



RUNNING THE SUPERMARKET VOUCHER SCHEME IN YOUR SCHOOL

We are delighted to have 43 schools already taking part in our Supermarket Voucher Hardship Scheme. Primary and Secondary Schools across the Diocese have played an important part in the scheme since its launch in June 2020, helping us to supply supermarket vouchers to vulnerable people and families struggling financially due to the Covid-19 pandemic.

Our School would like Supermarket vouchers, what do we need to do?

All your school needs to do to receive supermarket vouchers is send an email to the diocesan Fundraising Officer highlighting which type of supermarket voucher you would like: Sainsburys, Tesco, Asda or Morrisons.

You will be emailed a short excel form to send back to us (this usually takes around five minutes to complete) with an initial batch of supermarket vouchers.

Who should run the scheme in our school?

Any member of staff can run the voucher scheme for your school. The initiative is often managed by school office staff with guidance from the Headteacher and/or Pastoral Team. Supermarket vouchers can be given out by multiple members of staff, but it is important that only one person completes the excel form. The form (which we will send to you) includes details of £300+ worth of vouchers - having multiple versions of the spreadsheet can cause confusion or mistakes.

Can all Arundel & Brighton schools receive vouchers?

Any Catholic school in our Diocese can request supermarket vouchers, they are currently being distributed across Sussex and Surrey, from Bexhill, Brighton and Crawley to Woking.

Vouchers are not limited by location, number of vulnerable families or previous outreach projects. There are people and families across our diocesan community who would benefit from this support – the scheme is open to anyone who needs help.

Who are Supermarket Hardship Scheme Vouchers for?

The scheme is designed to support vulnerable people and families who are struggling financially. You will know your school community best; the vouchers are yours to distribute as you see fit to people of all faiths or none. Examples of people and families who would be eligible include:

- o People and families who have lost work due to the pandemic.
- o Those who are unemployed.
- o People from low-income households.
- o Those who are unable to work due to having to isolate or are unwell with Covid-19.
- o People without access to public funds such as refugees or asylum seekers.
- o People who are struggling with health problems.

We understand that many people are isolating presently and have school groups delivering food to them. These vouchers are not to pay for food being bought for those isolating, unless those people cannot afford food. Similarly, supermarket vouchers should not be used to buy food for your school to distribute.

Monitoring the voucher scheme

It is important that all schools receiving supermarket vouchers complete a straightforward excel form when distributing the vouchers. The Diocese needs to monitor and report on where the grant we received has gone and what the current need is.

The questions included on the form are there to help the Diocese monitor the impact of the scheme, research what kind of support people need and report to the grant funder, The Albert Gubay Foundation – they are not designed to exclude someone from receiving vouchers.

It is very important that the monitoring form is filled out properly and returned to us. Our Fundraising Officer can answer any questions you have and can advise you how to fill out the form, if needed.

Is the excel form GDPR compliant?

The excel form does not ask for any identifiable information about the people and families receiving vouchers. Please do not to include personal information (such as a person's full

name or address) in the excel form or share that information with us, as this will be a breach of GDPR.

We have a number of people in need in our school community, can we apply for more vouchers?

Of course! The Diocese is happy to provide schools with additional vouchers where there is great need. Vouchers can be issued very quickly though you will need to return your initial excel form to our Fundraising Officer before more vouchers can be issued.

Our Fundraising Officer can be contacted here: T: 07767 100549 or

E: fundraising@abdiocese.org.uk