**Email template / Schools letter**

For school/ college decision makers

Dear [Headteacher / Head of Pastoral Support / RSE Teacher etc.]

Thank you, firstly, for all you are doing at this extraordinarily challenging time. It is greatly appreciated.

I wanted to get in touch to ask if you had signed up for the Department for Education’s [free period products scheme](https://www.gov.uk/government/publications/period-products-in-schools-and-colleges), which is available for all state-maintained schools and colleges in England?

The scheme launched in January 2020 and has been running during the U.K. lockdowns, but over 50% of institutions still haven't signed up.

This is particularly concerning in light of COVID-19 and the increased financial pressure it has placed on families, with [30% of girls](https://plan-uk.org/period-poverty-in-lockdown) reported to have been struggling to access the period products they needed during the first nationwide lockdown last year.

Its vital that eligible institutions sign up to make the most of the resources available and to show girls and other students who menstruate that they matter and that their needs will be met.

You can find guidance on the scheme and more information on how to place orders from the Department for Education [here](https://www.gov.uk/government/publications/period-products-in-schools-and-colleges/period-product-scheme-for-schools-and-colleges-in-england) or on the [Free Periods website](https://www.freeperiods.org/). If you have any problems, you can reach the phs Group directly on 01827255500 or email periodproducts@phs.co.uk

Once you have signed up, we’d love for you to help to spread the word with other eligible institutions and on social media. Please do let everyone know that your place of learning has joined the #PeriodRevolution! If you tag [@free\_periods](http://www.twitter.com/%40free_periods) and [@redboxproject](http://www.twitter.com/%40redboxproject) on Twitter, they can share this great news.

Many thanks again for all that you are doing.

With kind regards
[XXX]

*[To attach* [flyer](https://static1.squarespace.com/static/5f7f2f70303ac70c58f4d06e/t/5f9d5bdd03e56c25d618af8b/1604148189906/PR_A5_Flyer_FP.pdf) *or other resources]*