**Matching a Learning Mentor**

Aims of meeting:

* **For family and learning mentor to get to know each other**
* **To agree the “rules” for the learning mentor sessions**
* **To agree what the young person and mentor will focus on in the sessions**
* **To complete the outcomes star**

Things to do in order:

1. Agree where to meet the learning mentor and exchange phone numbers.
2. Confirm with the family and the learning mentor the night before/ in the morning.
3. Make sure you meet with the young person and a parent/ carer, not just the young person.
4. Explain the aims of the meeting (see bullet points above).
5. Ask the young person to say a bit about their background at school, what they like learning, what they don’t like, maybe their hobbies and interests.
6. Then ask the mentor to say a bit about themselves.
7. Ask the young person about their homework and what they would like to work on with the learning mentor.
8. Ask the parent/ carer what they would like the young person to focus on in the sessions, maybe they have feedback from the school in a report or from a parents’ evening as well.
9. Go through the “responsibilities” for the sessions (see the back page of the family handbook and attached sheet). Explain the placement is for 6 months to start with and then we will evaluate how it is going. Most learning mentors only stay with a young person for 6-12 months, but this is always discussed with the family and the learning mentor.
10. Agree:
* where the mentor will work with the young person
* which adult will be in the house
* what day and time suits everyone
* the start date
* the date to exchange phone numbers

*Record all this on the first page and the star in the family handbook.*

1. Complete the star (see instructions on separate sheet) and targets- get the young person to write their own targets in the handbook section.
2. Agree any resources the young person or mentor or parent/ carer think would be helpful and write them on the “targets and resources” sheet for the office.
3. Give the young person ten minutes to talk with the mentor while you copy the star for the office and the mentor.
4. Go through the responsibilities for the mentor and the young person to check you have covered everything (written at the back of the family handbook).
5. Repeat the start day and time on the way out. Check with the learning mentor once you have left that they are happy.