

Please contact: Student Services Operations

Our ref: SSOS/FSM

Date 22 February 2016

**Student Services Operations Team
Children and Adults – learning and caring directorate**

Free School Meal Claimant

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Director of Children & Adults Barbara Peacock

Dear Sir/Madam

Re: Reapplying for Free School Meals online

Student Services are pleased to advise you of an exciting new online free school meal service which will be launched from 1 March 2016. From that time you will be able to submit your claim for free school meals via this quick and easy online service.

To ensure a smooth transition of your child/children's free school meals please visit www.medway.gov.uk and search for apply for free school meals to make an online application.

This service is a quick and easy application process and will ensure that your child/children's eligibility for free school meals are processed with the most up to date information and will provide ongoing checks throughout the year with no need for you to make further applications.

Even if your child/children is already in receipt of free school meals Medway Council require **all claimants** to submit new applications online to ensure that they continue to receive a meal each day at school where eligible.

If your child is currently in Key Stage 1 (Reception, year 1 and year 2) you will also be required to apply online to ensure your child/children's school getting the relevant funding to support with education. **Please note; if you are not in receipt of the qualifying benefits you need not apply.**

If you feel you are unable to reapply online please contact your child/children's school who will be able to assist you.

Please be aware that paper free school meal applications will no longer be available or accepted from September 2016.

Yours sincerely



Shelley Marsh
Student Services Operations Manager