

**solent
students'
union**

Society Committees

Essential Training

2025

Presented by
Solent Students' Union

Overview

We are so excited that you have joined us as a Society Committee Member!

We have put together an online version of our Society Essentials training. We ask that all our committee members either complete the online version or attend one of our in person sessions to ensure that you have all the information you may need.

Once you have read through the slides, please ensure that you complete the quiz at the end.

Please also make sure that you complete the required documents highlighted on the checklist.

Any questions at all, please do let us know.

How can the SU Support Support Societies?

Overview

1

SU Support and Running an Effective Society

2

Social Media Guide

3

Finance Guide

4

Important Forms Guide

5

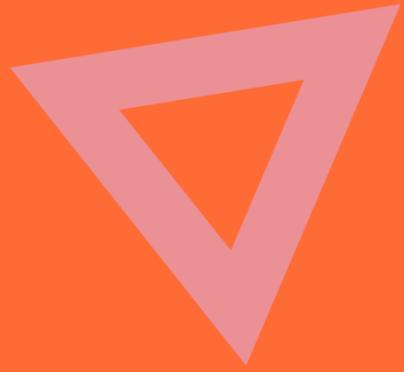
Questions and Close

Please scan the QR Code to log your attendance:



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Who Are the SU?



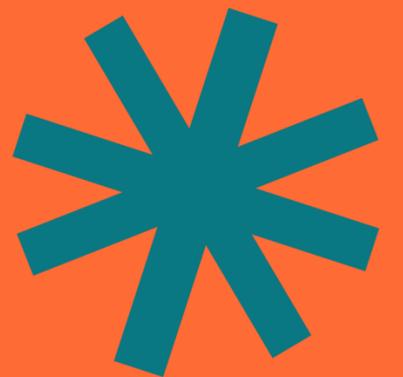
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**We are here to support you throughout your
time at Southampton Solent University!**

Follow us on Social Media to keep updated on our
events and services!



@solentsu



Services we offer:

In-house, free and independent Academic Advice Service

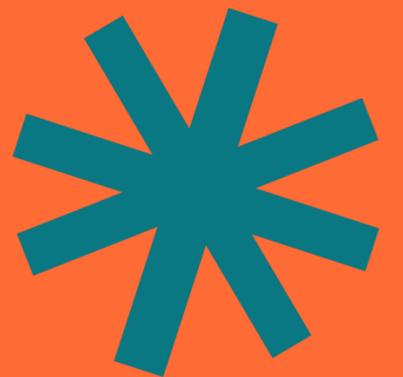
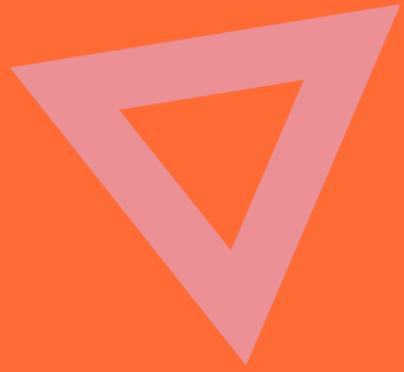
Societies to join, adopt or create

