



# Oakdene Primary School

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Dear Parents/carers

We have received notification that the free school meal voucher scheme run by Edenred will start up again for eligible parents from week beginning 18<sup>th</sup> January 2021.

To be eligible for the scheme your child/ren need to be registered with Stockton Borough Council to receive benefits-related free school meals.

**Please note: If your child is attending school during the lockdown period and is receiving a school meal you will not be eligible to receive school meal vouchers.**

Parents/carers will receive an email each week of the lockdown up until week ending 12<sup>th</sup> February 2021 from Edenred. This will contain an E-code. The value of the E-code is based on £15 per child per week, so if you have one child you will receive an E-code worth £15, if you have two eligible children you will receive an E-code worth £30 and so on.

Oakdene will order this e-code on your behalf, as we did with previous E-codes during the school closure period last year.

You will then need to exchange these E-codes for supermarket vouchers of your choice by following the instructions in the email. **You must exchange the full amount of the E-code in one go**, so please remember to change the full amount into a supermarket voucher (you cannot use the E-code more than once, so cannot save part of the E-code value for future use).

Once you have exchanged your E-code for a supermarket voucher, you can either print out your E-gift voucher or keep it on your mobile phone and show it to the cashier each time you go shopping. The voucher does not need to be spent all at once in one shopping trip. They can be used repeatedly until the voucher's balance reaches £0. To check how much money is left on the E-gift voucher, families can ask the supermarket's customer services team when in store.

It is your responsibility to keep the E-gift voucher or printed voucher somewhere safe. School does not have the facility to help once your e-code has been exchanged for a voucher and you would need to contact Edenred for help and advice if your supermarket E-gift voucher is lost (using the guidance on the school website).

Full guidance on how to exchange e-codes for supermarket vouchers and a parent/carer guide for help with frequently asked questions is available for parents to read from our school website. Go to [www.oakdeneprimary.org.uk](http://www.oakdeneprimary.org.uk) choose the Parents Section, then School Closure Help and then click on Supermarket Voucher Scheme. **It is advised that you read these guides in advance of you receiving your first E-code.**

Yours sincerely

E Bramley  
Executive Head Teacher

