

Welcome back
to 2019-20 Academic Year
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POLICIES UPDATED

The policies below were rewritten to follow the revised QAA Code and London Met Regulations.

- Revised: Assessment Policy
- Revised: Employability and Work Placement Policy
- Revised: Equality and Diversity Policy
- Revised: Programme Design and Approval Policy
- Revised: Recruitment, Admission and Selection Policy
- Revised: Recruitment, Admission and Selection Procedures
- Revised: Student Complaints Policy and Procedures
- Revised: Teaching and Learning Policy
- Revised: Student Engagement Policy

Minor changes were also made to all the policies which involved slight changes in the contents, rewriting external reference points based on the revised QAA Code and adopting a new policy template.

GRADUATION CEREMONY 2019



Date: 21st November 2019

Venue:

City Gates Conference Centre
25-29 Clements Rd, Ilford IG1 1BH

Teaching Excellence Framework Outcome 2019

Silver Award for Nelson College

The Office for Students has announced that Nelson College has been awarded a Silver rating as a result of the 2019 Teaching Excellence & Student Outcomes Framework exercise.

Welcoming this award, Professor Geoffrey Alderman, Principal of the College, said: "Last year Nelson College was given a Bronze award, so the Silver award that's been made to us this year is very welcome, and a tribute to the hard work, dedication and enthusiasm of all our staff and students. I congratulate them all on this result, which helps consolidate our position as a leading provider of higher education in our region."



KEC Team Announcement:

KEC Strengthens Its Team



To ensure that Nelson College London remains at the forefront, the Knowledge Exchange Centre [KEC] team has been strengthened by two new members.

Varuni Dissanayaka, who will be well known by many through her work with NCL Tours, joins in the capacity of Administrative Executive. Varuni has a wealth of academic experience, having herself achieved a First Class (1:1) Degree as a Bachelor of Science in Information Technology and Applied Computing. Varuni has already made her mark by sourcing a workshop speaker whose company will work closely with our students giving career



guidance, not just at the workshop, but into the future.

Also moving across to become the Manager of KEC is Bruce A J McLauchlan; Bruce will be well known to many students as he has lectured at the College since 2013. Asked to describe what KEC does, Bruce said: "KEC has the triumvirate challenge of holding responsibility for some student support services, helping with both curricular and future career matters; social media communications and formulating local business networks." Or in a sentence: Team KEC: enhancing the learning experience through innovation and academic enrichment.

Safeguarding

The College takes seriously its duty to safeguard and protect vulnerable children or adults on its premises or enrolled as students of the College. The College defines vulnerability as being when a child or adult is at risk of exploitation, harm or abuse, including the risk of radicalization.

If you have any Safeguarding concerns, please contact either or both of the following Designated Safeguarding Officers:

For Staff:



Tatiana Russell
(t.russell@nelsoncollege.ac.uk)
HR/Health & Safety/Disability
upport/Student Welfare Manager

For Students:



Aleksandra Osiniagova
(a.osiniagova@nelsoncollege.ac.uk)
Head of Academic Services



National Student Survey 2019 PRIZE-WINNER

Thank you to all the students who have already completed the survey. There are lots of ways for you to share your views throughout your time at Nelson College.

Each year, the National Student Survey (NSS) gives our students the opportunity to reflect on their experience and provide feedback about their course. As part of our NSS promotional campaign eligible students were entered into a prize draw.

Welcome back to 2019-20 Academic Year

A warm welcome back to all our staff and students. We hope you had enjoyable summer and are ready for the new term. The College has been working hard throughout the summer preparing for the return of students. There are many new developments, keep up to date by visiting the college website at www.nelsoncollege.ac.uk and regularly checking the VLE.

Take a visit to the first floor of The Gants Hill campus with three new classrooms, new student common room with kitchen facilities and new staff canteen.



