

Headteacher  
Miss Paula Casey

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17<sup>th</sup> April 2020

Dear Parents and Carers,

## Free School Meals Vouchers

Firstly, thank you for providing us with an email address and your patience and understanding during these unprecedented times. We are committed to ensuring that pupils from Reception through to Year 6, who are entitled to benefits-related free school meals continue to receive this support, even if they are no longer attending school due to the coronavirus outbreak.

In line with Government guidance, if your child currently receives free school meals and is not attending school during this period of time, you are now eligible for a weekly shopping voucher worth £15, while school is closed due to coronavirus. It is NOT available to those pupils entitled to universal infant free school meals. We will be introducing this to you instead of the current packed lunches that we have been providing for the last two weeks.

These vouchers will be sent once a week, via email, to the parent or adult with caring responsibility for all children who are currently eligible for free school meals. If you are eligible, you should have received a phone call from school requesting that you send us your email and child's name. If you haven't done so already, please email school to inform them of your email address and your child or children's name to: [sec.brookvale@halton.gov.uk](mailto:sec.brookvale@halton.gov.uk)

The preferred partner delivering the voucher scheme nationally is Edenred and details of the scheme and how to redeem the vouchers will be sent to you directly by Edenred. As a school we will upload all email addresses that we hold for parents to a secure portal to enable Edenred to deliver the email voucher codes to you. If you haven't received a phone call and believe that you may be eligible to receive a free school meal, please register as soon as possible on the Halton Borough Council website.

<https://www3.halton.gov.uk/Pages?Educationandfamilies/Schools/FreeSchoolMeals>

If you do not have internet access on your mobile and are therefore unable to view the voucher please contact the school. Alternative arrangements can be made for parents without access to email.

We are hoping that the new voucher system will be in place from Monday 20<sup>th</sup> April. However, as this is a nationwide scheme, every school in the country is trying to access the website and upload their own school information, and as a result, there are some difficulties being experienced in connecting.



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If you are approached by any other company than Edenred or Brookvale Primary School offering vouchers or requesting your personal information in relation to Free School Meals, please do not participate as this is likely to be a scam or fraud.

To enable you to understand how the scheme should work please see the Edenred FAQ document which is also attached on our website alongside this letter. We would ask that you only contact the school by telephone in the event of an emergency issue you have regarding this and instead use the FAQ document and our website to answer general queries. As I'm sure you can appreciate, we are working with skeletal staff in the building. Thank you in advance of your patience with this and please be assured that we will ensure that no family will lose out on the entitlement to a Free School Meal during this period.

We hope that you are keeping you and your family safe and thank you once again for your patience and support during these unprecedented times.

Yours sincerely,  
Paula Casey (Headteacher)

