



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

CS/hr/FSM applications
10 January 2024

Dear Parent(s)/Guardian(s),

We have received notification that the LA are changing the way they process free school meal (FSM) applications. This will no longer be done via an application form, but will now be done through an online portal. The link for this portal is below:

[Free School Meal Application Portal](#)

Once you have accessed this portal, you should be on a screen that looks like the below:

The screenshot shows a teal header with the text 'Free school meals' and a calculator icon. Below is a section titled 'Free School Meals (FSM)' with the text: 'Your child might be able to get free school meals if you get any of the following:'. A list of benefits follows: 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 guaranteed 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), and Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit. To the right, a 'Related Pages' sidebar lists: Appeal against a housing benefit decision, Apply for council tax support, Apply for housing benefit, Discretionary housing payments, Healthy Start, Local housing allowance, and Tell us about a change in your situation. Below the list, a 'Universal Credit' button is visible. Further down, text explains that if a child is eligible for FSM, they will also qualify for the 'Holiday Activity and Food Programme'. It mentions that food vouchers may be available through 'Food Vouchers | Food Vouchers | Stoke-on-Trent' and directs users to the 'Household Support Fund' for more information. It also states that if a family receives any of the qualifying benefits or wants to check eligibility, they should complete the 'FSM Eligibility Checker'. A button labeled 'Eligibility Checker' with a right arrow is shown. At the bottom right of the screenshot is a gear icon.

Telephone: 01782 848008, email: sjcollege@stjosephsmail.com www.stjosephstrentvale.com

St Joseph's College Edmund Rice Academy Trust is a Company Limited by guarantee, registered in England & Wales
Registration Number: 07490390 Registered office: London Road, Trent Vale, Stoke-on-Trent, ST4 5NT VAT Registration Number: 113707834

You will need to use the eligibility checker button in order to apply for FSM going forward. You will need to register for an account if you do not already have one. Once you have made your application, you will then will receive an instant notification to confirm if your child is eligible for a free school meal rather than waiting for the Local Authority to respond. This information will be passed to the school so that arrangements can then be made at school.

Please note: this only applies to NEW applications. If your child is already in receipt of FSM you DO NOT need to reapply using the portal.

As always, should you have any questions, please do not hesitate to contact me at school.

Yours sincerely,



Mrs C Slattery
Deputy Headteacher