Incredible events

Course and Department Reps

Volunteer opportunities

Campaigns you can get involved in



Meet your Sabbatical Officers

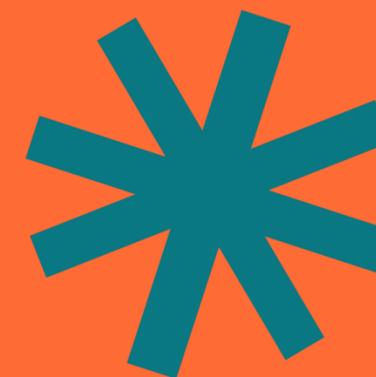
Sanidhya

Union President
Communities & Wellbeing



Mohammad

Union President
Student Voice



Union President Communities and Wellbeing



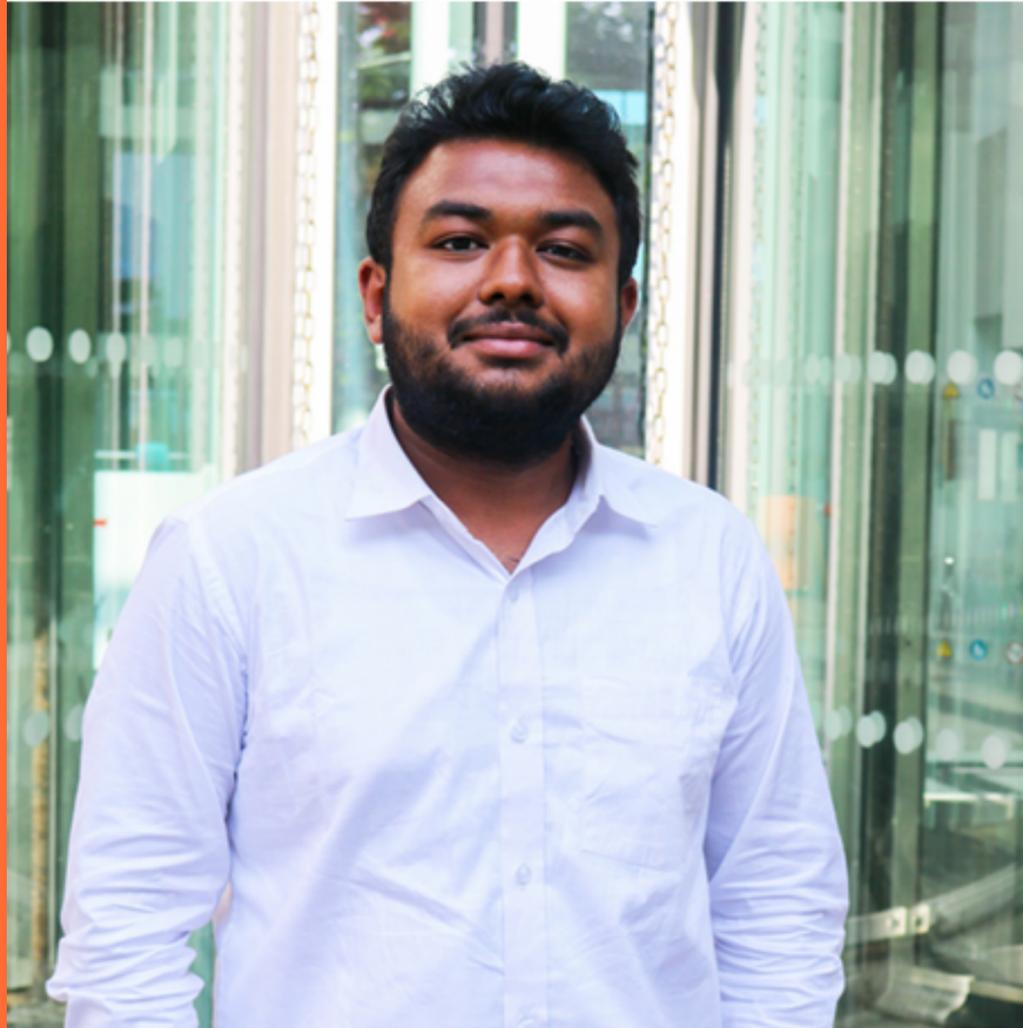
- Helping students find and build their community in Southampton
- Supporting faith groups through Faith Advisors & other community-building opportunities
- Always keeping student wellbeing at the heart of what I do
- Available for direct support if your wellbeing is a concern: sanidhya.shetty@solent.ac.uk

Supporting Societies

- Coffee & Catch-Up sessions with society leaders
- Collaborating on events and initiatives
- Being present and engaged with your activities
- Helping resolves any issues your society faces

Sabbatical Officers- Sanidhya Shetty

Union President Student Voice



This year, I'm especially looking forward to launching an alumni mentorship program to connect students with job and internship opportunities, advocating for flexible tuition payment plans and financial guidance—particularly for international students—and creating academic study groups that promote collaboration, not competition.

But beyond policy and projects, I want to make sure you feel part of a strong, welcoming community. Whether it's through societies, campaigns, or simply stopping for a chat—I'm here for you.

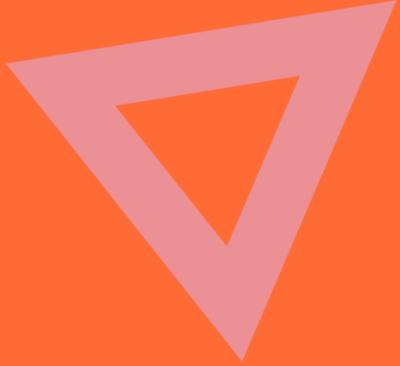
Sabbatical Officers- Mohammad Galib

Volunteer Officer positions available:

- ✕ AMBO Students' Officer
- ✕ Trans Students' Officer
- ✕ Student Council Chair
- ✕ Activities and Societies Officer
 - ✕ School of Business, Law and Society Rep
 - ✕ School of Creative Industries Rep
 - ✕ School of Health and Sport Rep
- ✕ School of Technology and Maritime Industries Rep
- ✕ LGBT+ Students' Officer
- ✕ Housing Officer
- ✕ Post Graduate Officer

Applications open Monday 15th September

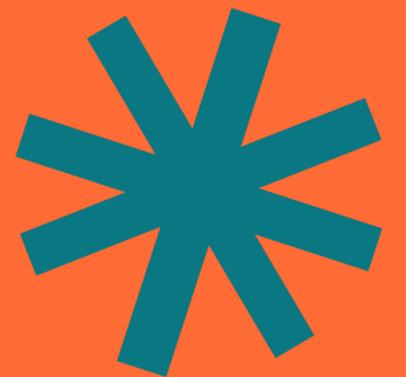
Head to solentsu.co.uk/elections for more information

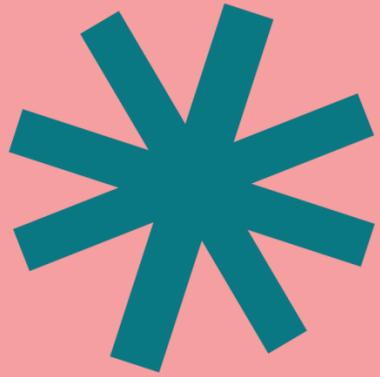


Student Council

The Student Council exists to represent your student voice and promote your ideas, interests and views in a host of different ways!

All students are welcome to come to Student Council meetings to discuss, propose and debate motions, whilst holding your elected representatives accountable.





