

## *Email Template: introducing yourself to students*

Hello,

My name is (insert name) Alongside (insert other rep name), we will be your Class Reps for the year.

Class Reps work as a link between students and staff. It is our responsibility to gather your feedback on your learning experience at Heriot-Watt University. We will work with our lecturers to find solutions for issues that may arise within our class. Class Reps also work with the Student Union, on wider college issues affecting the Student Experience. We’ll be in touch to ask you about your views on issues relating to the wider experience at college.

If you need help, you can contact me on (insert contact details)

Kind regards,

(Insert Name).