

Welcome Packs

When groups arrive, group leaders need an information pack, and students need to be able to be identified. To achieve this, we prepare a Welcome Pack

The Activity team is usually tasked with preparing Welcome Packs, overseen by the PM/SWO

Group Leader Welcome Pack Contents

1. Copy of the programme (print from Centre Info)
2. Welcome letter (found in shared drive > 03 Centre Team > Welcome Pack)
3. Campus map (paper copies available, digital version on Student Hub)
4. List of A and B groups (template found in shared drive > 03 Centre Team > Welcome Pack)
5. QR code and web address for Student Hub (shared drive > 03 Centre Team > Welcome Pack)
6. Master key for their students' bedrooms/flats (where possible, depends on each university)

Note that only Managers have access to the shared drives

Group Leader Kit Contents

Group Leaders should also receive a lanyard, plastic wallet with their completed ID badge inside.

Student Kit Contents

All students must be given:

- ANGLO Lanyard

Attached to the lanyard:

- > Plastic wallet
 - ■ Completed Student card* (complete by Activity Team):
 - ★ Centre Emergency number (found on Student Hub)
 - ★ Campus Security number (found on Student Hub)
 - ★ ANGLO 24/7 Safeguarding number (+44 7741 575 158)
 - ★ Programme Manager's name
 - ★ Teaching Manager's name
 - ★ Activity Manager/DSP's name

- ★ Centre Address incl. postcode (found on Student Hub)
- ★ Hall/Block name (if possible)
- ★ Group Leader's name (if possible)
- ■ (Optionally, use red and green highlighters to indicate group A and group B)
- > Bedroom key(s)/keycard

Students must be shown their student card during check in, in order for them to understand what information is on it, and therefore where to find essential contact information. (Students also receive a visual explanation of the card during the Welcome Presentation)

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