



WAITOMO CAVES SCHOOL

PARENT INFORMATION HANDBOOK

Waitomo Caves School

Waitomo Caves School was founded in 1910 and has celebrated its 75th Jubilee.

The school is located within the Waitomo Caves Village. Some students travel out from Otorohanga.

The school is attractively presented with spacious grounds and well-maintained buildings. It is in a sound financial position.

The school is well resourced and is committed to helping children fulfil their educational potential and to develop character that will enable them to become full members of New Zealand's society.

The recent Education Review report of Waitomo Caves School found that Students are receiving quality education, The school places high priority on fostering independent learning skills and students display confidence and interest in their learning. Students interact positively with teachers and with one another as a consequence of effective behaviour management systems. Cooperative group learning is a feature of the safe emotional and physical environment in which students learn

Teacher/pupil ratios are maintained at a favourable level and the school enjoys the added advantage of having willing parental assistance to call upon.

The school and its Board of Trustees promotes a strong sense of co-operation, community, discipline and family, and extends to you an invitation to be a part of a progressive institution. The school is sensitive to children's needs and makes a strong effort to provide for them.

Welcome to Waitomo Caves School

The staff of Waitomo Caves School aim to give your child the very best possible education and as much individual attention as possible. We are keen to work with the home in promoting the all-round development of each pupil. We believe that educating children is a partnership, which is why we value regular discussions with parents.

Classroom programmes reflect our school's emphasis on Reading, Writing and Mathematics. This is balanced, however with a commitment to teaching in all curriculum areas, e.g. Science, Technology, Social Studies, Art & Craft, Physical Education, Information and Communication Technology, Music and Drama.

This booklet attempts to answer some of the questions parents ask when enrolling their children and it will also explain some of our school routines. .

THEWAITOMO CAVES SCHOOLCHARTER AND ETHOS

A copy of the Waitomo Caves School Charter, Strategic Plan and Ethos are available for viewing at the school. These important documents provide the basis for the educational direction and programme of work, which this school uses. Our School Curriculum Plan, Governance File, Board Policies and latest ERO report are also available for your perusal.

SCHOOL POLICIES

The School Policies are the guidelines from the Board of Trustees how the school is to operate. They result from a complex process of consultation between the parents, staff and Board of Trustees. They are officially adopted by the full Board, which ensures that the policies are regularly reviewed and updated. Policies are available for viewing in the school foyer.

MISSION AND VISION

Mission Statement –

This school will provide educational opportunities that reflect the needs and aspirations of its students, parents and community.

Vision

Our school is:

- an enjoyable, safe place to learn,
- where people work co-operatively and care for others.
- where achievement is valued

Our school is continually striving to be:

- a place of enthusiasm, opportunity and encouragement
- a place of thinking, sharing and quality learning.

CONTACT DETAILS

The school telephone No. is (07) 878 7534, Fax (07) 878 7219,

E Mail Address: office@waitomocaves.school.nz

Website: www.waitomocaves.school.nz

The Principal is Mr. Chris Lord.

WAITOMO CAVES SCHOOL AIMS

Curriculum

To ensure all children have access to programmes that enable them to experience success to the best of their ability, providing a good foundation in the essential skills from a balanced curriculum based on the National Curriculum Statements.

Maori

To develop respect for the diverse ethnic and cultural heritage of New Zealand and respect for the unique place of Maori in New Zealand.

Community Consultation. Support and Involvement

To keep the community informed, involved and interested in our school and promote a positive learning environment.

Personnel

To be a good employer and to promote high levels of staff performance in relation to the school's aims and objectives through a positive performance management system.

Finance

To reflect the school's aims and priorities in the use of funds.

Property

To ensure that buildings, facilities and equipment are well presented, maintained and developed, and that the school environment is clean and safe.

