Dear Parent / Guardian

**Vouchers for those children entitled to free school meals**

Following my recent communication, parents / guardians of children who are entitled to ‘Free School Meals’ can collect a £50 Tesco voucher from the main reception at school by following the procedures outlined below. This payment is for the first 4 weeks and information for the next payment will be on the website in the coming weeks.

In line with the government social distancing recommendation we are staggering the collection and we require **only one** parent/guardian to come for the collection.

The vouchers will be available for collection on the dates and times below, **in alphabetical order of your child’s surname:**

**Monday 30 March 2020 9am - 12noon – Surnames A-F**

**Monday 30 March 2020 12.30pm - 3.30pm – Surnames G-L**

**Tuesday 31 March 2020 8.30am - 2.00pm – Surnames M-Z**

You will be required to verify some basic information about your child when you arrive.

If you are unable to come in person, then you may send an adult representative on your behalf by completing the attached ‘Representative Form’ or a letter from you stating the same information, which they must present to school when they arrive.

Vouchers will ONLY be issued to those children who are currently on the school free meals register. If your circumstance has changed recently, then you will need to contact the local authority for further guidance.

**If for any reason you cannot come for the collection or you need to collect the vouchers sooner due to extenuating circumstances, please email us on** **fsm@unity.lancs.sch.uk** **so that alternative arrangements can be made.**

Yours sincerely

S Cryer

Mrs S. Cryer

Headteacher

**Free School Meal Voucher**

**Representative Form**

I authorise (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect £50 Free School Meal Voucher on my behalf for my child and confirm the following information below.

***Child’s Details***

Name­­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Guardian Details***

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature (Parent/Guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_