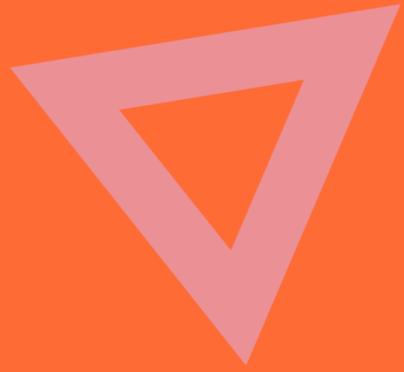
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 **COURSE REP**
COURSE REP
COURSE REP

- Be a part of improving the student experience for all
- Develop professional communication & personal development skills
for your CV
 - Meet new people and make friends
- Develop stronger professional relationships with staff and academics
 - Get insight into how the university is run





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SOCIETIES
by your students'
union

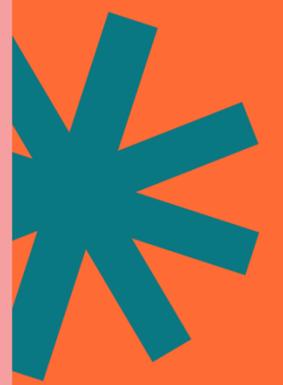
WHAT SOCIETIES DO WE HAVE?

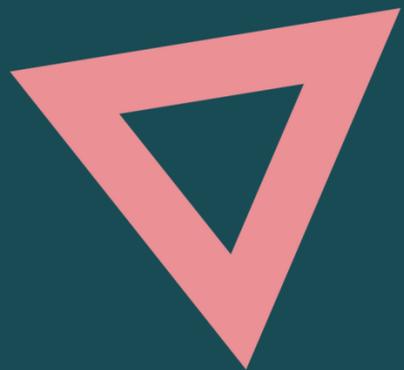
Airsoft × Islamic × Solent Stage × Radio Sonar

Queer × Law × Solent Video Games

Sonar Events × Solent Christian × Hindu

Accounting & Business × and many more!





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academic
advice
service



HOW CAN WE HELP?

academic
misconduct

appeals

disciplinary

complaints

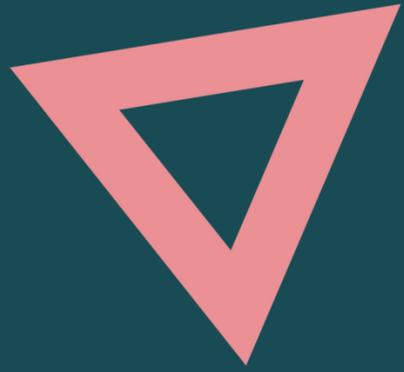
extenuating
circumstances

fitness to
practise



FREE • CONFIDENTIAL • ADVICE





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academic
advice
service



**Free, confidential and independent from
the university.**

**Book appointments online
www.solentsu.co.uk/advice or
email suadvice@solent.ac.uk**





students' union **exchange**

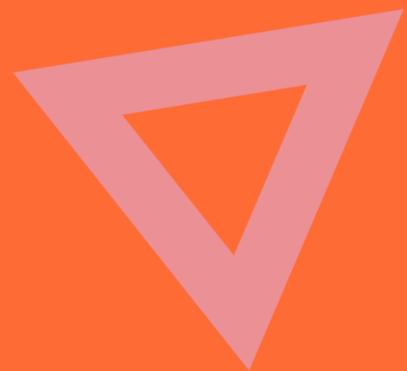


What is it?

The SU Exchange was set up to help students during the Cost-of-Living Crisis to get access to essentials without sacrificing their education.

To sign up for a membership head to www.solentsu.co.uk





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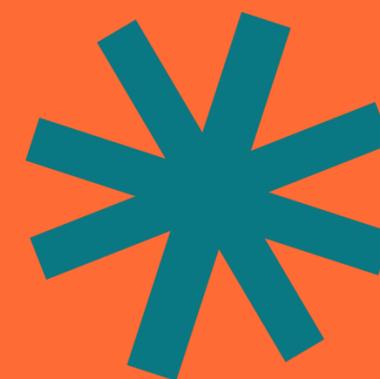
Pop in to say hello!



Front of the University in the JM Building, near the East Park Deli. Access through the double doors between The Spark and Solent Library, or via The Spark!



@solentsu



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How does the SU support Societies?

Development Sessions

1 hour Session

Event Guide

1 hour Session

Volunteering and Fundraising

1 hour Session

Being Inclusive and Accessible

1 hour Session

Society Forum and Democracy

1 hours session

Sponsorship

Development Sessions

We heard you!

You asked us for more training sessions and support.

We have put together Bi-Weekly training opportunities exclusive for societies to be delivered by professionals.

Full calendar of dates and times to be released soon!

How can the SU Support Support Societies?

Storage

We have some society storage rooms in the JM building.

We are able to store society equipment in here for you, and this room is kept locked.

We have some lockers available for societies to use, if you would like to be allocated one, please let us know!

How can the SU Support Support Societies?

Big Calendar

What can you get involved in:

- black history month
- men's mental health
- this girl can
- give it a go
- Refreshers
- RAG
- Choose a Challenge
- Volunteering

How can the SU Support Support Societies?

Admin and Advice

Our Memberships Team is here to support you with your roles and to help make sure your society is successful.

We can support with:

- Risk Assessments
- Room bookings
- Sponsorships
- Promoting your society
- Budget planning
- Finance
- Elections
- Lots more- just reach out to us and let us know how we can help

How can the SU Support Support Societies?