School Self Review

To maintain an on-going programme of self review to gauge how well we are achieving our objectives, and to decide future priorities

WAITOMO CAVES SCHOOL INTENTIONS

- To maintain contact with the school's community
- To recognise that the total education of the child is a shared responsibility of the parent and the school
- To develop a caring child with a strong sense of personal worth and esteem
- To provide well-balanced and challenging programmes so that each child will achieve his/her potential
- To provide the physical opportunities which enable each child to develop physically, socially and mentally, to his/her fullest potential
- To provide an attractive learning environment which is stimulating and challenging
- To provide a learning environment that accepts differences in culture, gender, and religion
- To establish values which encourage individualism, co-operation, and promote self-esteem
- To equip children with practical information and communication skills that will enable them to embrace technologies of the future
- To encourage children to have enquiring minds that will help them cope with an ever-changing life.

School Amenities

Classrooms:

There are two practical and comfortable rooms incorporating good natural light and sunshine. There is electric heating in all rooms. These facilities provide the base for an effective physical learning environment.

Library:

One of the more important resources in a school is its library. It is essential that children have access to a wide selection of reading and reference materials for recreational reading and for use with their schoolwork. Books and materials are classified using a simplified Dewey Decimal System and children are taught to use the various systems as part of their library experience to enable information to be readily found. Each class has regular sessions during the week in the library. The catalogue has been recently automated. The library is added to regularly with new releases.

The school library can only service certain needs for the pupils. Parents are strongly encouraged to introduce their children to the Public Library; as such membership gives the child an extra source of books and audio-visual material to enjoy.

Playing Fields and Grounds

The school is set in by trees and hedges and beautified by... thoughtful plantings. The playing field allows the school and community an ideal recreational facility. A good balance of grass and sealed area offers the opportunity to participate in a wide variety of activities.

We also make use of the Waitomo Caves School Domain when a larger space is required.

Swimming Pool

The school's pool is used for regular swimming during class hours. The pool is complete with changing facilities, all enclosed within a secure perimeter fence. The community is able to use this facility freely after school hours and in the weekend during the swimming season.

Sport

An extensive range of sports equipment is available. The school participates in combined sports days with other district schools.

Students are encouraged to take the opportunity to participate in Saturday competitions in soccer, netball and rugby. Hockey is offered during the week from May until September.

Specialist coaches assist with our sports programmes. '

Information Technology

The school is equipped with modern computers, printers, scanners and software. All computers in school are networked to the internet.

WAITOMO CAVES SCHOOL ORGANISATION

The Waitomo Caves School Board of Trustees consists of elected parent representatives, an elected representative of the school staff, and the Principal. The term of office is for three years. The Board may at any time co-opt up to four members for either the whole term of office or to utilise a person's skills and experience for a particular purpose.

The Charter guides the Board and staff - a document required by the Ministry of Education as a framework, and 'personalised' by various inputs from the community. A copy of the charter is available from the school office.

The Board is responsible for the maintenance and development of the school's facilities and is the employer of the school's staff, having a major role, along with the Principal, in staff selection. The day to day running of the school, internal organisation of classes and teaching programmes, are the responsibility of the Principal and staff.

The Board of Trustees meets monthly and reports on a regular basis to the community. Minutes of the monthly meeting are kept at the office and are available for viewing. Board of Trustees meetings are open to the public and advertised in the school newsletter.

Trustees welcome approaches from parents who wish to express either concern or appreciation.

Board of Trustees

Chairperson	Mr Mark Gibson	Treaty of Waitangi	Miss Aroha Carnachan
Principal	Mr Chris Lord	Maori Liaison	Miss Aroha Carnachan
Staff Rep.	Mrs Maxine Johnston	Fundraising	Mr Kevan Wilde
Treasurer	Mr Maxine Johnston	Property	Mr Steve Batger

Board Meetings 2004: *(Parents are reminded that meetings are open to the public)*

The Board of Trustees will usually meet in the school staffroom on the 2nd Tuesday of the month, at 6.00pm. However, these dates are subject to change and will be advertised in the school newsletter.

