

## Guide for parents on using the national voucher scheme

To apply for the **free school meal vouchers** you will need to

- Make sure the school has your email - if you do not have one ask the school to act on your behalf.
- You will receive a long number code from a Gov.uk email, with the steps you need to follow to redeem your voucher.
- At this point, make a note of the **CODE NUMBER** and the **three steps** as you will need them a few pages on.
- Then select redeem, expect to be in a queue for at least 10 to 15 minutes and do not refresh your page as you will be at the end of the queue again!
- Then you will be asked to go through the **3 steps** (this is why you should write them down):
  - Enter your **CODE NUMBER** (step 1)
  - You need to give it a few minutes to load, then select the supermarket you would like to use (step 2)
  - Enter the amount that your voucher is for, e.g. £15 for each child, and add this to the box (step 3)
- You will **after a few days** receive an email from the store you selected and they will give you the voucher with the bar code etc - all the children you have claimed for will be included in one voucher.
- Present this at the store after you have shopped.