



## THE ROLE OF THE MENTOR

### The mentor's toolkit, and important mentor dates

This document was created to define the role and parameters of a Growsmart Mentor.

By reading through this document, you will better understand what is expected of the mentor, get helpful insight on each subject, understand communication lines and know who to rely on in your quest to win the Growsmart competition.

### Helpful information

Literacy is a compulsory competition. Maths, Science and Story writing competitions are not compulsory.

When completing the commitment form discussions should take place between the mentors and the principal to ensure the team is happy and ready to take on the next years' competition.

### External relationships

If a school reaches the semi-final of the literacy Growsmart competition they automatically become part of the provincial spelling bee that takes place after the Growsmart Final. If you reach this point feel free to contact Growsmart or the district subject advisors for more information.

### Do's and Don'ts

- Challenge and support the children.
- Create the groups/ topic heads of the information.
- Notify us if you haven't received the papers.
- The mentor is responsible for running the competition.
- Check the Growsmart Calendar for important dates.
- Follow the guidelines in the information packs.

### The launch

- Be at the launch on 1 February.
- Breakaway meetings will be held.
- First and second edition newspapers will get distributed at the Launch.

### The competition rounds

- Always arrive at the Growsmart round an hour before the time.
- To avoid advantage schools are not allowed to watch other teams in the competition round before it's their turn to partake.
- If your school does not arrive for the competition round and has not notified Growsmart in writing via SMS, Whatsapp, Email or Fax you will be blacklisted prohibited to take part in the competition for the next 3 years.

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## The registration process

- Indicate the mentors for each competition
- Registration closes on 16 March by when you should have tested your class using the practice edition to identify your top children and then enter them into the competition.
- If you decide you are not happy with a child you are still able to replace the child before the level 1 competition round starts.

## The newspaper

- Newspapers are downloadable from the Growsmart Website
- Test your class for the competition rounds

## Delivery process

- Get a secretary and other teachers up to date with the competition.
- He/she must notify you of any deliveries and emails the school receives.
- Personally Sign for the newspaper.
- We contact the mentor/school first, then the principal.
- Make sure you have Growsmarts contact details saved.
- You can contact us via SMS, Whatsapp, Call, Email or Fax.
- Be aware of the newspaper delivery dates not to miss out on preparation time.

## Delivery dates and study guideline

How to use the newspapers and when to expect them.

- Practice edition - received at the launch  
Make use of practice edition to test and choose your children.
- First Edition - received at the launch  
Level 1 - Study the first edition newspaper for the competition round (not practice edition)
- Second Edition - delivered after all the level 1 competition rounds (no exceptions)
- Level 2 - Study the first and second edition newspaper (not the practice edition)
- Semi - Final - Study the first and second edition newspaper (not the practice edition)  
Third Edition - make sure you collect at the Semi-final
- Final - Study the first, second and third edition newspaper (not the practice edition)



### Growsmart communication

- Make sure Growsmart has your number and email. We will contact you through these two platforms.
- It's the mentor's responsibility to update us with contact details if they have changed.
- We make use of the details on the commitment form and the registration forms to contact the school/mentor/principal.
- Crucial communication:
  - During registration
  - Notifications of the launch
  - Just before level 1 competition rounds
  - Delivery of newspapers
  - Semi-final planning
  - Scholarship applications from Semi-final
  - Communication regarding the final

### Support systems and communication

- Support - contact the department heads
- Growsmart teams need to arrange meetings to check each other's performance and commitment to the competition.
- Don't be an island, make sure the principal is involved and communicates about the competition

### WCED

- Ask the subject advisors about your competition
- Speak up to subject advisors if you are alone in the process with too many competitions

### Subject guidelines

#### Maths

- Create additional problems for the children
- The problems supplied in the paper are a guideline of what is asked in the competition, not the actual questions.
- Practice makes perfect
- Follow all the guidelines in the information packs

#### Literacy

- You have to study the newspaper for the competitions
- Practice makes perfect
- Follow all the guidelines in the information packs

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## Science

- Commit before November to qualify for the science board at the launch and competition
- After registering you only become part of the competition rounds (refer to forms with learners names on it)
- Follow all the guidelines in the information packs

## Story writing

- Commit before November to qualify for the story writing toolkit and competition.
- After registering you only become part of the competition.
- Story books are welcome to get delivered as soon as they are completed any time be for 11 May 2018.
- Any submissions after 4:30 pm on 11 May 2018 will not be accepted and will automatically get disqualified for being late.
- Follow all the guidelines in the information packs

## Contact numbers

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