**Sample copy for boroughs newsletters**

Suggested copy to include in a newsletter or other comms in your borough about the Mayor of London’s universal free school meals offer. Please make edits as needed to suit your individual borough’s needs. We recommend you also provide information about anything unique to your borough that schools may want to know, such as logistical arrangements or local incentives for families 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 [boroughs hub.](https://www.london.gov.uk/who-we-are/what-mayor-does/priorities-london/emergency-universal-free-school-meal-provision/guidance-and-support-boroughs)

**The scheme**

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 primary school children across **[X borough]** 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 free school meals offer. The funding the Mayor is providing will help up to 270,000 primary school children in London, like those in our borough, access free school meals and could save families in **[X borough]** around of £440 across the year.

Children 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 per eligible pupil to a school. It's simple to do and confidential **[add in borough specific information on incentives and process].**

**If your borough already funds universal free school meals for your primary pupils, you will get the same allocation of funding as those boroughs who do not currently provide the function and will be required to use the GLA’s funding for the purpose of continuing to provide UFSM. You may wish to provide an update to your schools about how you will be using your displaced funding to support families in the borough.**

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.