Personal Tutoring Expectations

- Staff should normally meet all new tutees during the first week of the new academic year[1]. Meetings with returning students should normally take place within the first two weeks of the new academic year.
- Staff should meet every tutee individually at least twice a term, and in addition meet with tutees as a group at least once a term (as a year group or across year groups).
- Students are expected to attend meetings and let their tutor know in advance if they are not able to attend.
- Students are expected to use their College email account, check it regularly and respond to messages as appropriate.
- Staff are expected to maintain regular contact with tutees, and respond to student emails within three working days, keeping records as appropriate.
- The Senior Tutor is expected to make students aware of staff office hours and of the scope of the personal tutor's responsibilities.
- Staff are expected to make half hour slots available for students to see them one to one on request.
- Staff will be provided with training when new in role, and with continuing professional development relating to the role.
- Staff are expected to provide support in a range of areas, and have a broad knowledge of student support services.
- The Senior Tutor is expected to provide support and guidance to staff, and to be an additional point of contact for students where needed.
- Staff are expected to keep the Senior Tutor informed of any issues arising with their tutees, including concerns with wellbeing, difficulties with academic progression, or non-attendance.
- The Senior Tutor is expected to make students and staff aware of these expectations and discuss ways in which these can be developed and built upon within their department.

---

[1] During Week Zero wef 2018/19