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Running An Effective Society

Society Checklist

- Risk Assessment
- Asset Register
- Budget Planner
- Data Handling
- GDPR
- Society Constitutions



How can the SU Support Support Societies?

Society Committee Roles

President:

Are the leaders of societies, they are responsible for the overall strategy of how the society is ran. They often hold the ability to make the casting decision on the direction of activity.

Treasurer:

Are responsible for the financial oversight of the society. Ensuring that societies have a good financial forecast to remain sustainable, managing budgets and following financial procedures.

Other committee roles:

- Vice President, Social Media, Welfare Officer, Events Officer and more
- Societies are able to decide additional roles they feel their societies need.

Committees Responsibilities

1. To adhere to this Societies Constitution, the Memorandum, Articles of Association, Bye Laws, the Student Handbook and all other policies and procedures at the Union.
2. To complete all society documents – stated in Appendix D
3. To ensure a free and democratic election of committee members each academic year, with help from the Activities Coordinator.
4. To send at least one representative to each meeting of Societies Forum and also to all Union AGM and any called EGMs.
5. It is compulsory that all money is processed through Solent Students' Union.
6. To allow for all members of the Union to be eligible for membership.
7. To ensure that all society members are full members or associate members of the Union.
8. Complete an annual risk assessment for your society and for each event you hold, with support from the Activities Coordinator.
9. To pass on any information to their own society members, received from the Students' Union.
10. To complete a Society renewal pack before the start of each academic year. This pack will include all key information the Union needs to know about the society.

Elections

Elections for a new committee should take place via the website during the Election period in April. Any positions not filled during the election period must be filled via a by-election within the first 3 months of the new academic year.

5.1.2 Notice of Elections must be given to all society members no less than 14 days before the election. This must be communicated via email to the societies' entire registered membership list. It is also advised that supporting posts on the societies' social media and/or webpages are conducted.

5.1.3 Details of the Election must be sent to the Membership Manager and the Activities Coordinator at least 7 days before the nomination period opens, so the election can be set up on the website.

Elections

5.1.4 Only standard society members can vote, not associate members.

5.1.5 No Society member may stand for more than one committee position in the same election.

5.1.6 Sabbatical Officers are not eligible to run for committee positions.

5.1.7 The option to Re-open Nominations (RON) must be available for each position.

5.1.8 Those committee members who wish to stand down from their committee roles will need to inform the other committee members of their society and the Activities Coordinator. Once they have been informed, a by-election can take place.

5.1.9 Under exceptional circumstances, if your society cannot hold an election through the website, your society may have the option to hold an election via email or show of hands at an AGM. This will be conducted by the Activities Coordinator. This will be at the discretion of the Membership Manager. Please see appendix C for more details regarding email voting.

5.1.10 Your society must ensure that it runs a fair and democratic election. Every standard member of your society is eligible to run for a position.

5.1.11 Members participating in society elections must adhere to the Society Committee Election Rules.

AGM

An AGM must take place after your elections and can follow this suggested agenda:

1. Introductions and apologies
2. Welcoming and introduction of newly elected committee
3. Society's year in review
4. Society's finance review
5. Society's finance forecast (including updating of budget and setting membership fee)
6. Society's asset review and update
7. Society's year forecast
8. Freshers' Fayre planning
9. Complete Society Renewal pack
10. Any other business (A.O.B)

Society and Activities Executive

The Activities and Societies Students Officer are responsible for overseeing the running of the Society Forum

This includes:

- Chairing all Society Forum Meetings
- Ensuring that all documents and amendments are accurate
- Ensure that all meetings are run in accordance with the bye-laws
- Provide relevant updates at Student Council Meetings
- Work closely and ensure good correspondence with the Student Voice Coordinator and Activities and Engagement Coordinator

Society Forum Meeting Role Specific Duties:

- The Activities and Societies Students Officer must not take part in any debate, and when they speak, everyone else must be silent during Society Forum,
- The Chair of Activities and Societies Students Officer is responsible for maintaining order of the meeting, and anyone wishing to speak must do so through the Chair.
- The length or nature of any debate is at the discretion of the Activities and Societies Students Officer
- The Activities and Societies Students Officer will allow questions from the floor on Officer reports. The length of question time will be at the discretion of the Activities and Societies Students Officer
- In the absence of the Activities and Societies Students Officer another member of the Union appointed by the members of council present shall preside as chair of the meeting.

Running an Effective Society

Society Forum

Society Forum will take place at least once per semester. This is an opportunity for all Society Committees to meet and discuss the society portfolio, raise feedback, areas of concern and good practice.

The main aim, is to provide a regular opportunity for Committees to meet as a group with the SU and Union President. This allows us to review our practice and ensure we are best supporting our societies.

It is expected that a representative from each society attends, to ensure we have a holistic understanding of our work with societies.

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Website and Social Media Guidance

Website Page

All of our Societies are provided with a page on our website to promote your activities and to allow students to register for membership.

A member from each committee should have access to the page as admin to update your pages regularly. If you do not have access, please email us and we can get this set up for you.

You own these pages and we encourage you to tailor them to your society!



Choose file No file chosen

Details

Email address

This is your public email address for general contact.

Web address

If you have an external website, enter the URL here.

Website Page

Make sure your pages are serving their purpose! You want students to know who you are, what you do and how to get involved.

