

Dear Parent/Carer,

The following information is only relevant for parents whose children are in receipt of free school meals:

We are moving to the national voucher scheme for your child's free school meal provision. This scheme enables us to email you an e-code to claim a £15 voucher weekly to use in a number of supermarkets, these are currently:

Morrisons

Tesco

Sainsbury's

Asda

Waitrose

M&S food

All information regarding the scheme and what you need to do is in the correspondence section of our website in a document called 'Free School Meal Vouchers – A Guide for Parents'. Please refer to this for any help or guidance you need.

To enable us to email you out the e-code weekly (we shall do this every Monday) it is essential that we have your email address. Shortly (by 12pm Wednesday 1st April) we will send out a test email to check that we have your email address and it is one that you can access. If you have not received an email by this time then please email schoolclosure@olcc.lancs.sch.uk with your child's name and the email address you wish us to use to send your e-code to. **We must have this information by 9am tomorrow morning to enable us to do the necessary administration required to prepare for vouchers to be sent out on Monday morning, if we do not have an email address for you tomorrow then will not receive an e-code.**

Please note that the e-vouchers do not need to be printed out to be used. You can show the voucher in the supermarket on a mobile phone or tablet and they can scan the barcode. If you choose to redeem your e-voucher at ASDA or Waitrose you are able to shop online, all other vouchers must be spent in store.

Can we ask that you refer to the guidance document if you have any queries – all the information that we as a school know about the system is included in that document.

If you cannot access an email account on any device to enable you to be sent an e-code please telephone school 01524 66689 and select extension number 202. Please then leave a message with your child's name and your name and contact number. Messages will be checked at some point tomorrow and somebody will be in touch with you to try and arrange an alternative.

Many thanks

OLCC