



2nd April 2020

Dear Parents and Carers,

We have now been operating our childcare facility for a week and staff have settled into their new routines. As well as providing childcare to the three groups the Government has identified, we are also responsible for providing a lunch for all children who are eligible for a free school meal. We have achieved this by ordering packed lunches which have been served to children attending our childcare facility, completing drops at the Community Centre and providing takeaway packed lunches for anyone on Free School Meals who comes to collect one from school.

Since we put our lunch arrangements in place however, the Government has asked families to stay at home and fewer families are now collecting or attending the childcare facility and providing such lunches is becoming more challenging. We have therefore made the decision to move to a food voucher system which will enable us to get food vouchers to you directly via e-mail. We have attempted to contact all families entitled to Free School Meals for an email address so please get in contact with us if you have not been able to provide us with an email address.

If you have provided us with an email address, you should receive an email from a company called Edenred or the Department for Education on **Friday 3rd April**. This may go into your JUNK MAIL so please check carefully. Then follow the instructions below:

1. Copy eCode from your email
2. Go to www.freeschoolmeals.co.uk
3. Enter the 16 digit eCode (you can enter more than one eCode if you have more than one to redeem)
4. Select a supermarket
5. Enter the amount and add to basket
6. Checkout and enter the email address you would like the eGift card sent to
7. Your eGift card will be processed and sent (please allow up to 3 hours for it to be delivered to your email inbox).

You will only be able to claim vouchers through this scheme for children within your family that are attending our school. The vouchers can be used in most supermarket stores to purchase food items. You will receive one voucher per household. If you have most than one child in your household, your voucher value will reflect this.

We will continue to provide lunches both at school and the Community Centre until the end of this week (Friday 3rd April). From Monday, **all families** who are still attending our childcare facility **will need to provide a packed lunch** for your child.

Should you have any difficulties accessing your vouchers, please read the FAQs here:

https://www.edenred.co.uk/Documents/DfE/DfE_FreeSchoolMeals_ParentCarerFAQs.pdf. If you continue to have difficulties then please e-mail us at updates@smfa.org.uk or telephone the school and we will try to help you.

I wish you and your family well and we look forward to seeing you in the near future.

Yours faithfully,

Miss Higgins
Head of School