

**Sir Charles
Parsons
School**



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Dear Parents and Carers,

This letter is for the attention of those families whose child receives free school meals.

I want to start by apologising for the delays there have been over the past months in providing free school meal vouchers to you when your child has not been in school.

Providing free school meals to students who are not in school is one of the many new things schools have learned to do since March. We have tried out a few different approaches to this and are sticking with **vouchers which will be e-mailed to the address you have provided to us.**

Nationally there have been some delays in setting up the voucher schemes due to the last minute changes to government guidance about school closures, but we are working as quickly as we can to put things in place.

We understand the importance of the vouchers to many families and support the government decision to provide these during holiday time as well as during periods of agreed non-attendance.

Everyone should have received the vouchers for the Christmas period. If you think you have not received these, please contact the school office and they will help to sort this out.

During the current lockdown period **vouchers will be sent out every 2 weeks.** That means that the vouchers for the first 2 weeks of the term will be sent out this week.

By sending the vouchers out at the end of the two weeks we can make sure **you receive vouchers for the actual days your child was not in school** and take account of any changes to planned days. If your child is in school they will be provided with a school meal. On the days they are at home vouchers will be provided.

If the delay in issuing the vouchers is causing you any difficulties, please contact the school as there are a number of ways we can support.

If you have any questions about the voucher scheme staff in the school office will do their best to answer them or find solutions to any problems.

Hopefully from this week on, the system should be in place and you will receive your vouchers every two weeks,

Yours sincerely

Karen Hamilton,
Headteacher