

Booking School Meals using ParentPay

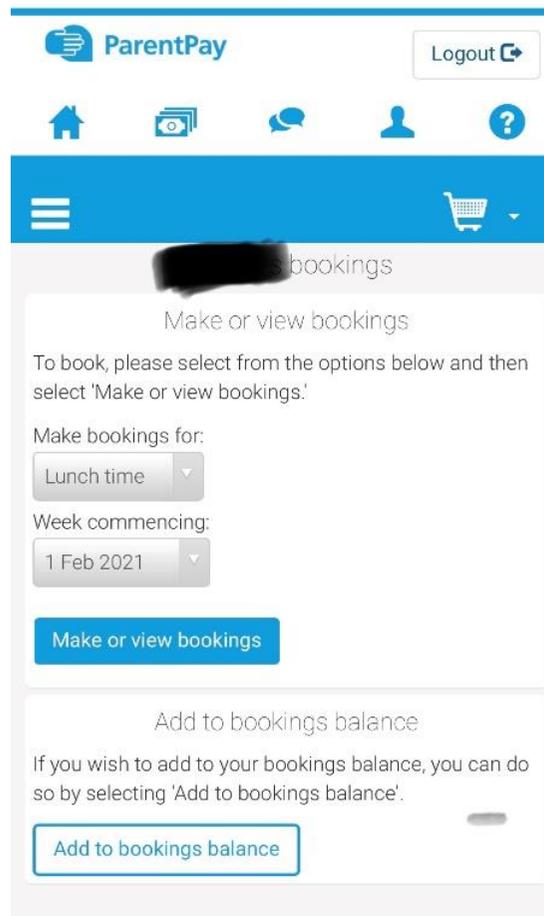
Step 1

After you have logged in, from the Home screen select the blue tab – ‘Book meals and places’ located beneath your child’s profile.



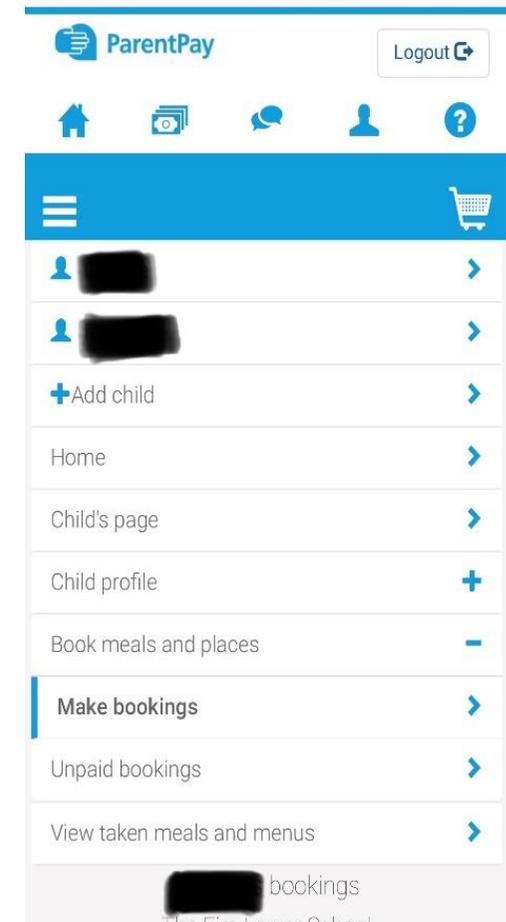
Step 2

On this next screen select the ‘week commencing’ date that you would like to make the booking for. Click on the blue tab – ‘Make or view bookings’.



Step 3

When you reach this page you don't need to select any of the options just scroll to the bottom of the page.



Step 4

At the bottom of the page you will find this screen. For each day that you are making a booking, click on the meal choice and it will turn green with a tick.

Week commencing 22nd Feb 2021

Please scroll across to view the remaining days of the week.

Fri 16 Feb	✓
Salmon Fishfingers with Chips	✓
meal Cheese and Tomato Quiche with Chips	

[Clear day](#)

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Lunch time

Bookings added	5
Bookings cancelled	0
Cost of new bookings	£0.00
Payment due	£0.00

[Cancel](#) [Confirm bookings](#)

Step 5

Once you have made your meal choices select the blue tab – ‘**Confirm bookings**’. If you are required to pay you will be directed to the relevant page to make payment.

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](#) [Next week](#)

Week commencing 22nd Feb 2021

Please scroll across to view the remaining days of the week.

Mon 22 Feb	✓	Tue 23 Feb	
Macaroni Cheese	✓	Pork Sausage	
Soya Spaghetti Bolognaise		Vegetarian Sauce	

[Clear day](#)

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Lunch time

Bookings added	1
Bookings cancelled	0
Cost of new bookings	£0.00
Payment due	£0.00

[Cancel](#) [Confirm bookings](#)