

Dear Parents/Guardians,

We look forward to welcoming you and your student to Richmond. Please be assured that your help and presence during the first two days of Orientation are most welcome!

The scheduled time for move-in/check-in is Tuesday, January 12th from 8:00am-5:00pm in the Lycett Room which is located in the Main Building. Please come along and help your student settle in to his/her room. You will also have an opportunity to explore the campus and accompany your student on a guided tour of the Richmond's town centre which are given throughout the day. These tours are led by Residence Life staff and they will help to familiarize your student with local resources. There are various shops in the town centre where dormitory and university supplies can be purchased.

On Wednesday, January 13th there is a Parents Welcome Meeting at 9:30am. All parents are encouraged to attend. Please check the Orientation Schedule for the location of this meeting. You will have the opportunity to meet with senior University administrators who will be available to address any questions or concerns you might have. During the Orientation program, parents may enjoy the following catering services provided in the Dining Hall.

The schedule for meal participation is as follows:

January 12th Breakfast 8:00-9:30am Lunch 12:00-2:00pm Dinner 5:00-7:00pm

January 13th Breakfast 8:00-9:30am Lunch 12:00-2:00pm

We understand that starting university is a major milestone in the lives of students and parents alike. We have carefully designed Orientation week to introduce students to their new lives at university in London. As Wednesday morning is the end of family orientation, we kindly ask that parents excuse themselves from the week's activities after lunch to allow their student to fully engage in their new home and academic environment. We appreciate your participation and cooperation during this first week at Richmond.

Further to this, please be aware that our Parent Resource webpage offers a very informative 'Parent Handbook'. We also recommend you visit our 'Frequently Asked Questions' webpage.

We look forward to seeing you in just a few short weeks!

Sincerely,

The Student Affairs and Admissions Teams