

# INSTRUCTIONS FOR RECEIVING A FREE SCHOOL MEAL VOUCHER WHICH CAN BE PRINTED AT HOME

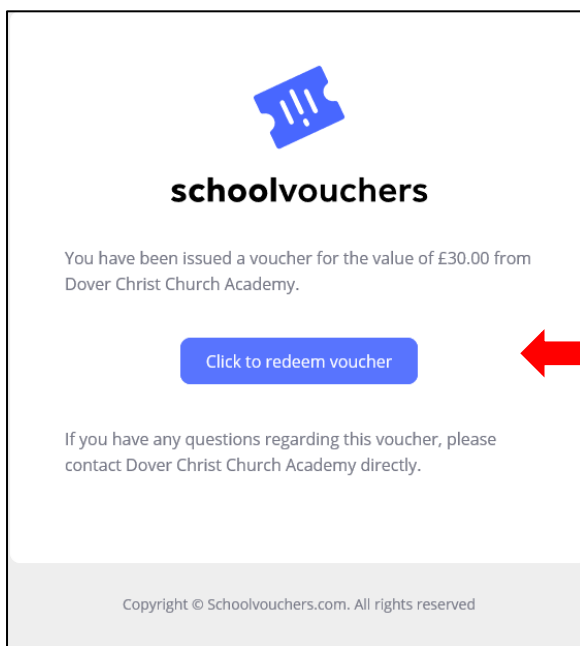
Dear Parent / Carer,

The Academy has introduced a new system to support the provision of Free School Meal vouchers. The instructions below will enable you to receive and print your voucher at home.

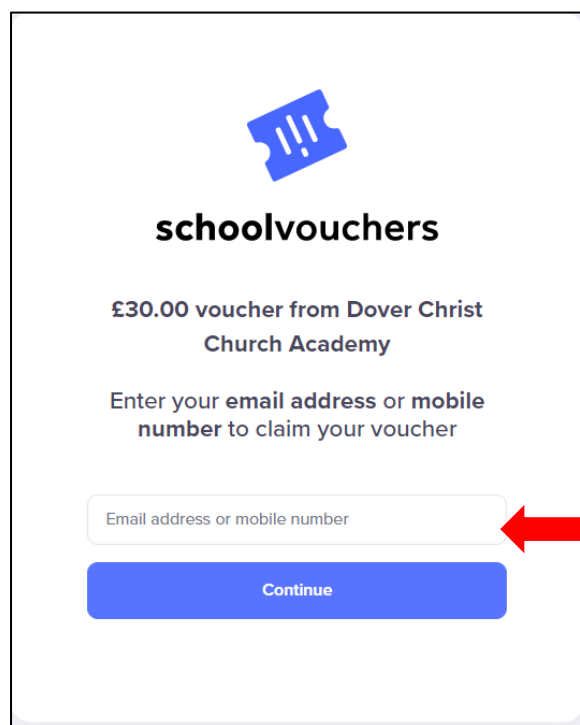
PLEASE NOTE There is a separate set of instructions which must be followed if you prefer to download your voucher to your mobile phone

This system will send a link to you via email, the sender is:- [no-reply@schoolvouchers.com](mailto:no-reply@schoolvouchers.com)

