



St Peter's Anglican Methodist V.C Primary School

School Meals Payment Policy

School Address	Bank Road Pilning South Gloucestershire BS35 4JG
School Contact Number	01454 631137

STATEMENT:

This policy has been compiled in recognition of the difficulties placed on schools in balancing the social welfare of pupils with the responsibility of managing the School Budget. From 1st April 2016 St Peter's Primary School has been liable for its own school meal income and debts.

POLICY AIMS:

- To outline the school's procedures regarding school meals.
- To ensure the smooth, efficient and cost-effective operation of school meals provision.
- To clarify the roles and responsibilities of school staff, parents and pupils.
- To present a workable, clear mechanism for the collection of school meal payments.

SCHOOL MEAL PAYMENT PROCEDURES:

- All pupils in Reception, Year 1 and Year 2 are entitled to free school meals under the Government's 'Universal Free School Meals' initiative. There is no charge for these year groups.
- There is a charge for school meals for pupils in Years 3-6 (currently £2.75 per day) unless a pupil is entitled to benefits related free school meals (FSM).
- Payment for meals is required in advance.
- Payment via the online payment system via Arbor is preferred.
- Payment by cheque is possible (payable to South Gloucestershire Council) with the child's name and class written on the reverse.

- Any cash payments (although these are discouraged) must be made in a sealed envelope with the name of the child, their class and the amount enclosed written clearly on the envelope.
- Any cash/cheque payments must be given to the school office.
- Collective payments may be submitted for families with more than one child taking school meals.
- No change is given; any extra money will be carried over to the following week and all overpayments will be carried forward to the next term unless a request to refund is made.
- Payments not used due to absence will be credited to the account. Please note that any meals cancelled after 10am (for that day) are still chargeable as already prepared.
- Parents are asked to pre-book their child's meal choice via the Arbor system in advance.
- It is the pupil's responsibility to know and inform their teacher whether they are having a school meal or a packed lunch each morning when the dinner register is taken.
- If a school meal is booked and not taken for any reason (other than absence as above) a charge is still applicable.
- If a cheque is returned unpaid by the bank parents will be charged the relevant banking fee.
- If a child forgets their packed lunch and has to have a school meal, parents must pay for the meal within five days of having the meal (except for FSM pupils).
- If a child's entitlement to free school meals has expired, the parent/carer must provide a packed lunch or send payment for school meals.
- Parents who feel they are entitled to Free School Meals should apply via South Gloucestershire Council using the following link <http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals/>

DEBT RECOVERY AND CONSEQUENCES OF NON-PAYMENT

- Payment for school meals should be made in advance and if a child has any meals during the week and payment has not been made a reminder will be sent home via the Arbor App messaging system on a Friday. Any arrears should be paid by the following Monday morning or the first day of the school week.
- If payment for school meals is still outstanding for over 14 days the situation will be referred to the School Business Manager who may discuss the situation with the parent/carer.
- If payment is still outstanding after 14 days the schools Debt Recovery Policy will be followed.

This policy will be reviewed by the Resources committee annually.

Policy Agreed:

By Resources Committee on 6 November 2025
Review: July 2026