**Appendix 1: Note of Concern**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name |  | Student ID |  |
| Date of birth |  | Gender |  |
| Telephone |  | Email |  |
| Address |  | | |

Concern raised by (please include role and context):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Brief factual description of the concern, including specific examples/observations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Comments and observations of academic and non-academic staff or others:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Student comments and observations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Agreed action points:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Agreed action plan (including any specific steps needed):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

Review date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | **Amber** | | **Red** | |
|  | |  | |  | |
| Date: | Click to enter a date. | Date: | Click to enter a date. | Date: | Click to enter a date. |

IMPORTANT NOTE: The student is hereby advised to make themselves aware of ALL potential financial and other implications of a leave of absence or withdrawal from their current programme.