

Other Related School Finance FAQs (updated 25th March 2020)

Purchasing Free School Meal E-Vouchers – further helpful information

Please note, this guidance is primarily meant for maintained schools.

Some of the information may be useful to academies and free schools but please also refer to other guidance you may have received.

For those schools wishing to purchase vouchers from supermarkets as per the [COVID-19: free school meal guidance](#) you will need a company registration and VAT registration number. Kent schools should use their full DfE number (e.g. 886-1234) for the company registration number and the following as the VAT registration number: GB204269191

With regards to making payment for supermarket vouchers, for maintained schools this can be completed using your RBS Corporate Card but you may need to increase the monthly and single transaction limit to do so.

If an increase in the limits is required, please complete a Corporate Card changes form and return to schoolsfinancialservices@theeducationpeople.org

Forms can be obtained from the KELSI website via the following link and once received Schools Financial Services are able to contact RBS quite quickly and may be able to increase the limits the same day the signed and completed form is received.

<https://www.kelsi.org.uk/school-finance/financial-support-and-planning/corporate-cards>

We are awaiting further guidance from the Department of Education on how schools will be compensated for the additional costs in providing free school meals or vouchers to pupils affected by coronavirus (COVID-19).