Make sure you have updated:

- Contact details
- Overview of what the society is
- Regular meetings/ sessions/ training
- Links to social media
- Membership prices

Ideally share election results, socials and events.



Choose file No file chosen

Details

Email address

This is your public email address for general contact.

Web address

If you have an external website, enter the URL here.

Website Page

Most societies, unless you request it, will have only 2 membership options when looking at your page.

Standard membership is for any current student of Solent and Associate membership is for alumni, staff and students of other organisations.

The extra £15 on an associate membership is a charge for non-members based on the value of our services



Darts Society

Darts Society Standard Membership
£30.00
[Add to Basket](#)

Darts Society Associate Membership
£45.00
[Add to Basket](#)

Website Page

As part of what we do, we can also help you with other purchasing options. If you have any extras that may not be included within the membership - for example for equipment, kit or for events, we can help with this. We can set up products that will appear on your webpage - you can also have these set up for open purchase or for purchase just by members.

We also use a system called Native, which we use to upload all of our events. We can give you access to this in order for you to create events. By using our native platform, your event will be advertised on the website alongside our events

Upcoming Events

[See All Events](#)



FRESHERS FAIR 2025
20 YEARS OF SOUTHAMPTON SOLENT

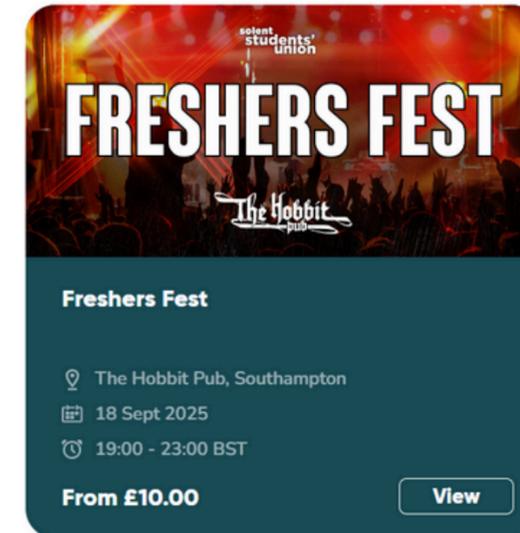
Freshers Fair

📍 Solent Sports Complex - Southampton Solent University, Southampton

📅 18 Sept 2025

🕒 10:00 - 16:00 BST

[View](#)



FRESHERS FEST

Freshers Fest

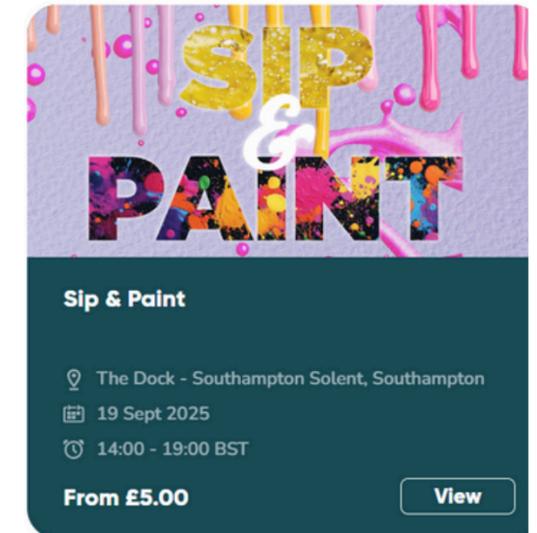
📍 The Hobbit Pub, Southampton

📅 18 Sept 2025

🕒 19:00 - 23:00 BST

From £10.00

[View](#)



