

Dear Parent/Carer

As you will be aware the Government announced that whilst schools are closed children eligible for free school meals will benefit from a national voucher scheme allowing them to continue to access meals whilst they stay at home.

Before Easter this was arranged by the school direct and we had sourced Asda Vouchers to be text to you, however with effect from the 20th April 2020 the Government is introducing a new scheme which will enable you to choose which supermarket you wish to have vouchers for.

As there was no response by the deadline set for emailing us your email address we will have to raise the vouchers on your behalf rather than you doing this yourselves. The emailed system would have allowed you to raise the vouchers yourselves and would have been sent on Monday of every week.

The process for yourselves is as follows:-

1. The school will ring you on Monday 20th April 2020
2. We will ask you which supermarket you would like the vouchers for? These can either be for:-
 - Morrisons
 - Asda
 - Sainsbury's
 - Waitrose
 - Marks & Spencers Food
3. Once we have all of the parent/carer's choice we will log onto the system and request the vouchers
4. This could take up to 3 or 4 hours
5. We will text you when the vouchers will be available to collect
6. The collection can be any day Monday to Friday between 9.00am and 2.30pm (do not come until you receive a text confirming you voucher is ready)
7. When you come to collect the voucher you will need to bring proof of I.D. so that we can confirm who you are and we will ask you to sign for the vouchers

For the weeks following the 20th April we will text you when the vouchers are ready for collection. Again I.D. will need to be brought when collecting and signatures will be taken.

We are only requesting the vouchers on a weekly basis. If you wish to change the retailer you will need to tell us when you collect the vouchers, any vouchers after this time will be for the new retailer.

If you want to change over to the email version which may be easier for you we can advise you on this, you will just need to provide an email address, but we will do this after the first week.

Yours sincerely,

J.C. Fitzmaurice

Miss J.C. Fitzmaurice

Business Manager

