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# Working with the Education Liaison Team

Since 2021, we have seen a 25% increase in requests for activity from schools/colleges. Due to this demand, there have been a number of school and college events that we’ve been unable to attend and so we wanted to give some advice so that your school/college doesn’t miss out on our support going forward;

* Each school, sixth form or college across the country can contact us in two different ways for outreach activity requests for both on and off campus. If you would like to invite us to an event via email you can contact educationliaison@edgehill.ac.uk or you can fill in our [outreach request form](https://www.edgehill.ac.uk/study/schools-and-colleges/booking-form/). We will aim to get back to you within 3-5 working days. At busier periods of the year (October, March and June) this may be slightly longer due to the team being on the road more regularly, so please do bear with us if a reply takes a little longer than usual.
* We will always update you of any changes in the point of contact for our team, so that you know where to send invites, queries, or requests.
* We can help you with any request about the university, so we recommend contacting ourselves first. If you would like an academic led session, have a query about admissions or our student support teams, we can find the answer for you, or if not signpost you to the correct person or department.
* We send a monthly newsletter to provide you with information, upcoming events, our availability as well as prospective students signposting/useful links. We send this from an online system via our emails, so please check this isn’t going into your junk folder. If you don’t think you are receiving it or if any colleagues would like to be added to the mailing list, please let your main contact know.
* We have [dedicated and detailed webpages](https://www.edgehill.ac.uk/departments/support/studentrecruitment/) which outlines our full menu of activities that we offer for students, parents and supporters as well as teachers and advisers. This is always kept up to date and includes some information around our [Widening Access and Student Success](https://www.edgehill.ac.uk/departments/support/studentrecruitment/widening-access-and-student-success/) team and the support programmes they can offer too.
* We also have an active [LinkedIn page](https://www.linkedin.com/company/edge-hill-university-education-liaison/?viewAsMember=true) which details our travels as well as any upcoming interesting events and deadlines for your students. Feel free to tag us when you have worked with us or visited!
* We receive multiple requests on a daily basis. During the busiest times of the year, we will try and respond to you as quickly as possible after looking into staffing availability and other logistics relating to requests. Sometimes, unfortunately, we will be unable to attend an event you have invited us to or accommodate you on a campus visit, but we will always try to offer an alternative.
* We always appreciate as much notice as possible, along with information on any event to allow us to plan our calendars. It’s really helpful to know timings of an event, what the event is, which year groups will be attending, and a timetable if possible. If you are ever planning an event and would like our input into what might be beneficial for students, please get in touch. We work closely with other universities too so would be able to make some suggestions that would hopefully lead to an event that was successful and useful for everyone involved!
* We recommend that you book in an Activity Planning Meeting with one of our team every summer term or early September to map out the support you would like us to provide for that full academic year. Schools and colleges we have these meetings with find it helpful to have everything agreed and booked in, which saves everyone planning time and ensures that sessions and activity are scheduled for the best time rather than having to be fitted in.
* If you are further away, we can travel to your events when we have availability. Schools and colleges who book in their activity on either side of UCAS/UK University Search events in your area often get a better attendance from other institutions from outside of your region.
* The team are always happy to offer Teacher & Adviser CPD sessions, on a range of topics from reference writing to student finance. It’s a great opportunity for your sixth form/college teams to update their knowledge and access CPD, free of charge.
* If you are attending an on-campus event, e.g., our subject taster days or a bespoke campus visit, we will ask you to return your booking form and Service Level Agreement (SLA). This sets out how the events will be run and confirms your booking. We suggest doing this ASAP to avoid missing out on spaces on events or your preferred date.
* We are unable to offer Year 7-11 visits onto campus for your school only. Instead, we offer pre-set days that run throughout the year. We are also able to attend whole school careers fairs, subject to availability, more details are available on [our webpages.](https://www.edgehill.ac.uk/departments/support/studentrecruitment/activities-for-students/pre-16-activities/)
* All our activities are free of charge whether on or off campus. We ask that you consider this when booking in with us and if cancelling or changing requests, that you give us as much notice as you can. Many events require us to book catering, student ambassadors, travel and hotels and we try to cancel these when they are not needed after plans change. We don’t pass on our costs to you, but we need to use our budget as efficiently as possible to maintain this position and continue to offer the best events we can.

We look forward to working with you in 2025 and beyond!

Education Liaison Team @ Edge Hill University