

Whaplode (Church of England) Primary School
Mill Lane, Whaplode, Spalding, Lincolnshire
PE12 6TS

Phone/Fax: 01406 370447

Executive Head Teacher: Mrs A Flack
<http://www.whaplodeprimary.co.uk>



**Whaplode
Church of England
Primary School**

But as for you, be strong and do not give up, for your work will be rewarded ~ 2 Chronicles 15:7

24th May 2019

Dear Parent/Carer,

We would appreciate it if parents could access the Lincolnshire County Council parent portal to check for free school meal eligibility. Registering for free meals could also raise an extra **£1,320** for your child's primary school to fund valuable support like extra tuition and additional teaching staff.

If your child is moving into year 3 in September, please be aware that the Universal Infant Free School meals will cease due to the Government only supporting children to the end of KS1. If you complete the registration on the link below you may be entitled to receive Free School Meals.

The Lincolnshire County Council parent portal link is as follows: <https://lcc.cloud.servelec-synergy.com/parentportal/> and we have attached a user guide for your reference.

If you have any problems or are unsure on how to complete the online portal, please do not hesitate to contact the office. We will be more than happy to sit with you to complete this.

Thank you for your continued support.

Yours sincerely,

Mrs E Adie
Head of School



I can do all things through him who strengthens me ~ Philippians 4:13

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.



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*

Forenames*

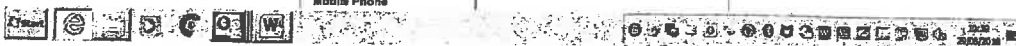
Middlename

Surname*

Evening Phone

Daytime Phone

Mobile Phone



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.



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.

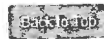
A sign-in form with a dark header containing the text 'Sign In'. Below the header are two input fields: 'Email Address *' and 'Password *'. A 'Sign In' button with a lock icon is positioned below the password field. At the bottom of the form, there is a link that says 'Click here if you have lost or 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.

An 'Applicant Summary' screen with a dark header. The header contains a small icon of a family and the text 'Applicant'. Below the header, the applicant's details are listed: 'Mrs Annie Other', '3', 'Anybody Street', 'Anytown', 'Anywhere', 'AY1 1ER'. To the right of these details is an 'Add Child' button. Below the details, there is a 'View Details' link with a small icon.

Telephone enquiries – Customer Services Centre

Tel : (01522) 782030