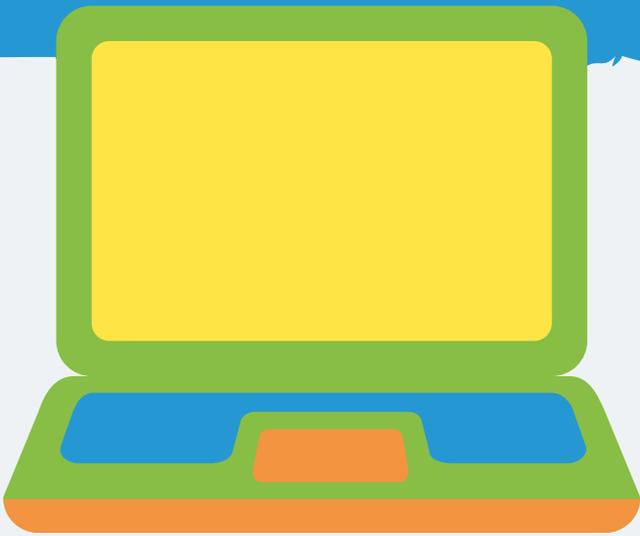


A guide to Tutoring Online



Includes...

- Platforms to use
- Ideas for activities
- Top tips from other volunteers
- Advice on keeping safe online



Platforms for online tutoring

Jacari recommends...

WhatsApp Video Call

- ✓ Great if your pupil doesn't have access to a laptop at home
- ✓ Simple to organise with the family and no log in required - just give them a call!
- ✓ Fully end-to-end encrypted so really safe
- ✓ Perfect for speaking and listening games and practice
- Can't screen share
- Some activities harder to do, especially reading and writing - requires a little creativity!

Google

- ✓ Lots of options in the Google suite, including Meet for video calls where you can share screens, and Classroom for worksheets and creating quizzes
- ✓ Many pupils already familiar with the programmes in school
- ✓ Good level of security
- ✓ Pupil doesn't need Google account for Google Meet - just send a link!
- Using Classroom requires both you and pupil to log in with a Google account
- Works better on a laptop / PC

Bramble

- ✓ A site specially set up for online tutoring so has loads of features to help make learning fun and interactive, including video call, screen sharing, drawing and annotating tools
- ✓ You can record your sessions so the pupil can listen back
- ✓ Perfect for helping your pupils with reading, writing and vocabulary as well as Speaking and Listening
- ✓ Fairly simple log in process once set up - you just send them a link
- Doesn't work on smartphones - requires a laptop or PC
- Slightly complicated to set up as you'll need to register as a tutor first and the family will need to enter an email address and test their speakers at first sign in

Jacari strongly suggests using online learning platforms with a good level of security and encryption to keep the children we work with safe. This is why the three platforms above are recommended.

Additional Platforms

Zoom

- ✓ Most people are familiar with Zoom now!
- ✓ Good for screen sharing alongside a video call
- ✓ Fairly simple to organise with the family - just send them a link
- ✓ Can work on smartphones
- Not as secure as the platforms we recommend
- You'll need to set up a Zoom account (although calls are free)

Skype / Facetime

- ✓ Some families already familiar with Skype or Facetime
- ✓ Good for video calls and can screen share
- ✓ Fairly simple to organise with the family
- ✓ Can work on smartphones if app downloaded
- Not as secure as the platforms we recommend
- Both you and the family will need a Skype log in or Apple ID and have app downloaded on laptop/phone

Microsoft Teams

- ✓ Many pupils already using the platform in school so have log ins and are familiar with it
- ✓ Can video call, screen share and chat, as well as share documents or help with homework using Word, Excel or PowerPoint
- ✓ Works well on smartphone if parents download app
- Not as secure as the recommended platforms
- You'll need a Microsoft account and so will your pupil if you want to use more of the functions than just video calls

Which platform should I use?

Which platform you choose depends on what technology your pupil has access to, which platforms they are already familiar with, and which accounts they and you already have set up. **If you can, please use our recommended platforms**, but we recognise this may not always be practical. If you need further advice or guidance, please contact the Jacari Coordinator, who will be happy to help.

