

How to book your child's School Meal

When we return to school on 31st October 2022, we will be using the ParentPay booking service to book children's meals.

This applies to every child, including those who receive a Free School Meal. All meals will have to be booked at home through ParentPay by midnight of the previous day.

Making bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**
4. Select the time of day that you wish to make a booking for ie **Lunch time**
5. Select the week to view
6. Select **Make or view bookings**

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for: Lunch time ▾

Week commencing: 4 Jun 2018 ▾

[Make or view bookings](#)

| | |
|------------------------|---|
| Home | > |
| Child's page | > |
| Child profile | + |
| Bookings | - |
| Make or view bookings | > |
| Unpaid bookings | > |
| View menus and choices | > |

7. Menu selections: Book your child's meal by selecting from the menu choices shown. There will always be a vegetarian (V) option daily.

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.

If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

| Previous week | | Week commencing 11th Jun 2018 | | | | | Next week | |
|---|---|---|---|---|---------------|---------------|---------------|---------------|
| Mon 11 Jun | Tue 12 Jun | Wed 13 Jun | Thu 14 Jun | Fri 15 Jun | Sat 16 Jun | Sun 17 Jun | Mon 18 Jun | Tue 19 Jun |
| Cottage Pie ✓ | Roast lamb and mint sauce ✓ | Lasagne ✓ | Sausage and mash ✓ | Pepperoni pizza and chips ✓ | | | | |
| Mushroom risotto | Cheese and tomato pasta bake ✓ | Red pepper quiche | Lentil, butternut squash, and spinach curry | Cheese and tomato pizza and chips | | | | |
| Jacket Potato with a choice of fillings | Jacket Potato with a choice of fillings | Jacket Potato with a choice of fillings | Jacket Potato with a choice of fillings ✓ | Jacket Potato with a choice of fillings | | | | |
| Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | | | | |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar | | | | |
| Cherry flapjack ✓ | Jam sponge and custard ✓ | Iced gingerbread ✓ | Strawberry mousse ✓ | Chocolate chunk cookie ✓ | | | | |
| Fruit and yoghurt | Fruit and yoghurt | Fruit and yoghurt | Fruit and yoghurt | Fruit and yoghurt | | | | |
| Clear day | Clear day | Clear day | Clear day | Clear day | | | | |

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

8. A summary will be displayed at the bottom of the page.
9. Review the booking summary, and select **Confirm booking**.
10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

The screenshot displays the ParentPay interface. On the left, the 'Basket' section contains a table with the following data:

| Item | Total cost | Edit | Remove |
|---|------------|------|--------|
| Oliver - School meal bookings - Green Meadows | £10.70 | | |

On the right, the 'Order summary' section shows:

| | |
|--------------------------------------|---------------|
| Items: | £10.70 |
| Total: | £10.70 |
| Pay by Parent Account credit: | -£0.00 |
| Amount to pay: | £10.70 |

Below the summary, there is a 'Pay by' section with two buttons: 'VISA Checkout' (highlighted in blue) and 'Other payment method'. Below these buttons are links for 'Tell Me More' and 'Continue shopping'.

NOTE: Free school meals (FSM) entitlement is automatically calculated and will show as a payment and corresponding credit.

A copy of the menu will be visible within ParentPay as you make your selections.

If you have not already activated your Parentpay account and need a copy of your login details, please contact the school office.

Bookings must always be confirmed to ensure that they are registered on the school's system.

IF YOU DO NOT SELECT A MEAL OPTION FOR YOUR CHILD, WE WILL AUTOMATICALLY PROVIDE THE TOMATO/PASTA OPTION FOR THEM (or allergen alternative).