# Holiday activities and support – templates for schools

**Purpose of document:** To provide schools with information that they can send to students about holiday activities, opening hours and support. These can be used as stand-alone emails, or as blocks of information that can be incorporated into planned messages, out of office replies or for any responses to incoming enquiries.

Please note: You may need to nuance the emails further, to make them appropriate for your students.

## Targeted emails to students directing students to central information

**[SUBJECT]** Everything you need to know about holiday activities and support

Hi [NAME]

It’s that time of year where you will be planning what to do over the spring break. While some of you will be returning home for the holidays, many of you will be staying in Leeds.

Our teams have been working hard to ensure you feel supported and have plenty to do over the holidays. You can now find information about the [holiday activities and support](https://students.leeds.ac.uk/info/21504/living_in_the_uk/1474/holiday_activities_and_support) online – this page provides information about the campus services that will remain open between now and the start of next term. It also provides details of events you can join during the holidays, from Easter egg painting and wellbeing classes to candle making, career development sessions places you can visit in line with government guidance… there’s something for everyone!

**Need someone to talk to?** The page also provides details of who you can speak to if you need any help or support during the holidays.

If you have any questions that are specific to your programme, get in touch with [GENERAL SCHOOL CONTACT] – we’ll reply once Schools reopen on [INSERT DATE].

[SIGN OFF]

**Don’t forget to stay connected with the University by joining our** [**Facebook group for current students**](https://www.facebook.com/groups/uolcurrentstudents)**, following @UoLStudents on Twitter and regularly checking your emails for the latest updates from the University.**

[END]

## Template Minerva announcement to be sent from Schools

**Holiday activities and support**

Whether you’re staying in Leeds over the holidays, or travelling home, there’s lots of activities and support available over the spring break.

You can find information about [holiday activities and support](https://students.leeds.ac.uk/info/21504/living_in_the_uk/1474/holiday_activities_and_support) online.

[INSERT SIGN OFF]

## Template for information that can be included in School newsletters

**Holiday activities and support**

Our teams have been working hard to ensure you feel supported and have plenty to do over the spring break. You can now find information about the [holiday activities and support](https://students.leeds.ac.uk/info/21504/living_in_the_uk/1474/holiday_activities_and_support) online – this page provides information about the campus services that will remain open between now and the start of next term and who to contact if you need support. It also provides details of activities you can join throughout the holidays, from Easter egg painting and wellbeing classes to candle making, career development sessions places you can visit in line with government guidance… there’s something for everyone!

## Links and messages to include in automatic replies (out of office) on student facing accounts

* [Holiday activities, opening hours and support](https://students.leeds.ac.uk/info/21504/living_in_the_uk/1474/holiday_activities_and_support)
* If you need urgent help on campus, you can contact Security Services by using WhatsApp to video call their 24hr hotline: 07876 866747
* For medical help, please use the NHS 111 website: <https://111.nhs.uk/>
* In case of emergency, call 999.
* For the latest updates on Coronavirus, and how it affects our University community, please check our dedicated website: <https://coronavirus.leeds.ac.uk/>
* Stay connected: join our[**Facebook group for current students**](https://www.facebook.com/groups/uolcurrentstudents), follow @UoLStudents on Twitter and regularly check your emails for the latest updates from the University