



14 January 2021

Dear Parent/Guardian

### Free School Meal Vouchers

The government has now announced that the free school meal voucher system with Edenred will be reintroduced with effect from 18 January 2021. We have been advised that we will be provided with the information for us to place the order on your behalf over the next few days. As long as this information is provided within that timescale, we hope that vouchers will start to be issued early next week. Please note that any free school meal parcels that you have already requested will cease from the end of this week.

Vouchers will be issued at the rate of £3 per child, per school day. Please note that vouchers will not be issued for any child who is attending the special provision as these students will receive their free school meal entitlement in school.

Vouchers are issued by email and will need to either be printed or presented on a mobile phone. If you are unable to do this, we are able to print the voucher on your behalf and post it to you. Please note however that this will result in a delay in you receiving the voucher.

In order to process the voucher on your behalf, we will need the following:

- Confirmation that you would like to receive free school meal vouchers;
- Consent for us to upload your name and email address to the Edenred website. If you do not provide consent, we will be required to print the vouchers and post them to you;
- Confirmation of the supermarket that you would like us to provide a voucher for;
- Your choice of delivery method of the voucher – via email or posted.

In order to capture this information, please complete the form available [here](#). Please can I ask that you complete the form by **9:00am on Monday 18 January**.

Further information about the process for receiving and using your vouchers is available on our website [here](#).

Yours sincerely

**Mrs J Foster**  
Business Manager  
Maiden Erlegh School in Reading