

September 2018

Dear Parent

RE: Free School Meal Application

The way that you can apply for Free School Meals has recently changed and all applications have to be now completed online. Attached to this letter is a guide showing you how to complete an online application form.

The Skegness Academy has also changed the way that pupils pay for their lunch. All pupils now use their finger print to pay for their meals. For those who are eligible for Free School Meals, their daily allowance is automatically loaded on to their account and for those not eligible for Free School Meals, they will add funds to their accounts using the two machines in the Academy. This has therefore reduced the stigma attached to Free School Meals as all pupils follow the same process in the Bistro for buying their lunch.

We notice from our records that there are many pupils within the Skegness Academy that are eligible for Free School Meals but have not applied. If you would like support with checking if your child is eligible and completing the online application form, please contact their Deputy Head of Year or myself and we will be happy to show you through the process. The Deputy Heads of Year are listed below along with their email addresses. If you prefer to contact them by phone then please use the number listed above.

- Year 7 Deputy Head of Year – Mrs R Kent rkent@skegnessacademy.org
- Year 8 Deputy Head of Year – Mrs D Cole dcole@skegnessacademy.org
- Year 9 Deputy Head of Year – Mrs J Lyons jlyons@skegnessacademy.org
- Year 10 Deputy Head of Year – Mrs K Laws klaws@skegnessacademy.org
- Year 11 Deputy Head of Year – Miss M Meeds mmeeds@skegnessacademy.org
- Sixth Form Deputy Head of Year – Mrs J Hunt jhunt@skegnessacademy.org

If I can be of any further assistance, please do not hesitate to contact me on the above number or by email loldfield@skegnessacademy.org

If you would like to contact Lincolnshire County Council directly please use the Customer Services Centre on 01522 782030.

Yours sincerely



Mrs L Oldfield
Senior Assistant Principal

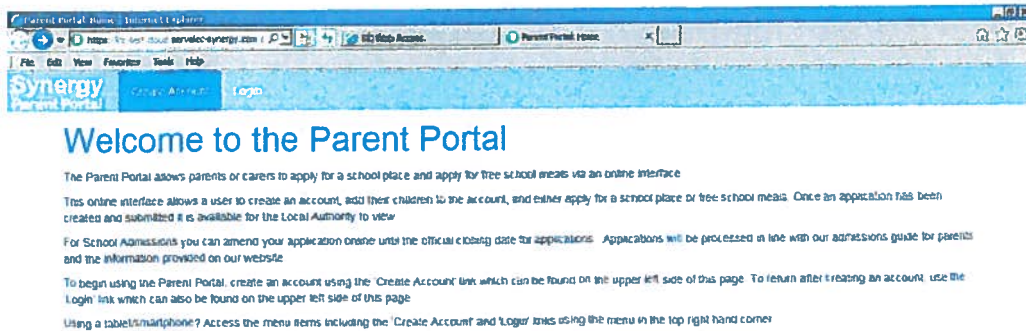
The Skegness Academy is part of the Greenwood Dale Foundation Trust Group of Academies

ONLINE FREE SCHOOL MEALS APPLICATION PROCESS FOR PARENTS AND GUARDIANS

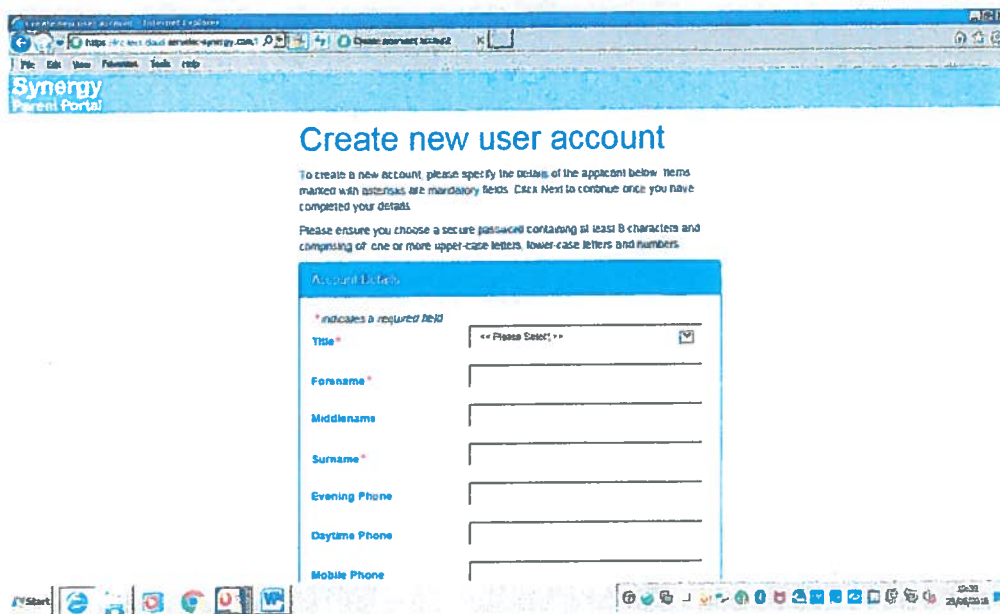
Create an account using your email address on the online parent portal :

<https://lcc.cloud.servelec-synergy.com/parentportal>

Step 1



Step 2



Step 3

Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

[Exit](#)

[Resend](#)

Step 4

Sign In

Please complete the blank fields below, and click 'Sign In' to continue.

Your account will be verified when you have logged in successfully.

Sign In

Email Address*

Password*

[Sign In](#)

[Click here if you have lost or forgotten your password](#)

Applicant Summary

This screen shows a summary of any children added to your account. To add new children click the Add Child button.

To apply for a school place once you have added your child's details, scroll down to the bottom of the page and click the new school admissions application button.

This screen shows a summary of all the Children within the Family that will be included in the Free School Meals application. Before submitting a Free School Meals application, please ensure all Children within the Family have been added. To add new children to the Family, click the add child button.

 Applicant

Mrs Annie Other
3,
Anybody Street,
Anytown,
Anywhere,
AY1 1ER

[View Details](#)

[Add Child](#)

[Back to Top](#)

Telephone enquiries – Customer Services Centre

Tel : (01522) 782030