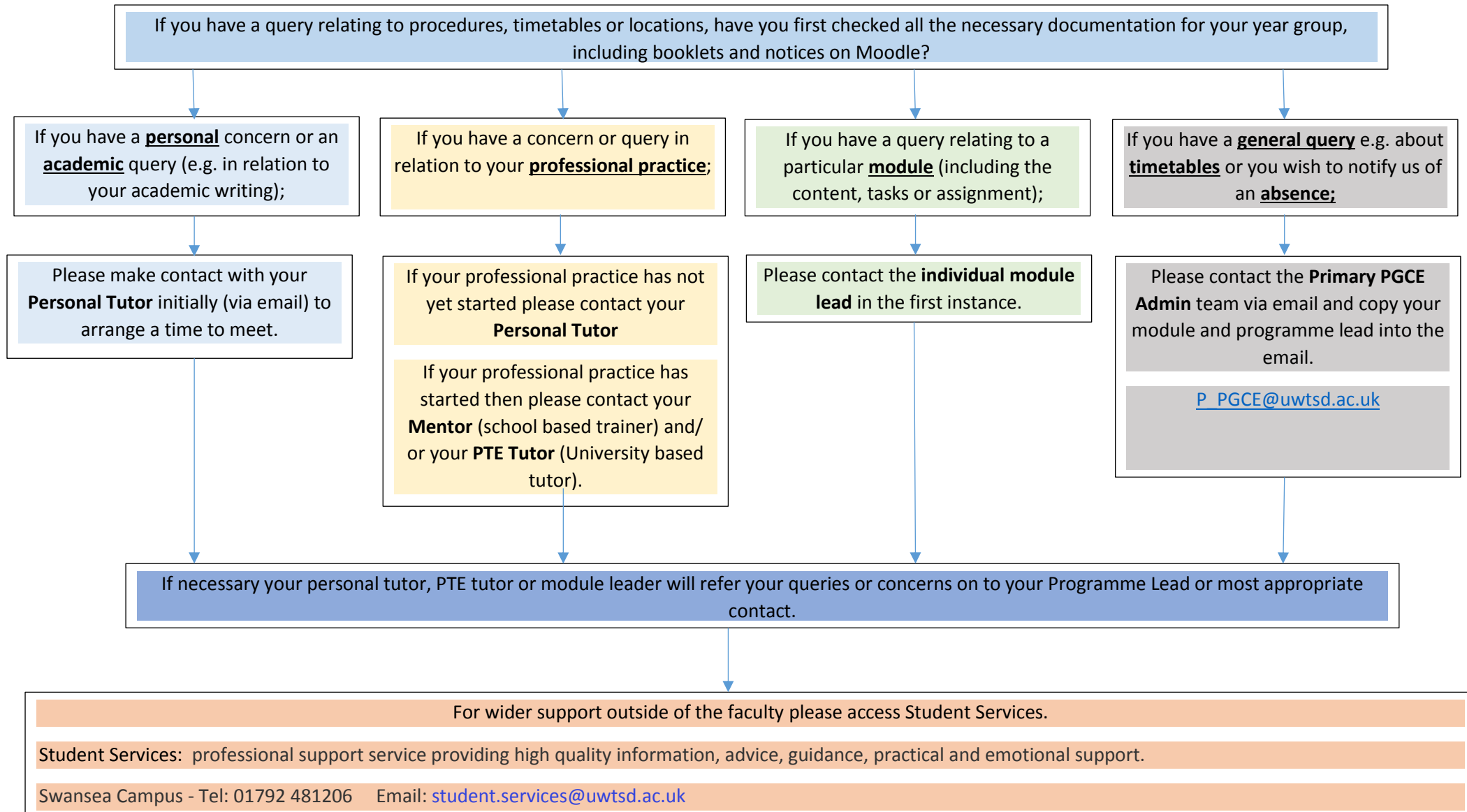


Primary PGCE

Lines of Communication: Who do I ask if I have a query or a concern?





Expectations

Staff

Tutors will respond to emails at the earliest possible opportunity. Please do not expect a response outside of office hours.



We will endeavour to respond within 2 working days (not including weekends/holidays).



All tutors will have an out of office email if the two day turnaround is not likely. Another point of contact will be provided.

Students

Only use your University email for communication.



Please remember to write your email in a professional manner

University policy means that, unless we have written permission to do so, we cannot discuss your training with anyone other than you.