## **Booking school meals using ParentPay**

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



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'.



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

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View ta	ken meals	and menus	5	>
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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.

cancelled. If your <b>Payment due</b> 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 o	days of the week.			
Mon 🖌 22 Feb	Tue 23 Feb			
Macaroni Cheese 🛛 🗸	Pork Sausa			
Soya Spaghetti Bolognaise	Vegetarian Sau			
<u>Clear day</u>				
Booking summar Show.symbols   Help   Hide	y <u>e info</u>			
Lunch	time			
Bookings added	1			
Bookings cancelled	0			
Cost of new bookings	£0.00			
Payment due	£0.00			
Cancel Conf	irm bookings			

## 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.

Week commencing 22nd Feb 2021				
Please scroll across to view the remaining days of the week.				
Fri 16 Feb	1			
Salmon Fishfingers with Chips				
meal Cheese and Tomato Quiche with Chips				
<u>Clear day</u>				
Booking summary				
Show symbols   Help	<u>Hide info</u>			
	Lunch time			
Bookings added	5			
Bookings cancelled	0			
Cost of new bookings	£0.00			
Payment due	£0.00			
Cancel	Confirm bookings			