

25th September 2023

Dear parent/ guardians,

Re- Holiday Free School Meal Vouchers 2023 / 2024

Southwark Council are pleased to confirm that their voucher scheme during school holidays will continue for this academic year, from October half term, up to and including the Easter holidays (April 2024). Whilst these vouchers have previously been provided to families directly from Bacon's College, using E-Vouchers, Southwark will now solely be responsible for these arrangements for all Southwark schools.

The council will process vouchers to all pupils eligible for Free School Meals at the time of the school holiday. This information will be provided to Southwark by Bacon's College using a secure data transfer. Vouchers will be issued on the first day of the school holiday and will be sent by default to families via email. If for any reason a valid email address is not provided, they will send vouchers to your home address via post.

Vouchers will be valid for 1 month from the date of issue. Parent's will need to present valid ID (list below) to cash their vouchers at a **post office**:

- Passport
- Photo driving licence
- National Identity Card (for EU Citizens)
- Official government letter including your name and address (ie- rent statement, council tax bill, Universal Credit letter)
- NHS Letter

Please ensure to look out for an email from southwark@postoffice-payout.co.uk on the first day of the school holiday. Your letter will be attached to that email, and this is what you will need to take to the Post Office along with your ID to redeem your voucher.

If you do not cash your voucher within 2 weeks, a reminder will be sent to you. **Please note that they will expire 1 month from the date of issue.**

All enquiries relating to your vouchers must be directed to Southwark, [here](#) **As they are no longer arranged by the school, we will not be in a position to assist.**

Yours sincerely,

Samantha Church
Office Manager /PA to Principal



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