

| DAY 3 - FRIDAY 5TH SEPTEMBER            |  |   |  |   |
|---|--|---|--|---|
| Venue - Management School, South Campus |  |   |  |   |
| Time                                    | New RAs  | Continuing RAs  | New PRAs   | Continuing PRAs   |
| 9am                                     | <b>Arrival teas and coffees</b><br><b>Location: First floor breakout space</b>   | <b>Arrival teas and coffees</b><br><b>Location: First floor breakout space</b><br><i>If this is your first day at the Conference, please register with the Halls Life team on arrival.</i>  |  |   |
| 9.30am                                  | <b>Final Day Welcome</b><br><i>Sam Pope , Head of Accommodation</i><br><i>Ellen Ellis , Student Experience Manager</i>   | <b>Final Day Welcome</b><br><i>Sam Pope , Head of Accommodation</i><br><i>Ellen Ellis , Student Experience Manager</i>  |  |   |
|   | A brief introduction to the final day of the Conference which is the first day with sessions bringing together both new and returning team members.  | A brief introduction to the final day of the Conference which is the first day with sessions bringing together both new and returning team members.   |  |   |
| 9.45am                                  | <b>Event planning</b><br><i>Halls Life team</i>  | <b>Event planning</b><br><i>Halls Life team</i>   |  |   |
|   | This session will look in more detail at practical planning for your RA led events based on best practice and experience from the previous academic year.<br><br>The session will also discuss expectations for supporting Halls Life events this year, with a focus on the upcoming Welcome period.<br><br><b>Location: TBC</b>   | This session will look in more detail at practical planning for your RA led events based on best practice and experience from the previous academic year.<br><br>The session will also discuss expectations for supporting Halls Life events this year, with a focus on the upcoming Welcome period.<br><br><b>Location: TBC</b>  |  |   |
| 11.15am                                 | <b>Break (15 mins)</b><br><b>Location: First floor breakout space</b>  | <b>Break (15 mins)</b><br><b>Location: First floor breakout space</b>   | <b>Arrivals teas and coffees</b><br><b>Location: First floor breakout space</b>  | <b>Arrivals teas and coffees</b><br><b>Location: First floor breakout space</b><br><i>If this is your first day at the Conference, please register with the Halls Life team on arrival.</i>   |
| 11.30am                                 | <b>Health Assured</b><br><i>Danny Marfany , Student Life &amp; Staff from Health Assured</i>   | <b>Health Assured</b><br><i>Danny Marfany , Student Life &amp; Staff from Health Assured</i>  | <b>Health Assured</b><br><i>Danny Marfany , Student Life &amp; Staff from Health Assured</i>   | <b>Health Assured</b><br><i>Danny Marfany , Student Life &amp; Staff from Health Assured</i>  |
|   | Health Assured is the University's 24 hour helpline and app for mental health support. This session will give an overview of the service and when would be appropriate to refer students to it.<br><br><b>Location: TBC</b>  | Health Assured is the University's 24 hour helpline and app for mental health support. This session will give an overview of the service and when would be appropriate to refer students to it.<br><br><b>Location: TBC</b>   | Health Assured is the University's 24 hour helpline and app for mental health support. This session will give an overview of the service and when would be appropriate to refer students to it.<br><br><b>Location: TBC</b>  | Health Assured is the University's 24 hour helpline and app for mental health support. This session will give an overview of the service and when would be appropriate to refer students to it.<br><br><b>Location: TBC</b>   |
| 12pm                                    | <b>Kx Student Life: Contact with your students &amp; best practice for report writing</b><br><i>Ellen Ellis , Halls' Student Experience Manager &amp; Steph Handford , Operations Manager</i>  | <b>Kx Student Life: Contact with your students &amp; best practice for report writing</b><br><i>Ellen Ellis , Halls' Student Experience Manager &amp; Steph Handford , Operations Manager</i>   | <b>Kx Student Life: Contact with your students &amp; best practice for report writing</b><br><i>Ellen Ellis , Halls' Student Experience Manager &amp; Steph Handford , Operations Manager</i>  | <b>Kx Student Life: Contact with your students &amp; best practice for report writing</b><br><i>Ellen Ellis , Halls' Student Experience Manager &amp; Steph Handford , Operations Manager</i>   |
|   | This session will discuss the various contact points and duties across the year that you will be asked to undertake to maintain regular contact with your students.<br><br>This will include a focus on correct use of the Student Life system to record your duties and interactions with students, as well as best practice for writing up your reports.<br><br><b>Location: TBC</b> | Following the changes for 2024/25, further revisions have been made to the contact schedule that will be in place for 2025/26 for maintaining regular contact with your students.<br><br>This session will provide an overview of this, as well as a focus on correct use of the Student Life system to record your duties and interactions with students, and best practice for writing up your reports.<br><br><b>Location: TBC</b> | This session will discuss the various contact points and duties across the year that you will be asked to undertake to maintain regular contact with your students.<br><br>This will include a focus on correct use of the Student Life system to record your duties and interactions with students, as well as best practice for writing up your reports.<br><br><b>Location: TBC</b> | Following feedback on the drop-in sessions in place during 2024/25, changes have been made to the way you will be expected to maintain regular contact with your students this year.<br><br>This session will discuss the various contact points and duties across the year that you will be asked to undertake, as well as a focusing on correct use of the Student Life system to record your duties and interactions with students, and best practice for writing up your reports.<br><br><b>Location: TBC</b> |
| 1pm                                     | <b>Lunch (1 hour)</b><br><b>Location: First floor breakout space</b>   | <b>Lunch (1 hour)</b><br><b>Location: First floor breakout space</b>  | <b>Lunch (1 hour)</b><br><b>Location: First floor breakout space</b>   | <b>Lunch (1 hour)</b><br><b>Location: First floor breakout space</b>  |
| 2pm                                     | <b>Dealing with incidents</b><br><i>Gemma Draycott and Matt Murphy, Wardens</i>  | <b>Dealing with incidents</b><br><i>Gemma Draycott and Matt Murphy, Wardens</i>   | <b>Practical scenarios for the PRA role</b><br><i>Ellen Ellis, Halls' Student Experience Manager &amp; Steph Handford, Operations Manager</i>  | <b>Practical scenarios for the PRA role</b><br><i>Ellen Ellis, Halls' Student Experience Manager &amp; Steph Handford, Operations Manager</i>   |
|   | A scenario based session bringing new and returning RAs together to discuss best practice for dealing with incidents, from common issues students may approach you with to incidents you might encounter on duty.<br><br><b>Location: TBC</b>  | Featuring new scenarios to cover a range of issues, this session will introduce new topics that have potential to trend in 2025/26, whilst also acting as a refresher on core issues and an opportunity to share your knowledge and experience with new team members.<br><br><b>Location: TBC</b>   | A scenario based session designed to look at some common issues you could encounter when engaging with students via your duties or being approached by your students for support.<br><br><b>Location: TBC</b>  | A scenario based session designed to look at some common issues you could encounter when engaging with students via your duties or being approached by your students for support.<br><br><b>Location: TBC</b>   |
| 4pm                                     | <b>Sessions end</b>  | <b>Sessions end</b>   | <b>Sessions end</b>  | <b>Sessions end</b>   |