ROOM	CLASS	TEACHER
Principal	Yrs 1-8	Mr Chris Lord
Principal Release	Yrs 1-8	Mrs Lee-Ann Lord

School Secretary /Teacher Aide	Mrs Maxine Johnston
Cleaner	Mrs Sandra Morgan
Dental Nurse	Mrs Julie Gordon – Te Kuiti Primary School
Public Health Nurse	Mrs Helen Ride - Ph.878-3146
Bus Driver	Mr Jock O'Connor

SCHOOL HOURS

8.15 am	Children may enter playground
8.15 am	Bus arrives
9.00 am	School begins
10.30 - 10.50 am	Morning interval
12.30 - 1.25 pm	Lunch hour
3.00 pm	End of school, classes dismissed
3.00 - 3.15 pm	Bus check and bus departure

GENERAL INFORMATION

ABSENCES

Waitomo Caves School operates a system of phoned absence notice rather than the customary written note on a child's return to school.

If your child is to be absent, please phone the school office (878-7534) between 8.40am and 9.00am. Phoned absences will be checked against the classroom list and parents of non-reported absences will be phoned. Where a child is absent for more than one day, it is important that the parents phone the school each morning of the absence.

Should it be necessary for a child to leave the school during the day, please ensure the class teacher is advised of this before the child leaves.

ACCIDENT/SICK CHILDREN

From time to time children, unfortunately, sustain injuries in the course of their play. Minor injuries are treated in the sick bay and the child usually returns to class when it is certain there are no ill effects. When it is felt advisable, parents are contacted and requested to collect the child. This would be in the case of more serious injuries, when perhaps a visit to a medical centre may be advised or when the child is obviously unwell through sickness and should be at home. The school's policy is to contact parents and advise of any injuries sustained unless they are of a minor nature.

If parents are unavailable the EMERGENCY CONTACT PERSON will be notified. Where no one can be contacted, the school will take all reasonable care of the child at school and contact a doctor if necessary.

Medication is not given unless requested in writing by the parents. (Parents must supply any medication given.) Disprin or Panadol is available at school, but parent approval would be sought before this was dispensed.

A list is kept of allergy sufferers so please notify the school if your child suffers from any allergies.

BIBLE IN SCHOOLS

Bible in Schools takes place every Thursday between 12.00pm and 12.30pm. This programme begins in term two. Any parent not wishing their child to be involved should send a note (preferably at the beginning of the year) to their child's teacher. Children not participating may use the library to begin homework or read.

BOOK CLUB SCHOLASTIC NZ LTD

Ashton Scholastic Books arrive in the school approximately six times per year. These books give parents an opportunity to buy books of good literary standard and a suitable reading level for their children.

A brochure giving information and including an order form sent home. Orders must be placed by the date stipulated with cheques being made payable to Ashton Scholastic. There is usually a three or four week period between the ordering and receipt of books.

CLOTHING

It is very important that all items of clothing are named. Named items are soon returned to their owner.

CONCERNS AND COMPLAINT

From time to time parents have concerns about things that have happened at school or they think has happened at school. These concerns are best dealt with quickly and not left to fester. The following guidelines are best for a speedy outcome.

1. Matters of complaint or concern should not be discussed around the community. It must be discussed with the class teacher, principal, and B.O.T.
2. If it is about a child, an appointment should be made with the class teacher to discuss the problem, if the outcome is unsatisfactory then the matter should be discussed with the school principal. If the matter is still unresolved or the parent is still not satisfied a letter should be written to the chairperson of the Board.
3. If the complaint is a whole school matter, then the principal should be approached in the first instance, and a letter to the Chairperson of the Board, if it is felt that the complaint or concern has not been satisfactorily dealt with or explained.

DENTAL NURSE & HEALTH NURSE

Our pupils are treated in the latter part of the year by Mrs Julie Gordan at the TeKuiti Primary school dental clinic.