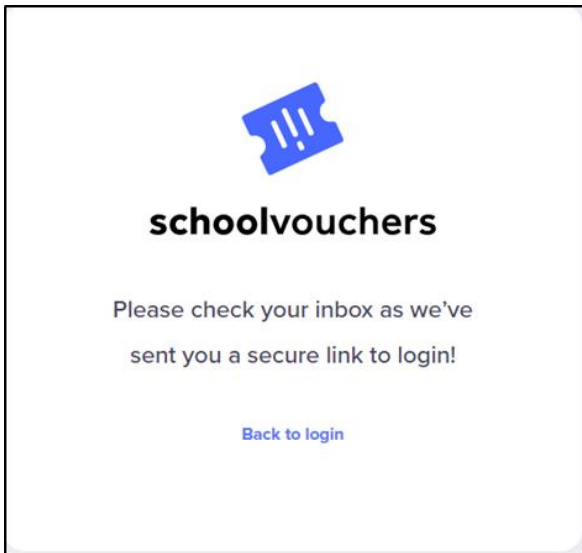
The email looks like this :-



Click on the link in the email

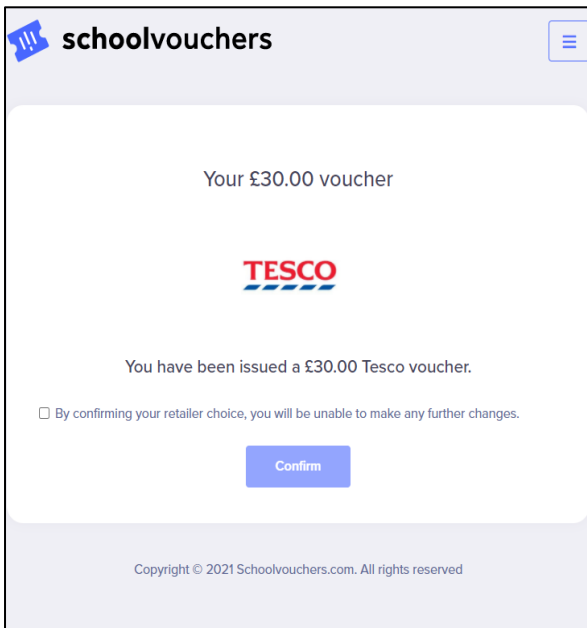


Enter your email address and press continue



You should then receive notification that a secure link has been sent to you in a separate email.

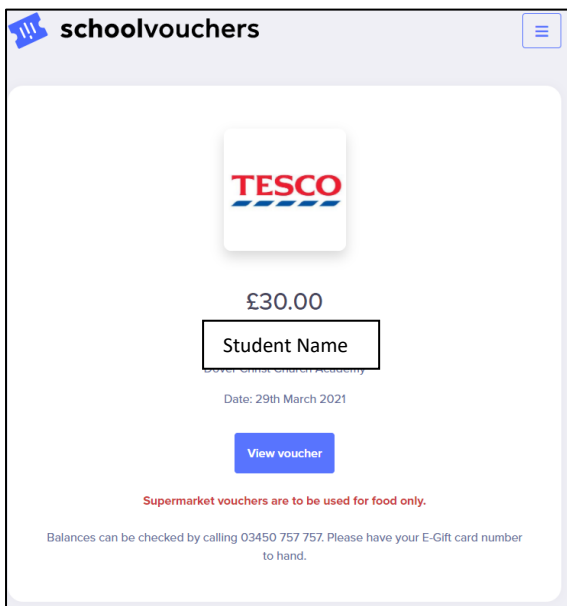
Check you spam or junk folder (just in case)



The new email confirms the value of your Tesco voucher

**Tick** the confirmation box then

**Press** confirm



The confirmation will display the name of the student eligible for the voucher

**Click** view voucher



Your Tesco Digital Gift Card.



One card,  
thousands  
of choices.



Gift card value: **£30.00**

Please keep your digital gift card number secure. Your card number is unique and the total value can only be redeemed once.

#### Spending in store

- You can spend your Tesco Digital Gift Card at any UK Tesco store
- You cannot redeem your digital gift card in Tesco Petrol Stations
- To spend in store, present the digital gift card barcode from your handheld device for the Tesco colleague to scan
- Alternatively, print it out and present at the till with the barcode clearly visible

#### Redemption info

- Please present your Tesco Digital Gift Card at the till. The barcode should be clearly printed and visible to the Tesco Colleague. If using your mobile device, you will be asked to present the barcode to the scanner by the Tesco colleague
- If the barcode does not scan then a Tesco colleague can manually enter the digital gift card number (19 digits) and pin (4 digits)
- If this does not work then the digital gift card will require manual authorisation. Please go to the customer service desk for further help and information

Print your voucher and redeem it at the named Supermarket