



**UPTON HEATH CHURCH OF ENGLAND PRIMARY SCHOOL**  
"Enriching Lives"

## **School Lunch Payment Procedure**

### **Universal Free School Meals**

From September 2014, all children in Foundation Stage and Key Stage 1 are entitled to a free school meal every day.

### **School Cooked Meals**

School cooked meals are provided at a cost of £12.30 per week for children in Key Stage 2. (£2.45 per day). Dinner money is payable through our ParentPay system online. School meals are cooked on the premises and offer excellent value for money.

Children may choose to take school dinners for all or part of the school week, their teacher will take their choices at registration time daily.

Within 1 week of starting at Upton Heath Church of England Primary School, your child will bring home their ParentPay login. This system is used by school to communicate with parents by email/text message, and also it allows parents to pay for their child's school meals (if they are in KS2).

***Your child's lunch account is operated on a credit system. If your child's account is in credit, they may have a school meal.***

If your child's account is in debit, you will be reminded by email to credit your child's account. If the amount owing reaches £12.30 (one week's lunches), your child will bring home a letter asking you to credit their account and informing you that lunches will no longer be provided by school.

***It is your responsibility to either credit the account or provide a packed lunch.***

If your child requests a meal despite having had a letter home and no credit put on ParentPay, you will receive a telephone call/message asking you to credit their lunch, they will be given a "basic" lunch to ensure they do not go hungry. We will contact you by phone or email to let you know this has happened.

If you are struggling to pay for school meals, please contact the school as we can offer support for families during times of hardship. In extreme cases where parents do not contact school and continue to request a school meal without payment then a referral will be made to Social Services.

Some parents may be entitled to free school meals for their children. Please contact the Free School Meal service on 0300 123 7039.

Children may prefer to have a packed lunch brought from home. Please ensure drinks are in safe containers. Glass containers are not allowed. Please try to send a healthy lunch box – sweets, chocolate and fizzy drinks are strongly discouraged. Please refrain from including nuts in your child's packed lunch, as we have a number of children in school who have severe nut allergies.