policies section, policies covered in detail are:
 - Child Protection
 - Equal Opportunities
 - Health & Safety
 - Volunteers

What to do if you are interested?

Initially contact the Administrator on **0115 915 1119** or email **contact@literacyvolunteers.org.uk** to find out more and the possibilities of running a course for your family of schools, neighbourhood or community. We can also visit you in School to discuss matters should you wish.

We are also able to offer:

Parent Volunteers Course
Sixth Form Mentors Course
Family Reading at Home Course
Pen Pals Scheme