

# BRAMCOTE C OF E PRIMARY SCHOOL



## School Dinner Payment Policy

March 2026

## **1. Introduction**

This policy outlines the expectations and procedures for payment of school meals, ensuring a consistent and fair approach to managing payments and dinner money debt, by Bramcote C of E Primary School. This ensures school budget funds are used for education, not to cover unpaid dinner money.

## **2. Cost of School Meals**

The cost of a school meal is set by the local authority catering provider. The price of a school meal, as of 1<sup>st</sup> April 2026 is £3.16 per meal. Prices are reviewed annually and changes communicated to parents.

## **3. Payment Expectations**

All meals must be paid for in advance. Payments are made using the school's online system, Arbor, which is an app used to manage all school payments. Parents may provide healthy packed lunches if they do not use the meal service.

## **4. Credits**

If a child is absent, prepayments will be carried over to the next meal sitting.

## **5. Free School Meals (FSM) and Universal Infant Free School Meals (UIFSM)**

If parents believe they qualify for Free School Meals, they must contact the school office. Eligible children are exempt from this policy. FSM eligibility includes families receiving qualifying benefits. UIFSM (Universal Free School Meals) provides free meals for Reception, Year 1, and Year 2.

## **6. Management of Arrears (Debt)**

Stage 1; Reminder: If payment is not received a text/email reminder will be sent the Parent/ Carer.

Stage 2; Letter: If payment is not received within 7 days, for the first dinner debt, a formal letter will be sent. (Appendix 2)

Stage 3; Final notice: If debt persists, a final letter will be sent at 14 days after the first debt, warning that meals will be stopped, and a phone call will be made to confirm this. (Appendix 3)

Suspension of meals; If debts exceed £31.60 School meals will not be provided. Parents will be required to provide a packed lunch. However the school will never allow a child to go without food where there is a safeguarding or welfare concern.

Outstanding Debt; If debts fail to be paid within 21 days; Third 'FINAL overdue payment' reminder letter will be sent home advising this is a final reminder and payment must be received by the following Monday or school will contact the parent/carer to discuss repayment terms otherwise this will result in the school taking possible legal action to recover the outstanding debt.

### **7. Payment Systems and Security**

Online systems allow secure balance checking and payments. The school complies with financial regulations.

### **8. Roles and Responsibilities**

Parents must keep accounts in credit. The school monitors balances and provides support.

### **9. Communication**

If families face genuine financial difficulties, they should contact the school office/ Head teacher immediately to arrange an agreement.

### **10. Review of Policy**

This policy will be reviewed every two years or sooner if guidance changes.

## Appendix 1



### **Bramcote Church of England (Aided) Primary School**

Hanley Avenue, Bramcote, Nottingham NG9 3HE  
Tele : 0115 925 8548

Headteacher: Mrs S Meredith BA (Hons) PGCE NPQH  
Email: [office@bramcote.notts.sch.uk](mailto:office@bramcote.notts.sch.uk)  
Website: [www.bramcotecofepimary.co.uk](http://www.bramcotecofepimary.co.uk)

### **Arrears Alert**

Dear Parent/Carer,

Our records show that your child [Pupil Name] in [Form] has an outstanding school dinner debt of £[Amount]. As per our school policy, please ensure your account is in credit immediately. If you have already made payment, please ignore this letter.

Regards

The Administrative Team

Bramcote C of E

## Appendix 2



### **Bramcote Church of England (Aided) Primary School**

Hanley Avenue, Bramcote, Nottingham NG9 3HE  
Tele : 0115 925 8548

Headteacher: Mrs S Meredith BA (Hons) PGCE NPQH  
Email: [office@bramcote.notts.sch.uk](mailto:office@bramcote.notts.sch.uk)  
Website: [www.bramcotecofepriamry.co.uk](http://www.bramcotecofepriamry.co.uk)

### **Final Debt Notice**

Dear Parent/Carer,

We have written to you previously regarding [Pupil Name]'s outstanding dinner money. As payment has not been received, and the balance is £[Amount], your child will need to bring a packed lunch until the debt is cleared. Failure to pay may result in further action.

Regards

The Administrative Team  
Bramcote C of E