The Public Health Nurse, Mrs Gytha Lancaster, keeps in close contact with the school's needs. The Public Health Nurse is involved in the school by working with families, and networking with social and health agencies in our community. Her role includes the following:

- Child health surveillance in schools and early childhood centres
- New Entrant health assessments including identifying immunisation status
- Identifying health concerns and referring to the appropriate service or agency (this includes Health Camp)
- Assisting with health promotion and resources both in the school and community
- Being available to any family/whanau who wishes to discuss any health problem.

The vision and hearing technician visits annually to carry out vision and hearing testing to all New Entrants, Year 7 students and any child for whom there is a teacher or parent concern. A free mobile clinic for hearing and vision testing is available in Te Kuiti and Otorohanga. The dates and times are notified in the newsletter.

DISCIPLINE

The aim of the school is to encourage self-discipline and children are encouraged, at every opportunity, to develop forethought with regard to actions and possible subsequent outcomes.

Both school and classroom climates are influential in developing acceptable standards of behaviour. Pupils are aware of these behaviour standards and the attitudes that are desirable. Poor attitudes and behaviour are seen as problems concerning both school and home. For this reason it is school policy to contact parents when there is concern.

GOING HOME AFTER SCHOOL

Children are encouraged to go directly home after school unless they have permission to do something else. A note or phone call would be appreciated to let us know where they are. Please remind your child regularly against loitering on the way home or visiting friends after school without permission.

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds for any reason, except to carry out lunch or mail duties

LUNCHESES

All children are supervised during the eating of lunch. They are encouraged to eat all that you have given them. In cases of uneaten items your child will be asked to take the uneaten part home so that you are aware of the situation. Under our Sun-Safe Policy children are required to wear sun-hats on sunny days or will be asked to sit in the shade during the lunch-break. On wet days the children eat their lunch in their classroom under the supervision of their teacher.

LUNCH ORDERS

Bought lunches are available daily. These are ordered from the Waitomo Caves Store. This includes a morning tea snack if required. Lunch orders are taken at the beginning of the school day. The order should be placed in an envelope and named. Correct change is preferred. A monitor delivers the order to the Cavlands store and the lunches are collected by the monitor at 12:25pm. We are conscious of and promote healthy choice. Our menu has achieved a heartbeat award from the New Zealand Heart Foundation.

MONEY AT SCHOOL

From time to time money is required at school. If possible we will inform you through a newsletter or note the reason for the money and the cost. All money sent to school is best sent in a clearly named envelope.

NEWSLETTERS

Newsletters are sent home each Thursday with the oldest member of your family attending our school. Check the school bag each Thursday. The Newsletters are numbered so that you can keep track of them. It is wise to keep a file of newsletters for future reference. The Newsletter is available by email and can also be accessed on the school website. A Community Newsletter comprising of eleven issues per year is distributed throughout the district. This service is provided by the museum. Items for this newsletter can be left at the museum education room office on the first working day of each calendar month.

NO HURTING

Waitomo Caves School is a no hurting place. This means that teasing, bullying, and physical violence against others are unacceptable.

NO SECRETS

Waitomo Caves School has no secrets. If you have concerns about anything happening at school, please contact the teacher concerned in the first instance, and then the Principal if the concerns continue. We are sincere in our wish that your child is happy at school every day. Put-downs and bullying are unacceptable, and we will take action to prevent this sort of behaviour. Please let us know if your child is sad going home from our school.

PARENT HELPERS

We encourage the help of our parents in our school. If you have a special interest or strength that you could share with the children, we would love to hear about it. Throughout the year we often

ask for help with various school activities, and we very much appreciate the help that we receive. Some of these activities include help in classrooms. EOTC (Education Outside the Classroom), sports coaching, swimming instruction, library help and the use of any other skills that you might have to offer. There are many opportunities for parents to be involved in our school and we hope that you will.

