

Coffee Session Email Template Basics

Arranging meetings with tutors can feel daunting, but don't worry! This pack provides templates to help you start. Included are examples for email communication about your role and what to cover in meetings.

If you're a standard pathway student rep, you have a coffee session with course leaders each semester. This can be a quick 10-minute meeting wherever is convenient, but you'll need to coordinate with tutors to set it up.

Template for General Email Communication

Dear TUTOR,

I am [**your name**], I am the student rep for [**course name** (or **strand**)].

I am emailing you to arrange a meeting to (**say what you want the meeting to be about**).

Please could you respond with some dates and times that suit your schedule, and we can arrange from here.

Kind regards,

[**Your name**]

[**Student ID**]

Top Tips:

- Keep your language and tone professional, avoid using acronyms and slang
- For support with writing emails, please contact your School Officer, the SU Rep Team, or the Student Learning and Achievement (SLA) team.
- After completing your coffee session, email **surepresentation@bnu.ac.uk**, copying in the course leader, to confirm that the session has taken place so it can be recorded in your rep recognition scheme and financial reward.
- You can use the "**Find My Rep**" function on the SU website to reach out to reps from your course at different levels and arrange to hold the meeting together.