Progression Form Summary: Our New Students Have Their Say

During the eight induction events that were recently held, for HND, FdA and Top Up Degree students, all the attendees were polled for opinions in specific areas; we received responses from 398 students. These questions were designed to ensure that NCL continues to deliver to the needs and expectations of its students.

We Asked	You Said	Therefore, We Will
Which social media platforms are you most active on	Overwhelmingly, you declared Facebook as your favoured medium, with 81% of the vote; Instagram was in second place, with 27% of students	Ensure that Facebook is at the top of or list when we are advertising events
We asked if you were familiar with LinkedIn	65% of students stated that they were not on LinkedIn, with a further 16% saying that they had not heard of it	We will arrange workshops to inform students on the uses and benefits of LinkedIn, to ensure they are prepared for their future career
On the sort of work placements students might consider	Marketing received 59% of the votes cast	Ensure that we maximise the number of places available for these events
If there were particular workshops that you would be interested on attending	Motivational, Career-related and Time-management topped the poll all scoring 35% (±1%)	Use this data to inform our workshop planning to ensure that these are well covered
We asked about the type of career support that you felt would be most useful	46% asked for workshops, 36% favoured a career advisor and further 24% an employers' forum	Deliver all three of these initiatives during the current academic year

ALL CHANGE AT LONDON MET



Mr David Douglas

Head of Programme Delivery
(All Programmes)

I would like to take this opportunity to welcome our new colleagues to the team and existing colleagues to their new positions



Mr Mohd Shakil Haque

Assistant Academic Manager



Mrs Gabriela Carp

Programme Administrator



Mr Sheikh Ziaul Haque

Course Leader FdA Business/Module Leader BA (Hons) Hospitality Management / IM



Dr Kaviraj Santayana

Course Leader: BA (Hons) Top up Business / Module Leader BA (Hons) Top up Programmes/IM



Dr Paul Ridoutt

Course Leader: BA Top up Hospitality Management) / IM



Mr Vishu Sadanand

Module Leader: BA (Hons) Top up Programmes / IM



Dr Fayyaz Qureshi

Module Leader: BA (Hons) Hospitality Management Top up/IM



Mr Milon Mahmud

Module Leader: FdA Business

As a team, we are committed to ensuring that all London Met students have an enjoyable, informative and successful experience on their courses. We do this through ensuring we have engaged excellent and experienced tutors who, in addition to their teaching, are also part of the Student Support available.

This is further enhanced through the allocation of Personal Academic Tutors (PAT's).

Individual Academic Support Tutors are also available to assist when required.

As a College we operate an "Open Door Policy" for students, therefore, if you need help or support either now (or at any time in your studies), please feel free to ask.

Your Student Representatives

Student Representative are elected at the beginning of the academic year. They work together to communicate information to the College and to their fellow classmates by attending meetings. Student feedback is vital and we continue to encourage all students to participate in the enhancement efforts at Nelson College London. We are committed to responding to your feedback and continue to operate on an open door policy basis.

