

SACRED HEART

CATHOLIC HIGH SCHOOL

Fenham Hall Drive · Newcastle upon Tyne · NE4 9YH
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Headteacher: Mrs S Howell



Dear Parent/Carer,

How do I apply for free school meals?

Newcastle City Council operates an **Apply Once** process for Free School Meals. During your child's academic life, you will only ever have to apply once for Free School Meals while they attend a Newcastle school.

If your application is not successful, they will keep checking your details every week unless you ask them to stop. If they find that you start getting a qualifying benefit, they will contact you to let you know.

You do not need to apply again if your child moves to another school in Newcastle.

If you apply more than once, you will not receive multiple replies.

You can apply online on the [Citizen's Portal](#) – if you have applied for a school place online, you will already have an account.

If you cannot apply online, contact the School Admissions Team for a paper form via email admissions.information@newcastle.gov.uk

You can also find more information at www.gov.uk/apply-free-school-meals

Yours faithfully,

Mr L. Clarke
Deputy Headteacher



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Registered Office: Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH