



Journeying together with God

Bramley St Peter's C of E (VA) Primary School

School meals payment policy

*Ratified by the Governing Board on 12th March 2026.
To be reviewed annually.
Review due September 2026.*

School Meals Payment Policy

This policy has been written to provide clear guidance to parents/carers around payments for school meals. It sets expectations in regards to payments for school meals and what action will be taken if parents/carers fail to pay for meals provided to children in their charge. It also provides information of benefits and local schemes that provide guidance and support around debt issues.

Provision of school meals

Nursery Meals

Nursery children can either be provided with a hot dinner by school or bring a packed lunch from home. The children are supervised by staff from the lunchtime and Early Years teams and staff will sit and eat with them. A charge of £4.50 per day (£22.50 a week for 30 hours provision children) is made for those children having a hot meal which covers the cost of the meal and staffing supervision. Children choosing the packed lunch option will be charged £2 per day for the cost of staff supervision. Children entitled to the Early Years Pupil Premium funding will not be charged for any lunchtime costs.

KS1 & KS2 Meals

Pupils in Reception, Year 1 and Year 2 are eligible for receipt of Universal Infant Free School Meals (UIFSM) and therefore do not have to pay for school meals until they reach Key Stage 2 (Year 3 upwards). Free school meals may also be provided to families who are in receipt of one or more of the following benefits or support.

- Income support
- Income based Job Seekers Allowance
- Income related Job Seekers Allowance
- The Guarantee element of State pension (Guarantee Credit)
- Support under part V1 of the immigration and Asylum Act 1999
- Child Tax Credit

Free school meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so they can receive a school meal each day. To find out if you qualify visit the Leeds City Council website to request an application form.

<https://www.leeds.gov.uk/schools-and-education/apply-for-free-school-meals>

Cost of school meals

School meals are provided by an outside catering agency at a cost to the school. Catering Leeds currently provide the school with this service.

The cost of meals is passed onto the parents/carers of each child using the service. Pupils (KS2) are charged **£2.95** per meal.

The responsibility for providing food for a child is that of the parents/carers. School cannot afford, nor do they get funding, to pay for every child to have a school meal. Therefore, it is important to understand that if your child is not eligible for a free school meal you **must** provide payment for any meal taken, please note payments should be made in advance.

How to pay

Payment can be made by ParentPay, an online system which allows parents to pay for their children's meals via the internet. If you would like to set up an account, please see the office staff for information.

Cash payments are to be sent to the school office in a sealed envelope with the child's name, class and the amount enclosed written on the envelope. There is a secure letterbox in the entrance hall for payments made outside of office hours. Please note receipts will only be issued on request.

Parents can also pay at the school office by debit or credit card.

Financial hardship

At school we understand that there are times when you may find it difficult to pay for your child meals. In these circumstances you can speak to staff in school for advice and support. Every situation will be treated with sensitivity and in complete confidence. The members of staff you can speak to are:

- Mrs Leak (School Business Manager)
- Mrs Lambert (Pastoral and Safeguarding Lead)
- Mrs Bell (Pastoral team)
- Mrs Esplin (Headteacher)

External support can also be sought around debt management from the following services/charities:

- Bramley Cluster
- Christians Against Poverty (CAP) – 0800 3280006
- Money buddies – www.leedsmoneybuddies.weebly.com - 0113 2350276
- Step change – www.stepchange.org

Non-payment

In instances of non-payment there will be a text message sent to the parent/carer reminding them to make the relevant payments.

If payment is still not received following the text message a letter will be sent home requesting payment. If we still do not receive payment, we will request it via a phone call or face to face.

If the outstanding debt reaches the set amount (£50 per child or maximum of £100 per family) your child will no longer be given the option of using the school dinner service and will need to be provided with a packed lunch from home. Please remember it is the responsibility of the parents/carers to ensure their child is provided with food.

Non-payment of school meals is taken very seriously and in extreme circumstances, where payment has repeatedly been requested but has not been received, outstanding debts will be passed on to Leeds City Council's legal team. You may also be taken to court which could lead to a County Court Judgement and may affect your credit rating.

Reviewed by D Leak (SBM) and R Esplin (Headteacher) – March 2026