SIP & PAINT

Sip & Paint

📍 The Dock - Southampton Solent, Southampton

📅 19 Sept 2025

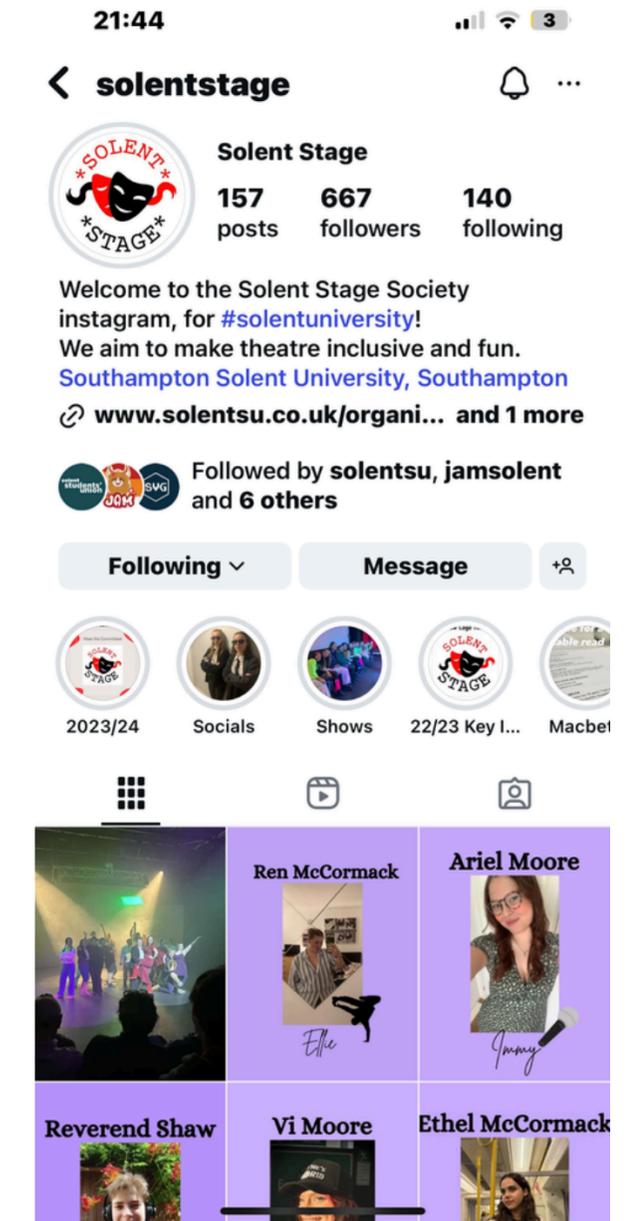
🕒 14:00 - 19:00 BST

From £5.00

[View](#)

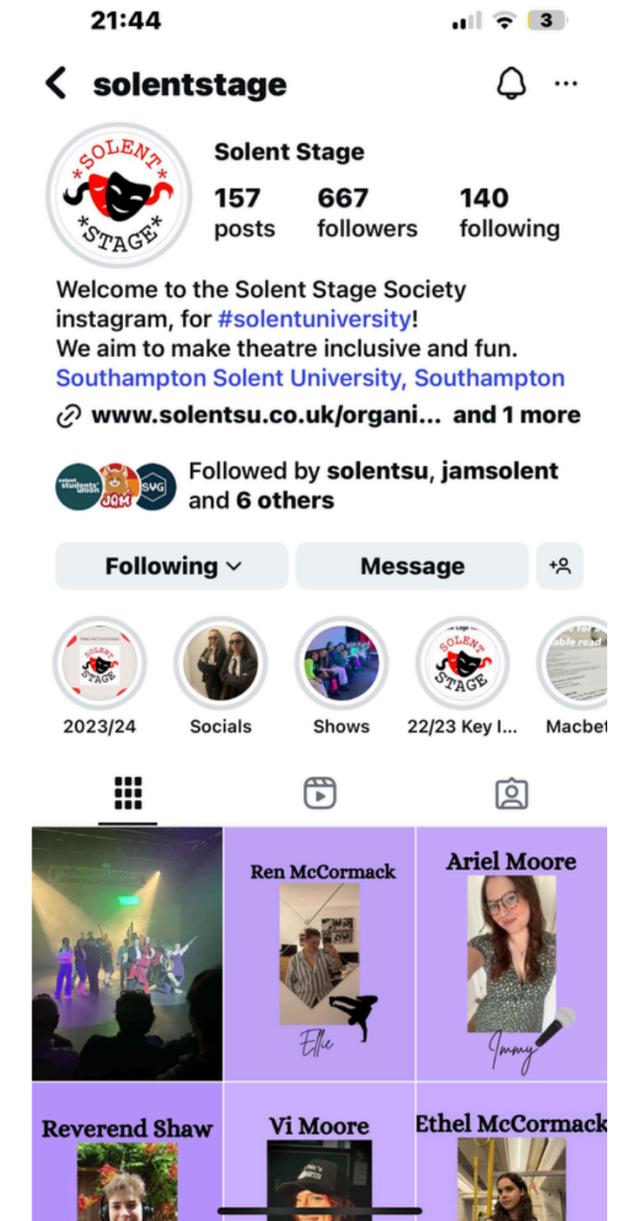
Social Media

- Use a simple, easy to remember, social media handle
- Brand identity is important
- Be consistent in your posting
- Have conversations
- Use a variety of different medias



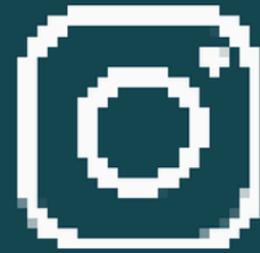
Social Media

- Use a simple, easy to remember, social media handle
- Brand identity is important
- Be consistent in your posting
- Have conversations
- Use a variety of different medias



Platform

What platform is best for you?



TIP: Pick one as your main platform – this will depend on what your target audience uses most and put most of your focus into this.

What not to do

Here is an example of social media that has gone very, very wrong...

REMEMBER: everything is accessible by the public and the media.

You are not only representing yourself online, but also your university, your Students' Union and any other connections you have.



A university student who dressed as a concentration camp victim will not be taking up the role as student president after a disciplinary process.

Images of Sam Farrell at a party on 23 March wearing striped pyjamas with a Holocaust number were tweeted by the Union of Jewish Students (UJS) who said they were "extremely concerned".

The president-elect had been due to take up the role at Edge Hill University in Ormskirk on 1 July.

He said he was "deeply sorry".

The UJS welcomed the apology but said his "consistent history of antisemitic, Islamophobic, homophobic, transphobic, sexist and ableist social media posts deem him unfit for a role such as SU president".

Edge Hill Students' Union (SU) said they plan to organise anti-Semitism training for all new student officers after being contacted by a UJS representative.

