



## HOW TO APPLY FOR FREE SCHOOL MEALS

The CTC is very keen for all families to claim Free School Meals if they are entitled to do so.

Free school meals are provided to ensure that all students regardless of parental income can receive a nutritious, healthy meal. Research has consistently shown that a healthy diet goes hand in hand with improved attainment.

The Academy has a proud record in ensuring equality and ensuring that Free School Meal children remain anonymous and are treated exactly the same as non-free school meal children.

You can apply for free school meals by using the Parent Portal which is part of the existing school admissions online system. Re-visit your account at [www.solihull.gov.uk/enrol](http://www.solihull.gov.uk/enrol) and after logging on, click on the free school meals button where you are required to provide three pieces of additional information. If you do not have an account you can create a new one by clicking on register in the top left corner of the screen and you will then be able to make an application.

Please ensure applications are submitted as early as possible as this will enable the Solihull MBC Free School Meal Team to process applications prior to the start of the Autumn term in September. If you are unable to apply by that date you will still be able to apply online but please note applications are processed on a first come first served basis.

Further information (including submission dates) and a link to the online Parent Portal can be found on the Solihull MBC website [www.solihull.gov.uk/fsm](http://www.solihull.gov.uk/fsm)

You are advised to contact the Solihull MBC Free School Meals Team on [fsm@solihull.gov.uk](mailto:fsm@solihull.gov.uk) or 0121 704 6611 if you do not receive an email with the outcome of your application within 5 working days of the application being made.