

Dear _____

Thank you for your kind offer to help out with our Reading Program this year. As an introduction to reading at school the Prep Team have put together some valuable tips to get the most out of the experience for you and your reading person.

In order to assist at school you will need to ensure that you have completed and handed in a "Parent and Volunteer Helpers" form (If you need a form please see your classroom teacher). Your classroom teacher will need your "Working with Children Check" card or confirmation code. (If you need to register, please go to <http://www.workingwithchildren.vic.gov.au/> and follow the prompts).

When you come in to read you will need to fill in the sign-in book in each of the Prep 'Pod' areas. (You do not need to sign in at the office to assist with reading in Prep).

When listening to reading it is important that the student is given time to immerse in the book they are reading. Please let the Prep child read one of their take home books. Ensure that they are pointing to each word as they are reading. Once they have finished reading ask a couple of questions about the story that they have shared as this will help them to "read for meaning" and retain the story. **Give plenty of praise for all and any effort.**

If the student is reading a book they haven't read before get them to attempt reading the story but first talk to them about what they think the book is about then have a look at the illustrations. It is most beneficial for the student to have a sound concept of what is happening before attempting to read as it will give them confidence when they start reading.

Let the child attempt to read the story (pointing at each word). If they have difficulty, offer clues that will provide the answer. The children gain a terrific sense of achievement when they successfully problem solve and this is a wonderful life skill to develop.

The student **does not** need to change their readers as they keep their books for the week and change them themselves at a time convenient to the teacher. If you get time, the students would love to read their **M100W** to you too. Once the student has completed their reading ask them to go into the classroom and get the next child to go out and read.

Once again, thank you for giving up your valuable time to assist us in this crucial element of our Reading Program. We appreciate your help immensely.

If you have any questions please contact your classroom teacher.

DONNA WHEATLEY, FRANCES DE VALLE, CARLY FORBES AND
SARAH MCGRATH

