

# Free school meals: The voucher system explained



With the closure of academies to all children except those of key workers, there is a new system being put in place for the children who receive free school meals to continue to receive food.

We would like to take this opportunity to thank you for your patience and understanding whilst we are working through the best way to proceed with school provisions, and to explain what will be happening going forward.

Sodexo, the provider of our school meal service, will be issuing a voucher system enabling you to purchase the food for your child's replacement meal free of charge at the supermarkets. Please ensure the academy has a correct email address for you.



## How does this work?

1. Each of you will receive an email from Sodexo with your unique code once per week.

This will ask you to visit the exchange website: [www.vouchershopexchange.co.uk](http://www.vouchershopexchange.co.uk).

2. If you visit the Voucher Shop Exchange website, you will then be asked to put in the details of your cheque (the identification number and the validation number).

3. You will the need to select which supermarket you would like to be able to redeem the cheque from. Please think carefully about the best one to you, minimising risk of travel and coming into contact with others where possible.

Please note that you must spend the full amount at this store, and you must spend the whole value of the voucher to use it (you cannot spend £5 now and £10 later if you have £15).

4. Add the full amount of your evoucher to your order.

Please find your e-cheque details below.

You can redeem your £0 e-cheque gift here:

[www.vouchershopexchange.co.uk](http://www.vouchershopexchange.co.uk)

On visiting the website please enter the cheque number:

**12345678**

followed by the validation number:

**abcdefg**

Then you'll be able to choose from Asda, John Lewis/Waitrose, Marks & Spencers, Morrisons, Sainsburys or Tesco.

**Reward Details**

Voucher/Cheque number: 21338890  
Reward Amount: £10  
Recipient:

**Retailer details**

Step 1 - Please choose which retailer you would like

**i** You can choose from up to 5 different retailers, up to the amount of your reward.\*\*

Select retailer

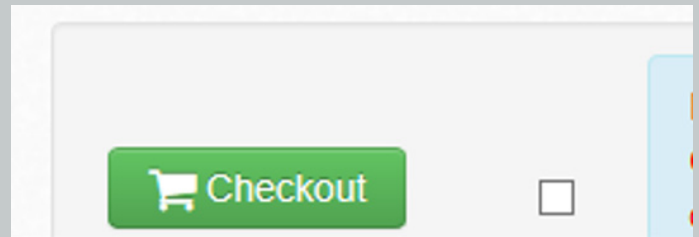
\*\* Note: you must spend the whole value of your reward to be able to place your order.

**Step 2 - Please select ECode amount**

Amount

**Add to Order +**

5. You will need to 'checkout' your voucher, and tick the confirmation of terms and conditions box.



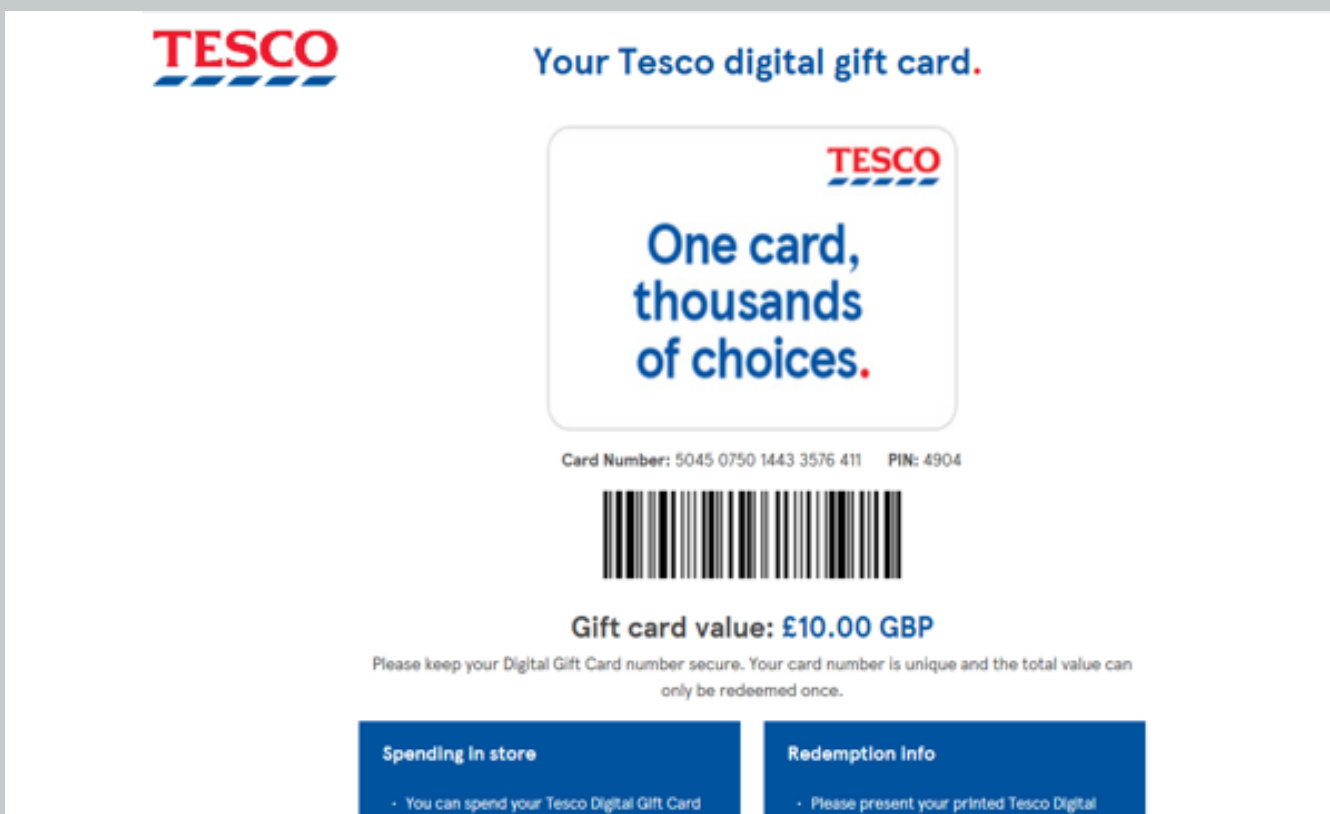
6. You will receive 2 emails from Voucher Shop Exchange. The first one will be an acknowledgement of your request for a voucher. It will give you a reference number and detail the date the voucher was put through for exchange.

Your ECode details

Value	£10.00
Type	Tesco
Redemption Code	<a href="https://www.giftcards.tescoforbusiness.com/gift-card/view/161eqKQ4EO7LTGd6Y9xXKxvBs/vXiHHW">https://www.giftcards.tescoforbusiness.com/gift-card/view/161eqKQ4EO7LTGd6Y9xXKxvBs/vXiHHW</a>
How to use	Simply click on the link and print out your Tesco Egift card and present at the till.

The second email will send you a link to redeem the voucher for use. You will need to click this link to receive the supermarket voucher itself.

**Present your voucher either on your mobile phone or as a printed copy at the supermarket to be able to spend it.**



All supermarkets have exclusions from what you can buy with the E-voucher, including alcohol, tobacco, lottery tickets and fuel - funds must be spent on essential supplies for children free school meal purposes.