HND Hospitality Management Student Representatives



Marie Bashir Fatifaati



Ayse Hassan Kulucan



Eric Nyahinika



Daniel Pichu



Mariana Monica Gag



Patricia Kadimashi



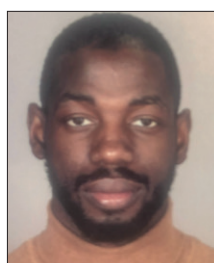
Ethel Mansaray



Max Ngombo



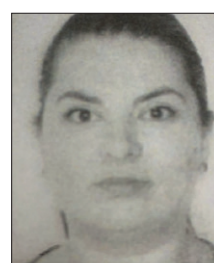
Lutumba Nkolo Nkusu



Laurindo Dias
Domingos



Mercy Cobbah



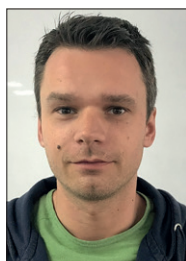
Alis Veronica Zoica



Natasa Kallai



Temitope
Olorunfunmi



Gyrgy Denes



Shilpy Begum



Rose Kihana



Constantin Bogdan



Muhammad
Usman Sethi

LondonMet Student Representatives

Sep 2019-BA-HM- Top-Up

Albena Dimitrova

George Annan Ogbeide

Abdur rashid

Sanawar Miah

Sophie Turay

Sep 2019-BA-Bus-Top-Up

Ganeshanathan Kiritharan

Ayaz Ghuree

Sep 2019-FdA-Business

Oana Purguly

Ramona Disca

Jan 2019-BA-HM

Benianim Ilie

Happy Khatun

KEY MEETINGS

Academic Assessment Panel for HND Business	06-Sep-19
Progression Board (for Sep 2018 intake - HND Business and HM students)	11-Sep-19
Ethics Committee	12-Sep-19
Black, Asian and Minority Ethnic Advisory Group	19-Sep-19
Academic Re-Assessment Panel for HND HM	23-Sep-19
Student Access and Success Steering Group	26-Sep-19
Programme Committee for HND Business (Ilford) + Training	07-Oct-19
Academic Re-Assessment Panel for HND Business	10-Oct-19
Programme Committee for HND Hospitality Management (Gants Hill) + Training	14-Oct-19
Quality Assurance and Enhancement Committee for all Pearson and LMU programmes + Training	21-Oct-19
Standardisation Meeting and Markers and IV Training (LMU Programmes, GH)	28-Oct-19
Academic Planning Committee	31-Oct-19
Student Representatives Committee for all Pearson and LMU programmes (Gants Hill and Ilford) + Training	04-Nov-19, at GH
Equality and Diversity Committee	05-Nov-19
Standardisation Meeting and Markers and IV Training (HND Hospitality Management, Gants Hill)	06-Nov-19
FdA Business Course Committee	07-Nov-19
FdA Hospitality Management Course Committee	07-Nov-19
BA Business Top Up Course Committee	08-Nov-19
BA (Hons) Hospitality Management Top-up Course Committee	08-Nov-19
Pre-Academic Board Meeting	11-Nov-19
Academic Board	18-Nov-19
Standardisation Meeting and Markers and IV Training (HND Business, Ilford)	24-Nov-19
The Board of Governance	25-Nov-19
Board of Directors	Nov - Dec 2019, TBC

SUCCESS STORY:



Kinga Stachowiak, by gaining a recognised qualification - OPERA PMS TRAINING, she made her CV stand out from the crowd and has been promoted at her current workplace.

Many of our students secure employment after OPERA course completion.

Student representatives from Ilford campus for HND Business

Sep-19:

- Tomas Mako
- Ana-Maria Sipica
- Jevgenijs Razumovs
- Sunny Singh
- Sonia Patricia Goncalves Tavares
- Daryl Jordan Lee
- Shanice Holt-Kyriacou
- Alexandra Ionela
- Pavel Gina
- Emanuela Chiru
- Milan Horvat
- Mihai Niculae
- Mohammed Fazlur Rahman
- Uzma Pasha

Sep-18:

- Ferhat Yilmaz
- Timea Kerekgyartone Pesta
- Vithushan Manimaran
- Dealyn Akaka
- Francis Kofi Brebson
- Claudia McDonald
- Toofair Choudhury
- Rina Das
- Kristina Doncheva
- John David Karicka
- Kristina Krokova
- Ali Abdulmumuney Sako
- Natalie Bundova
- Joe Anand Xavier

