



Glebe Farm School, Burney Drive, Glebe Farm  
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Headteacher: Mr Matthew Shotton  
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8<sup>th</sup> December 2022

Dear Parents, Carers and Guardians,

We have just been informed that for this Christmas holiday break the Council have again offered students a supermarket voucher to help support families over the holiday period. Students already eligible for Free School Meals (FSM) will receive a voucher of £30 which covers both weeks automatically and you do not need to contact us.

However, for students who are **NOT** eligible for FSM, but the household are currently in receipt of, either Universal Credit or Working Tax Credit, you can also receive this voucher. In order to request a voucher for your child please email evidence of a letter or the notification of the benefit, which can be scanned or you can send a picture of the document. Screenshots from your online account are also acceptable, but we ask you to ensure we can see your name and the last payment information.

We ask that you provide evidence by Wednesday 14th December so we can request the voucher on your behalf and have them distributed to you. Unfortunately if we do not receive evidence by this deadline we will not be able to issue a voucher for you.

Please email your evidence to [finance@glebefarmschool.co.uk](mailto:finance@glebefarmschool.co.uk) along with your child's name.

Any questions, please feel free to contact me.

Beulah Lewis  
Finance Team  
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