Promoting yourself

- Get creative with your content
- Have a personality
- Plug your social pages (not personal) as much as possible
- Collaborations
- Tags and signposting
- Take part in SU social take overs, filming and campaigns

Promoting events

- Post teasers with relevant information
- Post countdowns
- If it is ticketed, make sure the ticket link is easy to find
- Create an event page on native
- After the event, post a round up
- TIP: Add a linktree to your bio to collate all your relevant links

Scheduling Content

There's two main ways you can do this:

- Use a scheduling app such as Later, Hootsuite or Buffer.
- Draft posts manually and save them to the app This depends on what platform you choose to use. Not all allow you to schedule posts

Our Socials

@solentsu (Instagram, Twitter, Facebook and TikTok)

Give us a follow and when you post, please make sure to tag us as we love to see your content and want to share it on our page.

Media Law Training

We have subscribed to have Adam J Lindsay a Media Law and Ethics Trainer to provide training to our Societies. Adam is also a Senior Journalist for BBC and has a host of knowledge.

If you would like us to sign you up, you will be able to attend the training and have access to additional information and guidance after.

We strongly recommend a member from each committee to attend.

Please email us if you would like to attend and we can be flexible with dates.

Website and Social Media Guidance

Media

Anything you post on social media can be used by media outlets

- Be sensible and careful - they can quote a tweet, a photo, a comment, anything.
- If in doubt, leave it out or speak to our SU communications team for advice.

REMEMBER: If the media approach you, which can be done via email, phone or on social media, flag this to the SU communications team as soon as possible and don't comment until you have spoken to the communications manager.

Defamation

What is defamation?

The term 'defamation' describes an untrue statement that's been presented as fact and causes harm to the character of the person it describes.

Can companies sue in defamation?

Yes - if the statement has caused, or is likely to cause, serious harm in the form of serious financial loss.

False or intentionally misleading accusations have the potential to reach a wide audience of people and damage reputations substantially.

Copyright

Types of digital content that can be copyrighted are:

- Blogs
- Social media posts
- Short online articles
- Apps
- Photos and videos
- News pieces
- Website content

No social media site owns the work that has been posted on their site; the copyright is kept by the owner. But by agreeing to post on said social media site, you sign an agreement (outline in the T&C's)

Copyright Social Media Tips

1. Post with caution. If it's valuable, do not put the content on social media unless it has been copyright approved.
2. Label it. Add your social media handle to the image.
3. Avoid using other people's work on your page. Unless you have specific permission from the creator

Regulation and Social Media

You're in charge of regulating your own social media pages

- Social media platforms will only remove/block content that goes against their policies after an account has reported it
- You must disclose gifted or paid collabs

Regulation and Social Media

- Create a transparent, trust-worthy and safe experience for your users
- Ensure your content is inclusive
- Don't delete comments from other users HOWEVER, if the comments left are hateful, discriminatory or a form of bullying, these should be reported to the app as soon as possible and to the SU comms team who will advise.

Good Content

- Helpful guides and tips
- Event round ups
- What's coming up schedules
- Behind the scenes or montage clips
- Relevant trends to your niche
- Hot topic or recent news posts (and how this impacts your niche)
- Notice of elections
- Society wins

Bad Content

- Hateful or discriminatory posts
- Fake news and accusations
- Bullying or targeted posts
- Posting on your account when under the influence
- Sharing or liking content that goes against our values

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Finance Guide

How to access Society Funds

All society must be held in a Students' Union bank account controlled by our finance department. You are able to deposit in money whenever you wish.

Majority of society funds comes from membership fees, sponsorships or fundraising.

You are able to spend your society money on what best helps your society aims/ what best develops the society.

You will not be allowed to make purchases that take the account into the negative.

You must request to remove money, with permission from the committee.

You cannot hold funds outside of the student unions bank accounts.

Where does Society Money Come From?

Students purchasing memberships to a society supports the running and activities of that particular society. So, it is important to use the budget planner to work out what is the most appropriate fee.

Societies can set their own membership fees, or they can opt to have a free membership.

All membership money will come straight to the SU finance team, and we will allocate to the correct societies. For example, if you have 20 members, with a membership fee of £5, you will have £100 in your society funds.

Sport Clubs, our finance team give the money straight to Solent Sports to support your activities throughout the year. Including things like travel, pitch hire and officials for your games.

How to access Society Funds

There are multiple ways to request money from the society account, the easiest being reimbursing a purchase.

Reimburse purchase - You buy the product with your personal account (KEEP THE RECIEPT) and we reimburse you for it once you have submitted a funds request.

Request are processed each Thursday, so if you submit a request on Friday it will not be processed until the following Thursday.

You can find the Society Funds Request for on the Committee Hub on the Website.

How to access Society Funds

We can also purchase the items on your behalf.

You would need to email us with the exact information, links and specifications of how many etc.

We can then purchase this using your societies funds.

How to access Society Funds

Alternatively, we can bank transfer to pay an invoice for you.

To do this, email our finance team with the invoice and a description of what the invoice is for and we will process this on behalf of the society.

How to access Society Funds

Remember, any payment or purchase must be signed off by another committee member.

For example, the treasurer requests the payment and the president signs it off.

Details of the person completing the form- not necessarily the person owed money.

Name*

Jane Doe

Date*

12/07/23

Society Name*

Animal Society

Must add proof of purchase

Description of item bought*

Cat Food

Price of item*

£20

Do you have more items you wish to claim for?*

YES

NO

Please attach a photo of the invoice/receipt you received for purchasing the item/items

CHOOSE A FILE

If you could not attach a photo, please attach a document of the invoice/receipt you received for purchasing the item/items

CHOOSE A FILE

Requestor name*

Jane Doe

Date of request*

12/07/23

Committee Authorisation, Treasurer or President Only (you may not sign off on your own payments)*

John Smith (Treasurer)

Date signed*

12/07/23

Does not have to be a committee member



Cannot be the same person requesting the money. Ideally the treasurer to authorise, but does not have to be.



