

* In your email include "CONFIDENTIAL STUDENT QUERY" and use student number if known. Please tell us your name, the student of concern, and a brief summary including whether the student is aware you are contacting us. Please let us know what you would like to happen next (advice/referral/ meeting etc)

If at any point the answer is 'I'm not sure' please speak to the Year Lead, Academy Dean or Senior Tutor for advice.