

Eich cyfeirnod Your Ref
Fy nghyfeirnod My Ref
Dyddiad Date

[Student Ref]
As Post Mark



Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk
County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
www.cardiff.gov.uk

[Name1]
[Add1]
[Add2]
[Add3]
[Add4]
[Add5]

Dear Parent/Guardian

Free School Meals emergency provision - Easter

Due to the current circumstances, the Council's provision of Free School Meals will also cover the next two week period, which would have been the two week Easter holiday period. This will be sent to you in the form of a voucher enclosed in this letter.

You will receive a £40 voucher for every child that is currently receiving Free School Meals.

This payment is instead of a Free School Meal provision. Parents/Carers are expected to use this money for the benefit of their eligible child/children.

You will need to download the voucher as follows.

Visit www.vouchershopexchange.co.uk

1. Enter this number: Cheque number – [CHX_NO]
2. Enter Validation Code – [Validation_Code]
3. You can then choose a voucher for the following retailers – Tesco, Asda, Sainsbury's, Morrisons, Marks & Spencer and Waitrose.
4. You will need to enter an email address so that the voucher can be e-mailed to you.
5. You can use the voucher in store directly from the email or you can screen shot ready for when you are at the till point.
6. Use the voucher as payment for goods in store.

All supermarkets have exclusions* including, tobacco, lottery tickets and fuel - funds being for providing essential supplies for children. *other exclusions may apply on a store by store basis

If you need any further help please contact us as below:

By **Free Post** to: CARDIFF COUNCIL HOUSING BENEFIT, PO Box 6000, Cardiff, CF11 0WZ

By e-mail: Freeschoolmeals@cardiff.gov.uk

Phone: 029 20537250

Yours Sincerely

Benefits Manager

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Gyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.





Dear Parent/Guardian of [Name1],

Please find your e-cheque details below.
You can redeem your £40 e-cheque here:

Please go to www.vouchershopexchange.co.uk and enter your cheque number and validation code as seen below

Cheque number:[CHX_NO]

Validation Code:[Validation_Code]

Please choose which supermarket eVoucher you would like, you must use the full cheque value.

Asda

Waitrose

Marks & Spencer

Morrisons

Sainsburys

Tesco

Please enter the denominations required followed by the amount and add to order, Once you have chosen the full value of your cheque select checkout and complete all the required fields on the next screen. Please ensure you check all details before confirming your order.

The eVoucher is sent instantly to your email address, where they can be spent in store either by presenting your mobile phone or a printed copy.

If you have any questions, please contact the help line telephone number 01908 303 420 and press option 1 Voucher Cheque or enquires@vouchershop.co.uk (Monday to Friday 9am to 5pm)

***Please note that your cheque is only valid for 3 months from the date you receive this email**