PHYSICAL EDUCATION

As Physical Education is part of our syllabus and programme all of our pupils will take part unless there is a sound medical reason for not taking part. In this case contact from parents will be required.

The Waitomo Caves School T-Shirts is a bottle green polo shirt. These are available for purchase from Postie Plus in Te Kuiti. T-Shirts are worn for sporting and cultural events.

SCHOOL BUS

In the event of a bus breakdown the following procedure applies

1. Notify the school in all cases. Ph878-7534
2. The school in turn will contact:
Parents who will be advised of the procedure for getting children to school/home.

SCHOOL GROUNDS

Pupils are permitted to use the school grounds outside school hours provided they have parental permission and they care for the facilities provided.

SCHOOL SWIMMING POOL

The school swimming pool is available for gold coin donation to district and school families outside of school hours during the swimming season. Sensible rules for pool use are displayed on the pool gate. Keys are available through the museum.

SWIMMING

During the swimming season all students have regular swimming lessons in our pool. All pupils are expected to participate and parents are asked to send along a note to the class teacher if they wish to have their child excused for health reasons.

STATIONERY

At the beginning of the year pupils are issued with the stationery they require. A fee of \$30.00 per child is charged and this covers all stationery requirements for the year. All stationery money should be sent to school in a named and sealed envelope.

TOYS AND VALUABLES AT SCHOOL

Teachers do not encourage the bringing of toys and valuable items to school. At times it is appropriate to have these things at school for a morning talk or a class study of some sort. In this instance the item must be returned home as soon as it has been displayed. Teachers cannot be held responsible for the safe-keeping of such items.

SWEETS AT SCHOOL

No sweets, including chewing gum, are to be brought to school.

SCHOOL UNIFORMS

An optional school uniform has been introduced. It consists of the school polo shirt and the school hat

TECHNOLOGY

Year 7 and 8 pupils have technology instruction at the Otorohanga South School. They catch the Technology bus into town at 1:30pm on Tuesday afternoons and are returned by 2:50pm.

PARENT-TEACHER INTERVIEWS AND REPORTING TO PARENTS

Teachers are available at any stage of the year for an interview to discuss pupil progress. For such meetings it is helpful to arrange a meeting out of school hours when the teacher can give you his/her undivided attention.

authentic sample of work assessed against a curriculum achievement objective.

Early Term 1 - Parent Interviews

Interviews are held to discuss progress, and for teachers and parents to jointly decide key goals for the child. The goals are recorded.

Mid-Year – Student Achievement Books and Interviews

Teachers present an oral presentation of written records. Key goals from Term 1 are reviewed and redefined for the remainder of the year.

End-of-year Student Achievement Books

Student Achievement Books are sent home. An account of the child's progress and achievements reached up to the end of the year, including a statement on how well goals set earlier in the year have been achieved.

THE PRIVACY ACT

During the time your child is at school some personal information about your child and your family will need to be collected and held at the school. Only personal information necessary for administrative purposes and to assess any special educational or health and welfare needs that the school is entitled to be aware of is collected.

The information is held at Waitomo Caves School, Counter Box 49, Waitomo Caves, and is accessible only by authorised staff members and the Board of Trustees. Any time you may request access to the information and you may request correction of the information.

Waitomo Caves School adheres to the provisions of the Privacy Act 1993 and has a Privacy Code of Practice which is displayed in the school foyer.

In the case of a complaint or a suspected breach of the Act you should contact the Principal or the School's Privacy Officer or you are entitled to complain to The Privacy Commissioner, P.O. Box 10094, Wellington.

INFORMATION FOR NEW ENTRANT PARENTS

STARTING SCHOOL

Starting school is an important milestone in a child's life. It is a major event for parents too. It is important that both you and your child are well prepared for this step.

BEFORE STARTING

You can make your child's transition to school easier if he or she knows how to do the following things.

