Sample newsletter from schools to families

Suggested copy to include in a newsletter to families in your school about the Mayor of London’s universal free school meals offer. Please make edits as needed to suit your individual school community’s needs. We recommend you also provide information about anything unique to your school that parents may want to know, such as logistical arrangements or local incentives for registering.  **Copy in dark pink is suggested prompts for additional local information you may wish to include.** Copy is included at the end for boroughs who are already delivering universal free school meals.

If you would like to include any images in your newsletter, please find these and guidance on their use on the Mayor’s [schools hub.](https://www.london.gov.uk/who-we-are/what-mayor-does/priorities-london/emergency-universal-free-school-meal-provision/guidance-and-support-schools)

Subject: Exciting news – The Mayor of London’s free school meals are coming to our school

We are thrilled to share some incredible news with you before the summer holidays begin. We are delighted that the Mayor of London is ensuring all primary school children who attend state schools in London will receive free school meals for the full academic year, starting this September. This means that your child/all children in our school will be entitled to a free nutritious school meal next year.

The Mayor knows families are really struggling with the cost-of-living crisis right now and so has taken the decision to provide funding to expand on the Government’s limited existing Free School Meals offer.

Your child will receive their free school meal automatically but it’s still really important to register them in case they are eligible for extra funding from the Government. This is worth £1,300 per year and helps our school **[school specific information]**. It's simple to do and confidential. Further information can be found on **[the school/borough site, emailing the school/detail about the process etc.]**

In the meantime, if you have any questions, please do not hesitate to contact us.us.  We are always happy to help with any queries.

**If you are a school in a borough that already funds UFSM, as written in the grant conditions, the Mayor will allocate funding to your borough to provide USFM to your primary pupils as if they were not currently providing this function. Please see below additional/alternative lines for schools in those boroughs who already provide universal free school meals:**

As you may be aware, our borough currently offers universal free school meals for primary school children already. The Mayor will now be supporting the borough with the funding for this, but there will be no changes to how your children in primary school receive their school lunch and you can continue to access this as normal.

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

Greater London Authority   
City Hall  
Kamal Chunchie Way  
London E16 1ZE

Telephone **020 7983 4000  
www.london.gov.uk**

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.