



Holiday Camp Operation Manual

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Our Mission Statement

To provide a safe and effective Holiday Camp experience allowing our learners to leave feeling confident and had an enjoyable day.

Tutors contribute to the achievement of these key objectives by:

ensuring that learners are successful by:

- ensuring that information given to learners on course outlines and at the first class meeting is accurate, comprehensive, user friendly and sets up correct expectations about the course
- carrying out an appropriate initial assessment of learners' needs, prior knowledge/ experience and expectations
- negotiating realistic and achievable individual learning outcomes
- ensuring that no learner is prevented from achieving because of poor literacy and numeracy skills

ensuring high levels of retention and achievement by:

- welcoming and facilitating the participation of learners, particularly those from under-represented groups, non-traditional learners and those who have benefited least from their initial education
- creating a learning environment which respects individual differences in which all feel comfortable, respected and valued
- motivating students, giving regular feedback on their progress and fostering a sense of achievement
- setting targets to increase learner retention, achievement and satisfaction

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ensuring the quality of teaching and learning continues to improve by:

- planning & delivering high quality learning opportunities which
 - take account of different student needs and learning styles
 - allow the achievement of personal learning goals
- being inclusive
- differentiating the learning to match learner needs
- promoting equality of opportunity
- reducing barriers to learning in the classroom
- involving students in the planning and evaluation of their learning
- using a variety of teaching methods, including e-learning where appropriate, to facilitate learning
- recognising and recording student achievement and providing prompt feedback to learners/parents on their progress
- being aware of progression opportunities both within our organization and outside and advising learners accordingly
- ensuring their own and others' health and safety through regular risk assessment, constant vigilance and reporting of risks and promotion of safe working practices
- keeping up to date in their subject area and attaining relevant teaching qualifications

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