Make sure all information is correct before submitting.



Account name (of the account you would like the money transferred to)*

Jane Doe

Sort Code*

12-12-12

Account Number*

12324423

Submit

Society Income Budget 2025/26

Society Name
XXXXX
Society Number
XXXXX

No.	Description	Quantity	Unit Price	Total Price
Mandatory	Balanced passed over	N/A	N/A	
1				£ -
2				£ -
3				£ -
4				£ -
6				£ -
7				£ -
8				£ -
9				£ -
Total Income:				£ -

Total In Account:	£ -
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Make sure I am not in the negative!!



The form is coded to help you with managing your budgets

No.	Description	Quantity	Unit Price	Total Price
Mandatory	Balanced passed over	N/A	N/A	£ 500.00
Eg.1	Memberships (Freshers)	30	£ 5.00	£ 150.00
Eg.2	Tickets (Musical) - General Admission	100	£ 10.00	£ 1,000.00
Eg.3	Tickets (Musical) - Concessions	50	£ 5.00	£ 250.00
1				£ -
2				£ -
3				£ -
4				£ -
6				£ -
7				£ -
8				£ -
9				£ -

Total Income: £ 1,900.00

Total In Account:	£ 1,290.00
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Make sure the form is accurate and log all income so that you dont go into the negative!

**Society Expenditure
Budget 2025/26**

No.	Description	Quantity	Unit Price	Total Price
1				£ -
2				£ -
3				£ -
4				£ -
5				£ -
6				£ -
7				£ -
8				£ -
9				£ -
			Total Outgoings:	£ -

Make sure you log all expenditure regularly so that none is missed



No.	Description	Quantity	Unit Price	Total Price
Eg.1	Stage Light	1	£100.00	£ 100.00
Eg.2	T-shirts	50	£ 10.00	£ 500.00
Eg.3	Stickers	100	£ 0.10	£ 10.00
1				£ -
2				£ -
3				£ -
4				£ -
5				£ -
6				£ -
7				£ -
8				£ -
9				£ -
			Total Outgoings:	£ 610.00



Remember, we cannot reimburse fees if you are in the negative, the form will deduct automatically from your income log

Additional Funding

Additional funding is designed to help societies in tough or unexpected times, however there is no guarantee that you will be granted the funds.

The funding cannot be used for general running costs as these should have been planned for and considered when creating the budget template.

You can access the additional funding form on the Committee Hub on the SU Website.
Additional funding form - <https://additionalfunding.paperform.co/>

Additional Funding

Requests will be reviewed by the SU Leadership Team and a decision made by them.

You are required to have 3 quotes from 3 different suppliers if applying for equipment.

There is no limit to the number of requests you submit, but your last request will be taken into account when considering the current request.

More information regarding additional funding can be found in the Student Handbook.

Remember, if you are concerned about your societies finance, please come and talk to us so that we can see how we can support you.

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Important Forms

Society Constitutions

All Society Presidents must read and sign the society constitutions. This is your agreement that you understand and accept the terms aligned with being a society.

A copy will be shared with all committees to complete.

Risk Assessment

A risk assessment must be completed for the general activities of each society.

For any events or trips that are not within your usual activities, you will need to complete an additional risk assessment.

Templates can be found in the committee hub.

Budget Plan

A budget plan for each society must be completed and shared with the SU.

A template can be found on the committee hub.

GDPR and Data Handling

GDPR training and a Data Handling form must be completed by all committee members.

Once you have completed the GDPR training, you need to sign the Data Handling Agreement.

The link to the training and form can be found in the committee hub.



Asset Register

All Societies must complete an Asset Register and share this with the SU. This should be updated regularly throughout the year. A template can be found on the Committee Hub.

Make sure everything your group owns is noted down and logged, this means at the end of the year, we can make sure you still have everything to ensure you're ready for your activity to progress.

Asset Register 2023/24										
Society Name										
Animal Society										
Society Number										
1234										
Item Number	Item	Description	Quantity	Value (individual)	Value (Total)	Location	Serial Number (if available)	License Activation Key (software only)	Known Purchase Date	
.g. 1	1	Cat Food	5	£ 20.00	£ 100.00	Room of Doom	1234567	N/A	23/07/2023	
.g. 2	2	Dog Bed	1	£ 50.00	£ 50.00	JMEG05	7654321	N/A	04/05/2022	
.g. 3	2	Monopoly (Board Game)	1	£ 15.00	£ 15.00	JMEG05	1029384	N/A	06/03/2019	
	4				£ -					
	5				£ -					
	6				£ -					
	7				£ -					
	8				£ -					
	9				£ -					
	10				£ -					
	11				£ -					

Summary

We are so proud of all our Societies and want to acknowledge the amazing work you do!

Remember, we are here to support you throughout the year. If you need our support with completing any forms, booking rooms, managing finances or just want a bit of advice, we are here for you.

We are so looking forward to seeing what you achieve this year!

Quiz Time

Now that you have read through the required information, please scan the QR code below and complete the questions.

Our Activities and Events Coordinator will then be in touch to let you know if you have passed and add you to our MS Teams Group.



Any Questions?