



Welcome to Adept!

Caregivers, here is some helpful information for you to be aware of:

Online Learning:

- Lessons are online via the platform **Zoom** (currently) and are usually 40 minutes unless otherwise arranged. Please download the Zoom app to your learner's device as this seems to make things easier at your end.
- For the most part, I will share your learner's programme on my screen and annotate any extra information as we learn. Your learner will usually handwrite in their workbook.
- Please ensure that your learner is in a **quiet room with no distractions**.
- Please position your **computer facing away from windows** (so your learner does not have light behind them) and ensure that the room they are in is small and has soft furnishings. Sometimes computer microphones pick up on ambient noise and magnify this 'shushing sound' at my end. Large, open, echoey rooms can be too difficult to teach in and if this is the case, I may ask you to move to another room.
- Please turn the **video blur off** (it makes me uncomfortable when bits of your child's hair and clothing disappear as they move!!).
- Provide high-quality headphones if possible (not essential).

For literacy students:

- To learn more about the [How Words Work Programme](#), please see the link provided and the scope and sequence attached to the email.
- Your learner will need their **workbook and a pen** (or pencil) with them and organised before the lesson start time.
- Note, the **sound chart** I send in the first package is for parent viewing/information/intrigue in the first instance, but your learner will want to view this as they progress.

For maths students:

- Maths students will need their **workbook, a calculator, a ruler, pencil and an eraser** with them for every lesson.

Terms and Conditions:

- Standard 40-minute lessons are charged out at **\$60 for a single lesson** per week or **\$55 each for two** or more lessons per week.
- You will be charged a small amount for the printing of workbooks and the postage, plus \$1 for handling, to your house.
- **Invoices** are sent (usually after lessons have occurred) in Weeks 5 and 8 of school terms. Please refer to the current year calendar on the website for the precise dates you can expect to be invoiced.
- Please let me know **at least 4 hours** in advance if your learner is **unable to attend** their scheduled lesson. Your fee will be discounted to 50% for the missed lesson. Please note that this applies to extended periods away or if you would like your child to have a term off while I hold their lesson time.

- Every week I hold three lesson times on a Friday **if you need to reschedule** your learner for that week. These are 3:30pm, 4:15pm and 5:00pm. There is no extra charge for postponing a lesson so long as this is organised before the original, scheduled session.
- **If your learner does not attend** their lesson as planned, I wait on Zoom for 20 minutes. You will be charged full price for the missed lesson if they do not appear.
- **If I must cancel** a scheduled lesson, I will do so as soon as possible. You will not be charged for the lesson. If you would like to rebook the lesson to a Friday timeslot, please ask. Sometimes there are other tutors who can stand in for me, so please ask if your learner would be happy with that.

Homework and Continuity:

- I **do not routinely provide homework** for my learners as they are (usually) part of a group of students who must work much harder than their peers just to get through the school day and I believe they deserve some down time.
- As they enter the latter parts of the programme, however, there are extra pages of activities provided which you can complete with your learner should you wish.

For literacy students:

- Earlier in the programme, I may not ask your learner to spell every word or write every sentence. I **provide caregivers with Tutor Manuals** (please refer to the parent page on the website). The manuals provide “the answers” to the workbook pages and can assist caregivers to ‘fill in the gaps’ that I may have left should you wish.
- **The Survival Lists.** Your learner will be given a few words to (rote) learn at every stage of the programme. These are high frequency, irregular English words (usually) that they need to have in their ‘spelled repertoire’ to “survive writing at school”. They will provide you with a sheet of the words they are currently trying to achieve.
- I implore caregivers to read and re-read as many of the books provided in the workbooks as possible. The double checkboxes are for this purpose. The links to all books are provided via the website. Dyslexic individuals need to read words (correctly) multiple times before these are sent to the ‘word lexicon’ – the part of the brain that recognises words immediately. This can only be achieved by reading known words *correctly* many, many times and forging those neural connections. There are 2 checkboxes beside each programme reader cover on the pages of their workbooks to keep track of their reading. Please encourage and reward multiple book reading behaviours.
- Your learner is going above and beyond (many of their peers) to learn to read and spell. I encourage you to **provide rewards** as they achieve the milestones in the programme, including the certificates provided.

If you have any questions now or in the future, please email me.

Please keep reading to inform yourself about “Lucy’s Library”.



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Lucy's Library

<https://www.adepteducation.co.nz/library>



The "[Who HQ](#)" books have been incorporated into our teaching curriculum recently and have been very well received by students.

The idea is for learners to:

1. **Read** non-decodable books (if they can)
2. **Be curious** about our world and history
3. **Obtain knowledge** around their interest areas
4. **Understand** (good & bad!) writing and the morphology of words, etc.
5. **Discuss** and research issues and side concepts that the books raise
6. **Enjoy** the feeling of being "well-read" individuals
7. **Feel proud** of how many of them they can get through in a term/year

And of course...

8. **Collect certificates** of achievement!!

I, personally, love The Who HQ series books and recommend them to parents. They offer fascinating facts and insights that can lead to great conversations, and they link together forming chains of connected information. The books also include great pictures, photos, maps and timelines. They will also be accompanied by my curated list of interest questions (usually covered in lessons) and QR codes and other goodies to check out.

Each student can borrow up to 5 books per term, which must be returned at the end of the term (packaging will be provided). Reservations for next term are currently being accepted, and requests for desired books can be sent via the form on the webpage (or by email or text message to me). Please note that books already reserved for next term cannot be provided until the following term, so choose another title. These details are listed under the book cover (e.g., "Res. T3 (#)").

If your child can't read at the 8-12 age level just yet, you are welcome to request books to read to them. There are many options based on their interests, and I can add more titles to my library should your child (or you!) have a request (find the full set of 200+ [at this link](#)).

The link to Lucy's Library is **not public** (it is for our students only). The link is above, and the QR code will take you there, also. Enjoy!