



eCHEQUES & eVOUCHERS

GUIDE FOR SCHOOLS & LOCAL AUTHORITIES



HOW IT WORKS

Using VoucherShop for Free School Meals supermarket eVouchers.

Your Free School Meals recipients get a VoucherShop **eCheque** that they exchange online for **eVouchers**, which are used for payment in store at their chosen supermarket.

We've put together a range of **useful tools** to help parents and guardians claim their eVouchers quickly and easily. Including a Mail Merge template to help you easily distribute eCheques.

VoucherShop is an online platform run by Sodexo, the quality of life experts, to issue eVouchers for supermarkets including **Sainsbury's, ASDA, Morrisons, Tesco, M&S Food, and Waitrose.**

eCheque Emailed



eVouchers Claimed



eVouchers Spent



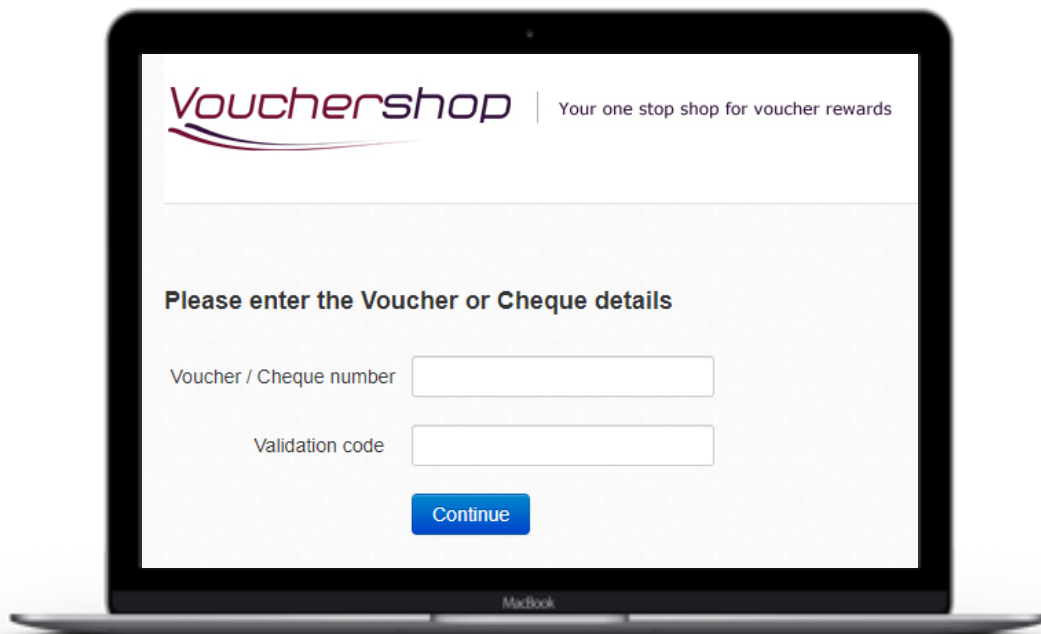
HOW TO USE eCHEQUES

01

Parent/Guardian receives eCheque via email

02

Goes to www.vouchershopexchange.co.uk and enters the 'cheque number' and 'validation code'



03

Selects the supermarket they would like to use their eVouchers at.

04

Enters their details and submits the order

05

Parents/Guardians will then receive two emails. One 'order confirmation' and one email with a link to their eVouchers.

Note: Only eCheques issued by VoucherShop or Sodexo can be claimed on this site.

"eCodes" issued by 'Edenred' or any other supplier cannot be claimed on this site.



HOW TO USE eVOUCHERS

- 01** Before visiting the supermarket, the parent/guardian clicks on the link in their eVoucher link email
- 02** The eVoucher will open in an internet browser page
- 03** They can either print a copy of your eVoucher or save a copy to a mobile phone.
- 04** eVoucher barcode and PIN are presented at the till for payment in their chosen supermarket.

**IF YOU HAVE ANY FURTHER QUESTIONS
YOU CAN GET IN TOUCH WITH US BY CALLING:**

0800 161 3134

OR EMAIL

Freeschool.meals@sodexo.com

Please note the above contact details are for schools administrators.





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