KEY EVENTS

Study Skills Workshops (Gants Hill) - LMU Programmes	23 Sep'19 - 10 Jan'20
Training for Students & Lecturers (The UK Quality Code/Policies and Procedures) during Programme Committee Meeting for HND Business	07-Oct-19 at GH
Training for Students & Lecturers (The UK Quality Code/Policies and Procedures) during Programme Committee Meeting for HND Hospitality Management	14-Oct-19 at GH
Academic Student Workshops (Ilford/Gants Hill)	14 Oct - 14 Nov 19
Training for Student Representatives (The UK Quality Code/QAA reports/ Edexcel-Pearson reports) during Student Representatives Committee Meeting	05-Nov-19 at GH
Peer Review period (Ilford/Gants Hill)	07 - 18 Oct 19
Focus Group period (Ilford/Gants Hill)	07 - 18 Oct 19
Graduation - 917 NCL Students	21-Nov-19
Graduation - LMU Students at LMU	Nov-19

These dates are subject to change. For more information on these dates and events, please contact your Academic Administration Department.

We support British Values

Individual liberty

- Freedom of speech



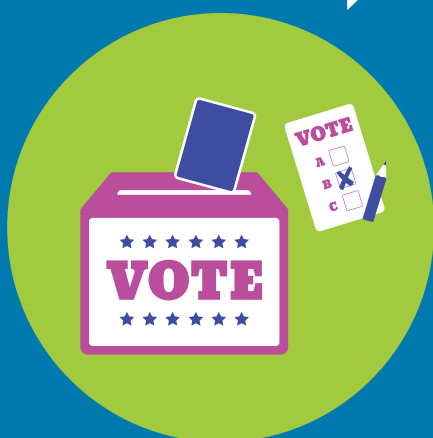
Respect and tolerance

- All backgrounds and cultures
- All ages
- All genders and sexualities
- All religions and beliefs



Democracy

- Your opinion counts



The rule of law

- No one is above the law
- Laws protect everyone
- Innocent until proven guilty



Nelson College London is an inclusive place where diversity is celebrated and encouraged. We have policies in place to ensure we provide a caring, safe and positive environment for all members of our community. To enable everyone to enjoy learning to their full potential, we expect all staff, students and visitors to maintain a culture of respect – respect for themselves, other people and our environment.



NLC Ilford Campus new IT lab

We are continuously improving our facilities to enhance student life at NCL.

The Ilford campus has upgraded the IT lab with 40 new computers located on the 2nd floor.

STUDENT SUCCESS STORY:



**Chris
Canhigh**

When I started my re-education with Ncl in 2013. Studying felt like an excruciating process.

It felt impossible. I struggled to do my assignments as I was a procrastination champion. I thought assignments and presentations were just difficult, and that the torturous process was not for me.

But over time, with the support of the staff/lecturers I learned I was wrong. I learned how to tackle my assignments individually, and how to work in groups. I learned how to nurture healthy writing habits, so I quit procrastinating (mostly). Above all, I've learned to just start my assignments, and use time management techniques. Over time, I learn to be confident, as I regularly had presentations to present in front of my classmates. Discovering the joy of studying helped me become a lecturer as I went on to complete a bachelor in business after completing the HND at NCL. Then following that went on to do an MBA. The skills, experience, and knowledge gained while at NCL helped me to become a better person. Now I enjoy job enrichment, as I now earn 50% more than before I studied at NCL.

NCL is more than a College. It's a community of wonderful people whom inspired me, as they bring out the best in everyone. I'm my experience over this 4 year journey, NCL is a great place to be both a student as well a member of staff.

(Owuso, Alfred, Dr Mehmood, Raziur, Vedna, Abimbola, Kaviraj, Dr Chuma, David Douglas, Tatiana Russell, Naaz shaheen, Aleksandra Osiniagova, and everyone in Ncl so many to mention.)



**Nazia
Hussain**

I was working at a wholesalers and was content and happy. My perspective of life changed altogether when I became a mom. I not only had to be a good mom but also a good role model who my child could look up to and be proud of. I decided to develop myself professionally which required obtaining a higher qualification. But it is a challenge to study full time when you are a full time mom as well as work part time to support your family.

