

# The Gainsborough Parish Church CE Primary School

Acland Street  
Gainsborough  
Lincolnshire  
DN21 2LN



Telephone 01427 612554  
Fax 01427 811923  
Web site: [www.parishchurch.lincs.sch.uk](http://www.parishchurch.lincs.sch.uk)  
E-mail: [admin@parishchurch.lincs.sch.uk](mailto:admin@parishchurch.lincs.sch.uk)

Headteacher: Mrs T Fulthorpe BA(Hons), PGCE  
27<sup>th</sup> September 2018

Dear Parents and Carers,

## Applying for Free School Meals

Lincolnshire County Council has changed the way parents apply for free school meals. You now have to apply through a parent portal using the following link:

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

Attached to this letter is the online free school meal application process for parents/carers. This is a step by step guide to applying online.

We urge all parents/carers to complete this online form because every successful application means besides free school meals for children, the school will receive pupil premium funding which can be used to subsidise residential visits and other educational activities.

### Who is eligible for free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guarantee element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Any queries please contact the customer service centre on 01522 782030.

Yours sincerely,

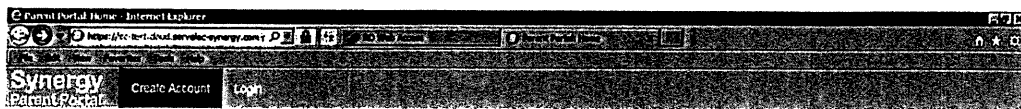
T Fulthorpe  
Headteacher

# 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



### Welcome to the Parent Portal

The Parent Portal allows parents or carers to apply for a school place and apply for free school meals via an online interface.

This online interface allows a user to create an account, add their children to the account, and either apply for a school place or free school meals. Once an application has been created and submitted it is available for the Local Authority to view.

For School Admissions you can amend your application online until the official closing date for applications. Applications will be processed in line with our admissions guide for parents and the information provided on our website.

To begin using the Parent Portal, create an account using the 'Create Account' link which can be found on the upper left side of this page. To return after creating an account, use the 'Login' link which can also be found on the upper left side of this page.

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner

servelec synergy

## Step 2



### Create new user account

To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of one or more upper-case letters, lower-case letters and numbers.

Account Details	
* indicates a required field	
Title *	<< Please Select >> <input type="checkbox"/>
Forename *	<input type="text"/>
Middlename	<input type="text"/>
Surname *	<input type="text"/>
Evening Phone	<input type="text"/>
Daytime Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

### 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

Add Child

View Details

Back to Top

Telephone enquiries – Customer Services Centre

Tel : (01522) 782030