

Please contact: Student Services Operations

Our ref: SSOS/FSM

Date 22 February 2016

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

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Director of Children & Adults Barbara Peacock

Free School Meal Claimant

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 <https://www.cloudforedu.org.uk/ofsm/medway/> (from 1 March 2016 only) and make an online application before 31 March 2016.**

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.

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