A friend of mine told me about flexible study hours in Nelson College. I took up HND business course without any hesitation as it fitted all my requirements in every possible way. I got immense support from teachers and staff. It was very difficult to restart studies after being away from education for a long time. All the concepts were new for me and I needed in-depth explanation, exemplification and application to fully understand which was not a big deal for the lecturers in Nelson College. They are not only expert in their fields but also in dealing with mature students who have been away from education for a long period. Moreover, the college organized tutorials to help us work on our assignments and organized a number of workshops that helped me hone my personal as well as professional skills such as preparing reports, pitching ideas and presenting findings etc. It organized field trips for us to get first hand exposure of the operations and management in big companies.

At the end of my studies, it became clear to me what I wanted to do in future; I wanted to be a lecturer. I took up a teaching course which required me to undertake voluntary teaching in any college. I had become hopeless looking for teaching placement in different colleges when Nelson Colleges, once again, extended its support and offered me a role of a trainee lecturer, and since then I have been working here and learning new teaching skills every day.

Today I feel that I have accomplished what I have aimed so far and it wouldn't have been possible without the help and support that I received from Nelson College.

A BIG THANK YOU

(<https://coffee.macmillan.org.uk/>)

Thank you for your donation of £400.00 and being a part of this year's World's Biggest Coffee Morning.

We hope you and your guests enjoyed spending time together over a cup of coffee and some yummy treats.

As treatments improve, more and more people are living with cancer in their daily lives. We'll put the money you've raised straight to work to make sure no one has to face cancer alone, from the moment they're diagnosed, through treatment and beyond.

Don't forget to look out for your thank you letter with details on how to register for next year. Or, visit macmillan.org.uk/coffee (<http://coffee.macmillan.org.uk/>) for more information.

Your donation reference is: 35576780

NCL Raises £400 for Macmillan Cancer Support

Nelson College London Ilford Campus took part in the World's Biggest Coffee Morning on 25th of September. Thanks to the generosity of students and staff the college raised £400!



After successfully completing work placement all participant received their certificates... all the best.

Happy Birthday to Prema & Gnana

On Friday 11 October 2019, the BA Hons Top-Up (Business) students in the class organised a 'Mini Birthday Party' in the classroom (Room-501) to celebrate birthday of 'Prema' and 'Gnana.'

Two chocolate cakes and candle had been arranged and they all sang the Happy Birthday' song. The students were served with the cakes.

The KEC Manager Bruce and Varuni had kindly attended the classes. The programme was informal and unplanned. However, the birthday girls felt very special and all students were inspired by the social interaction.

Join the Gig
Economy!

XINCI

Job Opportunities!

People Workshop

Sessions are designed to provide more detail on how to find work when you want it, and where you want it. You will also be guided through the registration process

For more details, and to book your place on a session, please see the KEC team on the Ground Floor at Gants Hill

When: Monday 14 October 2019, and
Thursday 17 October 2019

Time: Monday: 1-hour sessions, commencing 13:00
Thursday: 1-hour sessions, commencing 10:00

Where: Room 203 (Gants Hill Campus)

