**Sample letter from schools to families**

Suggested copy to include in a printed letter 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 letter, please find these and guidance on their use on the Mayor’s schools hub.

Dear X,

We are thrilled to share some incredible news with you before the summer holidays begin. We are delighted to inform you 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 and all children in our school will be entitled to free nutritious school meals 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. Every child deserves the chance to be able to grow up healthy and thrive, regardless of their background or circumstances. For this to happen, children must be able to access healthy, nutritious meals. We believe that this initiative will not only enhance our pupils' wellbeing but also foster a strong sense of inclusivity and community within our school.

Your child will receive their free school meal **automatically/school specific process**, but it’s really important to still complete the Government’s registration form in case your child is eligible for extra funding for their school from the Government, worth £1,300 per year.    This is money we spend on **[school specific information].** The registration process is straightforward and confidential. Further information about registration can be found on the **school/borough site, emailing the school/detail about the process etc.**

**[You may wish to insert local individual information here e.g. logistical arrangements, contact details, incentives to register, website details etc.]**

We will continue to provide you with information regarding the implementation at our school from September. We look forward to seeing the positive impact this will have on pupils and families in the coming year. In the meantime, if you have any questions, please do not hesitate to contact us directly. We are always happy to help with any queries.

Further information can be found on the Mayor’s families hub: [www.london.gov.uk/free-school-meals](http://www.london.gov.uk/free-school-meals)

Kind regards,

X

**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.