

**BURNABY NORTH PEER TUTORING**

**Supervising Teacher: Ms. C. Davis**

Dear ,

Thank you for accepting a peer tutor into your classroom.

This letter is to inform you that has been assigned to peer tutor in your classroom during block\_\_\_\_\_\_\_\_\_\_\_\_.

This student can work with all students in your class but has been specifically placed in your class to help support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with their learning (if applicable).

All peer tutors have completed the training component of the Peer Tutoring program and are aware of the expectations and responsibilities they take on as peer tutors. Our goal is to make the placement of the student as helpful to you and your students as possible, as well as provide a valuable experience for the tutor.

Please let me know any concerns or problems that arise, or if the needs of your classroom change.

Attached is a list of teacher expectations regarding peer tutors. All tutors have their own copy, but you may wish to review it with them.

Peer tutors will appear on your class lists, so please watch your BCESIS lists and record absences and punctuality as with your other classes. Please let me know if you notice any irregularities in attendance or punctuality.

Tutors are responsible to collect an evaluation form from you at the end of each reporting period. This evaluation accounts for 50% of the tutor’s mark, and has been designed to be as expeditious for you as possible. Peer tutors will be responsible for giving you this form as well as collecting it and handing it in for their deadlines.

Please note that Peer Tutors may be switched to a new class should there be student need. **Tutors are required to be in North Connect on May 20th, 21st, 28th, 29th and June 10th, 11th. Please plan accordingly.**

Thank you again for sponsoring a peer tutor, and helping this program to be successful.

Sincerely, Claire Davis LSS