Academic Calendar HND Programmes

ACADEMIC YEAR 2019-20

WEEK NO	WEEK COMMENCING	ACTIVITY	
1	02/09/2019	VACATION	T E R M 1
2	09/09/2019	STUDENTS INDUCTION	
3	16/09/2019	TEACHING (Term 1 Starts)	
4	23/09/2019	TEACHING	
5	30/09/2019	TEACHING	
6	07/10/2019	TEACHING	
7	14/10/2019	TEACHING	
8	21/10/2019	VACATION - HALF TERM	
9	28/10/2019	TEACHING	
10	04/11/2019	TEACHING	
11	11/11/2019	TEACHING	
12	18/11/2019	REVISION	
13	25/11/2019	REVISION	
14	02/12/2019	ASSESSMENT PERIOD	
15	09/12/2019	ASSESSMENT PERIOD	
16	16/12/2019	VACATION - CHRISTMAS	
17	23/12/2019	VACATION - CHRISTMAS	
18	30/12/2019	VACATION - CHRISTMAS	
19	06/01/2020	TEACHING (Term 2 Starts)	T E R M 2
20	13/01/2020	TEACHING	
21	20/01/2020	TEACHING	
22	27/01/2020	TEACHING	
23	03/02/2020	TEACHING	
24	10/02/2020	VACATION - HALF TERM	
25	17/02/2020	TEACHING	
26	24/02/2020	TEACHING	
27	02/03/2020	TEACHING	
28	09/03/2020	REVISION	
29	16/03/2020	REVISION	
30	23/03/2020	ASSESSMENT PERIOD	
31	30/03/2020	ASSESSMENT PERIOD	
32	06/04/2020	VACATION - EASTER HOLIDAYS	
33	13/04/2020	VACATION - EASTER HOLIDAYS	
34	20/04/2020	VACATION - EASTER HOLIDAYS	
35	27/04/2020	TEACHING (Term 3 Starts)	T E R M 3
36	04/05/2020	TEACHING	
37	11/05/2020	TEACHING	
38	18/05/2020	TEACHING	
39	25/05/2020	VACATION - HALF TERM	
40	01/06/2020	TEACHING	
41	08/06/2020	TEACHING	
42	15/06/2020	TEACHING	
43	22/06/2020	TEACHING	
44	29/06/2020	REVISION	
45	06/07/2020	REVISION	
46	13/07/2020	ASSESSMENT PERIOD	
47	20/07/2020	SUMMER HOLIDAY	
48	27/07/2020	SUMMER HOLIDAY	
49	03/08/2020	SUMMER HOLIDAY	
50	10/08/2020	SUMMER HOLIDAY	
51	17/08/2020	SUMMER HOLIDAY	
52	24/08/2020	SUMMER HOLIDAY	



Checkout Finished

Donation Total £200.00 + £0.00 / Month



Details



One Off



Finish

✓ Payment successful!

Thank you for your donation.

Your donation amount is : £200.00

Your Payment reference is : PA-4373519

Inspired by a student wanting to help raise money for the Rohingya refugees in Bangladesh after seeing the Macmillan event.

Did you know?

Pass



Merit



Distinction



Did you know that as a consequence of late assignment submissions, merit and distinction grades are capped to a pass. This will affect your overall grade, subsequently risking the possibility of not being accepted at a University of your choice.

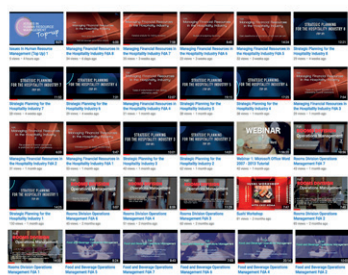
Personal Tutor

A Personal Tutor is assigned to each student at the beginning of the year. Personal tutors are designated to support on pastoral or academic matters, including providing appropriate guidance and general feedback on overall academic performance, Encouraging students to aim for higher grades, and fostering the development of students' reflective and independent learning strategies.

Changes to personal tutors only take place if there have been changes to tutors. All students will have the contact email address of their personal tutors and are able to contact them during their office hours.

NELSON COLLEGE YOUTUBE CHANNEL IS HERE TO HELP WITH YOUR STUDIES!

WWW.YOUTUBE.COM/NELSONCOLLEGELOONDON



FOR HELP ACCESSING NCL YOUTUBE PLEASE TAKE A LEAFLET FROM RECEPTION

SUBSCRIBE TO KEEP UP TO DATE WITH ALL THE LATEST VIDEOS!



Subscribe to our

You Tube Channel

Nelson College London YouTube Channel

<https://www.youtube.com/nelsoncollegelondon>

Check out all new academic videos on the NCL YouTube channel. Specially produced by Nelson College London, with a view to help you with your assignments and to create a better understanding of your units / modules.