DOES YOUR CHILD:

- Know how to speak clearly and thoughtfully?
- Know his or her name and address well enough to repeat if necessary? (Please have these written inside your child's bag).
- Know the safest way to and from school if walking or have been through the procedure for bus pupils?
- Put away play things after using them?
- Take off and put on outer clothing without assistance?
- Put on his or her own shoes and if necessary know how to tie them?
- Know how to use a handkerchief or tissue and always have one?
- Know how to wash hands and remember to flush the toilet without assistance. If a boy, know how to use a urinal?

Please note: These are only guidelines. Some children may not be able to manage all of these skills until they are older.

HOW YOU CAN HELP

Talk to your child about starting school, where he or she will meet old and new friends, play games, sing, make things and start to learn to read and write.

Send your child to school on time each and every day, or have them ready for the bus.

Buy clothes that are easy for them to manage. Remember the swimming season is a time when your child will need to dress independently.

Label clearly all possessions that your child will be bringing to school. Clothing, bags, lunch boxes, etc. (Include the surname and the initial).

Your child will require a painting shirt. An adult shirt with sleeves shortened will do for the painting shirt.

Prepare a swimming bag that will hold both towel and togs and has a pull string at the top.

Try a 'school lunch' at home. Observe how large a lunch your child needs.

HEALTH NEEDS

Have you kept up with your child's:

- Immunisation?
- Hearing and eyesight checks?
- Dental treatment?

Our Public Health Nurse pays regular visits to the school, and is available to talk to you about all aspects of your child's health and development. This is a free confidential service. The Public Health Nurse can be contacted through the school or by phoning

PRE-ENTRY VISITS

Parents are encouraged to enrol their children about six weeks before their birthday. We also encourage parents and the children to visit school regularly before they turn five so that they become familiar with the teacher and other pupils. These visits are designed to give children a sense of security.

ON THE FIRST DAY

Enrolment Requirements

You will find an enrolment form and health form in your information pack. Please complete them and bring to school. We need to sight your child's birth certificate and it is important to provide us with an emergency contact number.

Settling in

Stay with your child for about half an hour if you wish. Most children have been orientated to the class during their preschool visits but if you feel that leaving your child is going to be upsetting please talk about it with the teacher. Go with your child before school to assist them as they remember which room is theirs and where their things belong.

New Entrant Interview

In order to get to know your child quickly the teacher will make time after the first month or so to talk to you about your child and how he or she is settling in.

SAFETY ON THE ROAD

Be sure that your child knows how to conduct him/herself while waiting for the bus or walking to school. Here are some good safety rules to teach your child:

- Always look both ways before crossing the road.
- Walk smartly across the road, do not run.
- Walk on rural roads facing on-coming traffic.
- Don't step out from between parked cars or buses.
- Play games in safe places away from the road.
- Be aware of the bus rules.

EARLY READING AND WRITING

For a child to learn to read and write they must have experiences which are natural and joyful. These special skills will develop in the same relaxed way that your child has already learned when they began to walk and talk.

Your child will enjoy reading and writing. You as parents will be able to help a great deal by praising each little step that they make, all the time encouraging them to 'have a go'.

READING

Set aside a regular time each night to read to your child. The bedtime story is a most healthy way to ensure a healthy attitude to reading. Make this time enjoyable and free from tension.

Most nights your child will bring home a book for you to share together. Listen to your child read. If he or she is at the beginning stages of reading, help him or her point to the words.

WRITING

In written language we encourage children to become independent writers from the beginning. The children are asked to attempt to write stories regardless of their letter or word knowledge. All approximations are accepted and correct letters and words are modelled by the teacher.

If your child wants to write at home, first encourage him or her to write independently.

You can help your child to learn by:

- Showing that you enjoy reading and writing yourself.
- Being seen reading and writing (especially if you are a father and you have sons!).
Taking your children to the library.
- Reading signs and other text you come across in daily life.
- Taking an interest in what your child is doing.
- Praising your child for all his/her efforts and attempts.

