



Date: 19th March 2020

Student Name

Parental Name

Address

Dear

Re: Process for claiming your child's free school meal voucher in the event of school closure

As a current recipient of free school meals, you will be entitled to a weekly £10 food voucher for your child whilst the school is closed during term time. To redeem your voucher, please visit a children's centre within the Ward you live in (**please see attached list**) or access information on the internet:

<https://liverpool.gov.uk/children-and-families/early-years-and-childcare/childrens-centres/>

Please take this letter with you and a form of identification. Parents /Guardians must attend in person, vouchers cannot be distributed to children / young people.

In the event of your local children's centre being closed, please **call 0151 233 3000** and they will re-direct you to your nearest local centre.

Yours sincerely

David Hayes
Principal

Liverpool City Council

Cunard Building, Water Street, Liverpool, L3 1AH

T: 0151 000 0000

E: your.name@liverpool.gov.uk W.liverpool.gov.uk



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