Student Support Review Statement Guide

How this guide helps

This guide sets out key reasons for drafting a Student Statement for a Student Support Review meeting, what to include in it and how to use your statement in the Student Support Review process.

Reasons for a Student Support Review Statement

While there is no requirement to write a student statement here is how it may help with a student support review. A student statement:

- Helps you focus on key points and outline your suggested plan for the future, as well as the support you are seeking or may need.
- Shares key points with a supporter before your meeting
- Answers the questions that may potentially come up in the meeting
- Acts as a ‘script’ in your meeting
- May form a part of the official record of the meeting
- Shows your insight into your wellbeing

Features of a Student Support Review Statement

Whilst this is not a ‘one fits all’ structure, we believe the following key points may help with outlining your case in the meeting.

It should be **concise** summary of key points – one or two sides of text (around 500 to 700 words)

It should be a **clear** account of key points – to help with this consider having a clear structure that make use of:

- Headings
- Paragraphs
- Bullet Points

Potential statement sections could include:

1) **Introduction** – a chance to ‘thank’ those present at the meeting for considering your statement and briefly outlining the key messages you want to put across.

2) **Main body** – You may consider dividing it into sections, for example:

   **How have things been?** This might include:
• Your studies

• Availability of the right advice & support (may include submitting any relevant letters/documentation)

• Your health & wellbeing

**How are you now?** This might include:

• Have there been any recent changes?

• Current challenges?

• What is helping at the moment?

**What about next steps?** This might include:

• Further support (academic, practical, wellbeing)

• Your plans regarding upcoming work

• Taking time out from study

• Regular review meetings

3) **Summary/desired outcome** – You may wish to finish with a sentence summarising the key message the meeting participants. A summary is also a chance to remind the participants of the suggested action plan for engagement and support you have for the future.

**Finally**

For further guidance on the Student Support Review process, contact the Advice Centre Tel: 02380 592 085 Email: advice@susu.org.

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