Staff Introductions



TAHER UDDIN

My name is Taher Uddin and I joined Nelson College London in April 2019 where I assisted the marketing

team to recruit for the 2019/2020 academic year for HND business. I may seem familiar to some faces as I initially joined NCL in 2015 and left in 2016 to continue on some studies. In between that time, I have worked for an insurance company as an Insurance regulator, dealing with customer services and insurance renewals. I have now re-joined Nelson College and will continue to work as a Marketing and Recruitment Officer at the Ilford Campus. My long term goal with Nelson College is to progress to senior management role. I am happy to deal with any student concerns and my available hours are mentioned above. I am looking forward to working with you all and I hope that we can be a cohesive team to make NCL a further success.



KAVIRAJ SANTAYANA

(PhD, LLM, FHEA, PTLLS)

Hello, my name is Kaviraj Santayana. It is truly a great privilege to work as the

Course Leader for BA (Hons) Business (Top-Up) London Met programme. Though I came from Ilford Campus as a part of NCL, the Gants Hill campus seemed a new place to me for such a high-profile position in this new environment. Thankfully, I found all the team members professional, helpful, friendly, cooperative; most importantly efficient and practical. In addition, the students I have in Business are all known faces to me. Hence, I now feel confident to appropriately deliver my responsibilities to the fullest.

I will work with the team to serve education and assure the quality. All members and observers will be welcomed to cooperate and provide constructive feedback to ensure our safe journey. I am sure, we will take every initiative to achieve the goal.



FAYYAZ HUSSAIN QURESHI

B.Sc., B.A, M.A (English Literature), MBA, MSc., ACIM, PCS, CSS, ISI, PgD (Professional Doctorate in Marketing)

I am responsible for the module Strategic Planning

for Hospitality Industry- BA (Hons) Top-up in Hospitality. I deliver appropriate teaching, learning, support, assessment, tutorials and other means of effective learning such as field trips.

My educational qualifications span multiple disciplines my professional teaching career is enriched with teaching, marketing, institutional policy, financing and supervision roles within the education sphere.



MARIAM AKHTAR

Hello, my name is Mariam Akhtar and I have recently taken on the position of academic administrator and Library & Learning resources Officer at our Ilford branch.

It's been sad to see Prabjot move on from the company but I look forward to working with everyone at Nelson College.

Student Welfare Support

The student welfare team has been creating awareness among students about the support and well-being services that are available for all our current students through induction, classroom visits and distribution of leaflets.

As part of our ongoing student support, we are conducting our annual dyslexia and mental health discussions during October. This is to allow students to come and share their experience and learn more about the support services.

#breakthestigma

MENTAL HEALTH AWARENESS MONTH

Nelson College London

MENTAL HEALTH AWARENESS - DISCUSSION

A discussion to raise awareness on mental health issues

MONDAY 28 OCTOBER 2019
ROOM 320 - ILFORD CAMPUS
12:30PM

nelsoncollegelondon.ac.uk

OCTOBER 2019
DISABILITY AWARENESS MONTH
{ JOIN THE DISCUSSION }

7th-11th Oct - Disability Awareness Week

14th Oct - Dyslexia Awareness Discussion Session (Ilford)
15th Oct - Dyslexia Awareness Discussion Session (Gants Hill)

28th Oct - Mental Health Awareness Day (Ilford)
29th Oct - Mental Health Awareness Day (Gants Hill)

British Dyslexia Association

Dyslexia Awareness Week 2019

7 - 15 October

Join us to discuss dyslexia!

#Dyslexia AwarenessWeek

Location: GH Room 203
Date: 15.10.2019
Time: 12:30-14:00

EMPOWERMENT



Ilford Address:
4th Floor Olympic House
28-42 Clements Road,
Ilford, Essex IG1 1BA
Phone: 0208 514 0033

Gants Hill Address:
Commercial House
406-410 Eastern Avenue
Essex IG2 6NQ
Tel: 0203 5000 239

Email:
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