WAITOMO CAVES SCHOOL OFFERS YOUR CHILD:

- Experienced and caring teachers who know children and can identify their needs.
- A school which has access to and uses educational support services from outside the school.
- An open door policy which involves parents as part of the class programme.
- Computers at all class levels including access to the Internet.
- Up to date learning resources, equipment and a well stocked library.
- A swimming pool.
- Involvement in out of school sport, e.g. hockey, netball, rugby etc.
- A playground which offers a wide variety of challenges which include: tennis, netball courts, sandpit, sports field and adventure playground.
- Regular contact with other schools for sporting and cultural exchanges.

The Principal, Chris Lord and his staff invite you to visit our school

HELPING WITH HANDWRITING AT HOME

Upper Case Letters

A B C D E F
G H I J K L
M N O P Q R
S T U V W
X Y Z

Lower Case Letters

a b c d e f g
h i j k l m n
o p q r s t u
v w x y z
1 2 3 4 5 6 7 8 9 0

BEGINNING POINTS AND DIRECTIONS OF MOVEMENT

Start at the dot (.) then follow the numbered arrows.

ORDER OF INSTRUCTION

To make instruction easier, we teach the letters in this order

Basic Movement	Letters
l i	l t i j v v w w x z
n	n m h k r
u y	u y
b	b p r
a	a d g q (f s)
o	o e c

HELP WITH READING AT HOME

HOME TUTORING PROCEDURE

FOR CORRECT READING

1. We should praise when children read a sentence correctly.
2. We should praise when children correct themselves after a mistake.
3. We should praise when children get a word correct after we have prompted them.

FOR PROBLEM READING

We should wait to give children a chance to solve the problem

IF THE MISTAKE DOES
NOT MAKE SENSE

We should prompt with
clues about the meaning
of the story

e.g. we should ask a
question.

IF THE MISTAKE
DOES MAKE SENSE

We should prompt with
clues about the way the
word looks.

e.g. we should ask
about one part that is
wrong.

IF THE CHILD SAYS
NOTHING

We should ask the
child to go back to
the beginning of
the sentence again.

IF THE WORD IS NOT CORRECT
AFTER TWO PROMPTS

We should say: "The word is _____".

Please Note:

These procedures are suitable for use with children who are gaining some independence in reading.

For beginning readers please consult with the classroom teacher.

When the child makes a mistake that does not make sense

1. **Wait** - let the child solve it if he can. **Then:**
2. Ask one or two questions about the story to help him to think about the meaning. **Then:**
3. To keep the story going, tell the child the word if it is still not correct.

When the child comes to an unknown word and says nothing

1. **Wait** - let him think about the story. **Then:**
2. Suggest that the child go back to the beginning of the sentence. **Then:**
3. Ask him to think of a word which begins the same way as the unknown word and makes sense in the sentence. **Then:**
4. Tell the child the word if he still does not recognise it.

When the child makes a mistake that does not really change the meaning of the sentence

1. A child may lose confidence if you try to correct every mistake he makes. You will have to judge whether or not a particular mistake really matters and whether or not the child will lose confidence if you try to help him to correct it. **Then:**
2. You may decide to let him carry on reading or you may decide to stop the child and help him to correct the mistake. If so:
 - (a) ask the child to think about the way the word looks. For example, does the word begin the same way as other words which he knows? Are there any parts in the word which the child already knows? **Then:**
 - (b) Tell him the word if he has not corrected it after two attempts.

When the story is too hard (the child makes more than five mistakes in 50 words)

Read it to the child and talk about it together or leave it and try another easier story.

When the child is not very interested in the story

Read the first few pages to him and talk about the story together, or help him to find a more interesting story.

When the story is too long

Read every second page (or chapter) to the child, so that he reads a page (or chapter), then you read one to him. and so on, or help him find a shorter story.