Using Bramble

Jacari have set up an account so that our volunteers can make use of the Bramble platform to deliver remote tuition to their pupils. Each Jacari tutor can create a 'Room' in which to tutor their pupil. Details of how to do so are as follows:

How to get started:

1. **Email the Coordinator** to ask to be added as a tutor.
2. You will receive an email from Bramble. Click on the link in this email to 'Register a room'
3. Once in Bramble, click on '**Create a Room**' and give your room a name: Make this your name plus your pupil's first name with no spaces
eg. AnnaBowieandPupil
4. **Share the link for the room with your pupil.** When they click on it, it should take them directly to the room, but they will have to do a couple of things first:
 - a. Type in an email address (use their parent's)
 - b. Test their speakers and microphone

It might be best to send them the link when you're on the phone so you can try to help with any technical issues!

It's best to use Chrome on a laptop, Android tablet or smartphone, but Safari on iPad or iPhones

Bramble have heaps of videos, instructions and webinars to help you learn how to use their platform effectively, so check them out [here](#).

If you do decide to use Bramble, please let us know how you get on and if you need any further guidance around using it.



Teaching online

General tips

- Make use of screen sharing for games and worksheets
- As always, keep your lessons varied and interactive and have some back up activities, especially speaking games, in case connection is slow
- Keep your lessons shorter than usual - 30-40 minutes max
- Post or email materials to your pupil in advance of the lessons and ask them to email or take a picture of any schoolwork they want help with
- Use a mini whiteboard for spelling and vocabulary games, which you can hold up to the screen. We'd be happy to post one to your pupil too - let us know if you'd like us to!
- Try and still read together, holding up the book to the screen if it's a picture book, or sharing your screen if it's a longer e-book. And as always, talk about the book before, during and after reading.
- Don't be afraid to set them short writing tasks to do, which they can hold up to the screen for you to read and check
- And last but not least, make sure you give loads of praise and encouragement, just like you would in face-to-face lessons!

20 questions

Think of an object or famous person. Your pupil has to ask 20 yes/no questions to work out what / who it is, then swap!

Categories

Think of a category eg colours, food, school subjects. Set a target - "Think of 10 words in 30 seconds!" Then start a timer and off they go!

You could use pictures as prompts and play with siblings pairs too.

Try some speaking games!



I went to market and...

Take it in turns to finish the sentence with an object from every letter of the alphabet, adding to your list one item at a time - good for memory too! eg. I went to market and bought an apple, a book, some cheese, a dinosaur...

For more speaking games, have a look back through your Games and Activities booklet

Ideas from other volunteers

Here are some more ideas for fun activities and ways to tutor online from our wonderful volunteers:

We played 'I went to the market...!', and practised spelling the words as we went along.

I put a number of household objects on a big tray and played a game where I took away an object and she had to identify which.

I printed off some online worksheets for her to do - I held up the camera and wrote her answers down with her spelling them out.

I read her a book and asked her questions about it, and we also played some speaking games and practised conversation.

We compiled ten sentences together to make up a story about football, his favourite hobby!

Using Zoom meant that we could share the screen - so we could both look at his work, or work we were doing and talk about it together.

Keep the lessons short and interactive but also give your pupil a break by giving them a task to do on their own for 5 minutes

Use screen share and then play games like pictionary and hangman virtually

For more tips from other volunteers, have a look at the videos on our website!

Keeping Safe Online

Please help us keep the children we work with safe by following these guidelines:

- Confirm you have the parent/carer's permission before starting online lessons
- As with face-to-face lessons, please ensure there is an adult present in the house during the lesson, that doors are left open throughout the lesson, and check in with the parent at the start and end of each lesson.
- Please be mindful of what is displayed in your video frame and remove any offensive or private items from the frame. Please also ensure only you are present in any video frames.
- Please take measures to maintain the confidentiality of the pupil in your online tutoring sessions, for example, by wearing headphones or avoiding tutoring while others are present in the room where you are sitting. Pupils are not permitted to wear headphones for such purposes: adults present in pupils' homes must be able to hear the content of Jacari online tutoring sessions at any point in time.
- Only educational resources may be shared. Sensitive or personal images or data are not permitted to be shared between tutors and pupils through online tutoring.
- Screenshots may not be taken during video calls by any party.
- Inappropriate or abusive language, behaviour, or images will not be tolerated in any mode of Jacari tutoring, including the online tutoring mode.
- As with face-to-face tutoring, please immediately report any concern, disclosure, or incident to the Jacari Coordinator/Safeguarding Lead.

We hope you've found this guide useful. If you want any further guidance or support with online tutoring, please just get in touch with the Coordinator.

Good luck, and we hope you enjoy online tutoring as much as you did face-to-face!

Thank you for making a difference!

