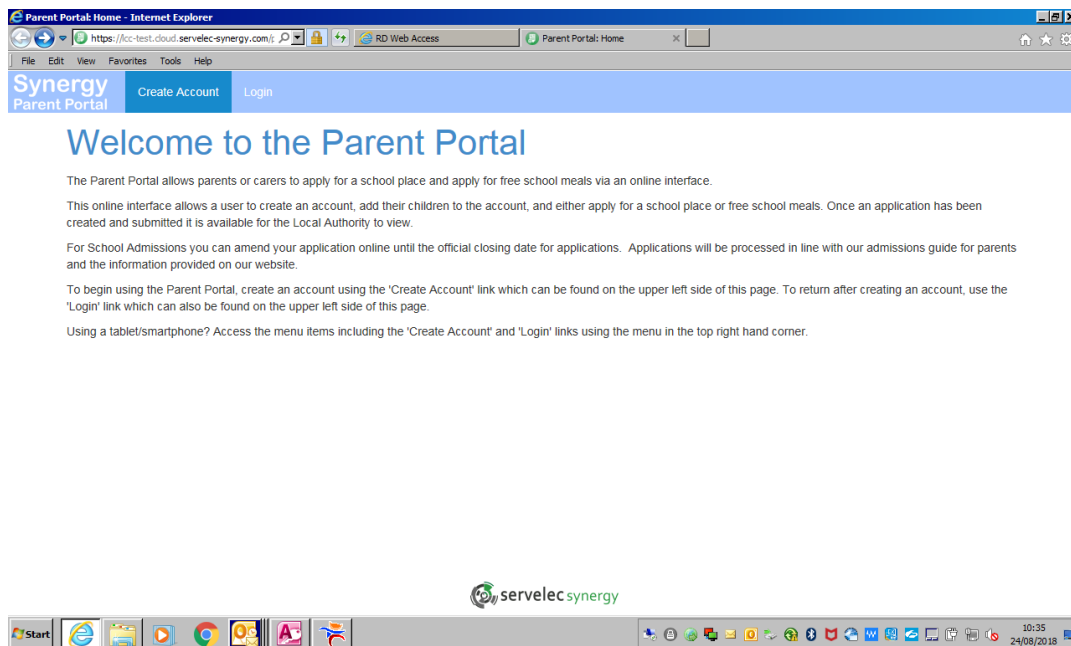


ONLINE FREE SCHOOL MEALS APPLICATION PROCESS FOR PARENTS AND GUARDIANS

Create an account using your email address on the online parent portal :

<https://lcc.cloud.servelec-synergy.com/parentportal>

Step 1



Step 2

A screenshot of a web browser window titled "Create new user account - Internet Explorer". The address bar shows "https://lcc-test.cloud.servelec-synergy.com/parentportal". The page has a blue header with the "Synergy Parent Portal" logo. The main content area has the heading "Create new user account" followed by instructions on how to create a new account. Below the instructions is a form titled "Account Details" with several input fields. The form includes a dropdown menu for "Title", and text input fields for "Forename", "Middlename", "Surname", "Evening Phone", "Daytime Phone", and "Mobile Phone". A note indicates that fields marked with an asterisk are mandatory. At the bottom of the browser window, the Windows taskbar is visible with various application icons and a system clock showing 10:39 on 29/08/2018.

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.

[Exit](#)[Resend](#)

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.

Sign In

Email Address *

Password *

 Sign in

[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.

 Applicant

Mrs Annie Other
3,
Anybody Street,
Anytown,
Anywhere,
AY1 1ER

 View Details

 Add Child

[Back to Top](#)

Telephone enquiries – Customer Services Centre
Tel : (01522) 782030