# Summer in Leeds programme – messages Schools can send out.

**Purpose of document:** To provide Schools with information to send to students about the summer in Leeds programme. 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]** Join us for summer in Leeds

Hi [NAME]

Check out our [**summer in Leeds programme**](https://students.leeds.ac.uk/summerinleeds) for free events and activities you can join this summer.

From Monday 28 June until Friday 17 September, we’ll be running a series of events and activities on campus.

From careers events, sport and wellbeing sessions at the Edge, campus tours, art trails, city tours to music, movies, picnics and more, there’s something for everyone!

The best bit? All the events are free, and your family are welcome too. All we ask is that you book in advance and follow the covid-safety measures in place.

[**CHECK OUT WHAT’S ON AND BOOK ONTO AN EVENT NOW**](https://students.leeds.ac.uk/summerinleeds)

Spaces are limited and filling up fast, so reserve your spot and get your summer in Leeds sorted!

If you have any questions specific to your programme, get in touch with [GENERAL SCHOOL CONTACT].

For any questions about summer in Leeds, contact the student communications team by email at studentcommunications@leeds.ac.uk

[SIGN OFF]

**Stay connected with the University by keeping an eye on our Facebook group for current students and following @UoLStudents on Twitter.**

[Insert email signature image]

## Template Minerva announcement to be sent from Schools

**Join free events on campus this summer**

From Monday 28 June, we’ll be kicking off our summer in Leeds programme. Events include careers events, campus and city tours, sport and wellbeing sessions at the Edge, outdoor movies, music, picnics and more.

The best bit? These events are all free for you, and you are welcome to bring family too. All we ask is that you book onto events and follow the covid-safety measures we have in place.

[**CHECK OUT WHAT’S ON AND BOOK ONTO AN EVENT NOW**](https://students.leeds.ac.uk/summerinleeds)

 [INSERT SIGN OFF]

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

**Looking for something to do this summer? Join us for free events on campus.**

From Monday 28 June, we’ll be kicking off our summer in Leeds programme. Events include careers events, campus and city tours, sport and wellbeing sessions at the Edge, outdoor movies, music, picnics and more.

The best bit? These events are all free for you, and you are welcome to bring family too. All we ask is that you book onto events and follow the covid-safety measures we have in place.

[**CHECK OUT WHAT’S ON AND BOOK ONTO AN EVENT NOW**](https://students.leeds.ac.uk/summerinleeds)

Spaces are limited and filling up fast, so reserve your spot and get your summer in Leeds sorted!

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

* Join free events on campus this summer in Leeds. Details are on https://students.leeds.ac.uk/summerinleeds
* If you need urgent help on campus, 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/>