**Year xx Mentoring Programme**

**<date>**

**Introduction**

Welcome to the **Year xx Mentoring Programme** for this year, thank you for volunteering to help the students in this year group.

The main role of the mentor will help a student with guidance, support and encouragement through these important months ahead.

**The role of the mentor**

* Provide a regular meeting to talk about the progress of the student.
* Reassure, support and help the student over the coming months.
* To liaise with class teachers with the student at the start of this process to build their confidence if required.
* To then promote the student to be proactive with their studies, guiding who/where they can go for resources and assistance.
* To check they have a balance of study and relaxation time.
* To monitor the organisation, progress and well-being of the student.

**Mentor meetings**

* Arrange to meet the student for 10-20 minutes per week.
* Set and review action points during the meeting.

**Resources**

* Mentor handbook(please work through this with your student)

If you have any questions, please let me know.