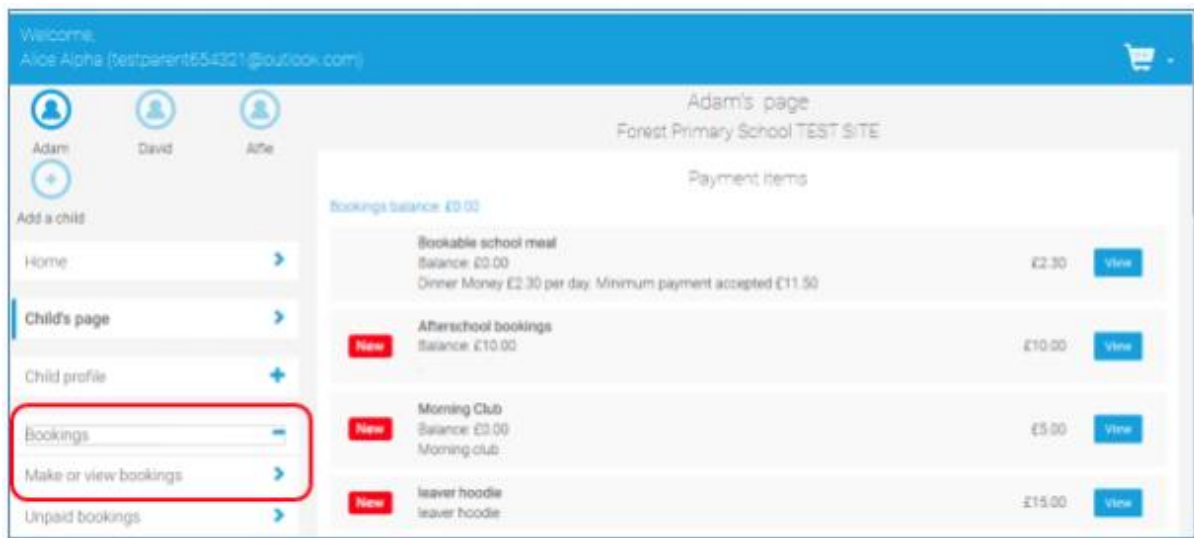
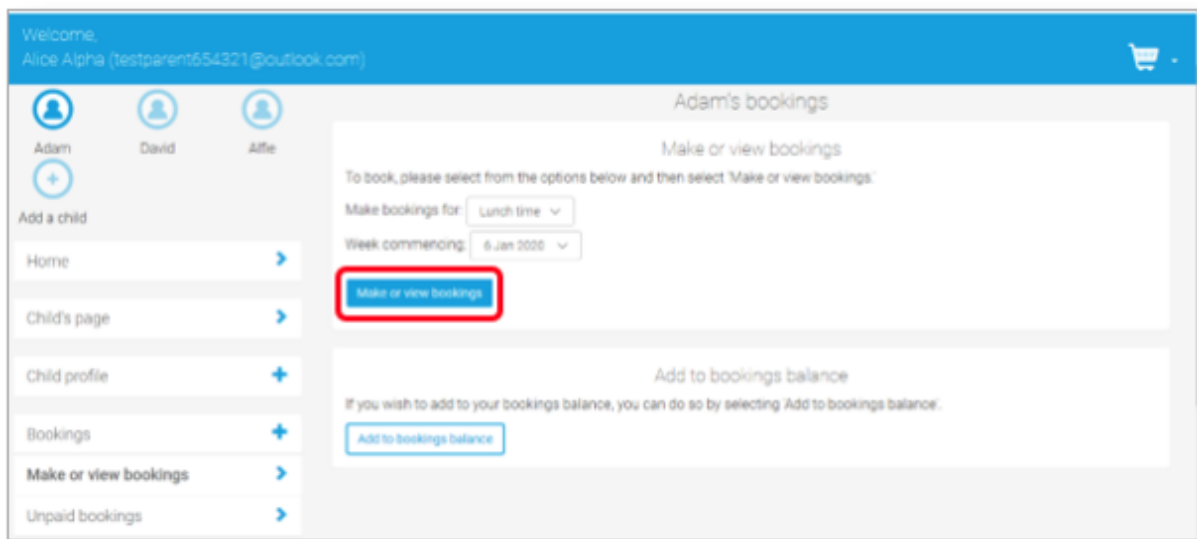


Making bookings

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
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen. Schools can opt for varying functionality, so you will be see one of the following formats:

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)

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 6th Jan 2020** Next week

| Mon 6 Jan | Tue 7 Jan | Wed 8 Jan | Thu 9 Jan | Fri 10 Jan |
|-------------------------------|------------------------------------|-------------------------------------|------------------------|---------------------------|
| Lasagne with Salad | Roast Beef with Yorkshire puddings | Sweet and Sour Chicken with Rice | Toad in the Hole | Fishfingers with chips |
| vegetarian lasagne with salad | Quorn Roast | Sweet and Sour Vegetables with Rice | Quorn toad in the hole | veggie fingers with chips |
| Jelly and ice cream | Jam Roly poly with custard | Chocolate cake | Cheesecake | Treacle tart |
| Fruit | Fruit | Fruit | Fruit | Fruit |
| Clear day | | | Clear day | |

- Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected. You simply book to say that your child would like a meal on that day.

| Mon 18 Jan | Tue 19 Jan | Wed 20 Jan | Thu 21 Jan | Fri 22 Jan |
|---|--|--|--|--|
| Book a meal | Book a meal | Book a meal | Book a meal | Book a meal |
| Macaroni Cheese | Chicken Pie served with Gravy & Mashed Potato | Roast Gammon served with Boiled Potatoes | Homemade Beef Burger served with Potato Wedges | Fish Fingers served with Chips |
| Homemade Cheese Potato & Onion pasty served with crushed potato | Vegetable Casserole served with New Potatoes | Vegetarian Sausage served with Mashed Potato & Gravy | Sweet & Sour Vegetables served with Rice | Creamy Leek & Cheese Potato Boats |
| Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw |
| Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables |
| Australian Crunch | Eve's Pudding & Custard | Jelly & Pineapple | Parkin Cake | Orange Shortbread |
| Clear day | | | | |

- Booking only: Book a meal or event for a specific day. No menu shown.

| | | | | |
|---------------|---------------|---------------|---------------|---------------|
| Mon 18 Jan | Tue 19 Jan | Wed 20 Jan | Thu 21 Jan | Fri 22 Jan |
| Book a meal | Book a meal | Book a meal | Book a meal | Book a meal |
| Clear day | | | | |

8. Make the required bookings
9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

| Booking summary | |
|---|----------------------------------|
| Show symbols Help Hide info | |
| Adam Aplha's Lunch time | |
| Bookings added | 3 |
| Bookings cancelled | 0 |
| Cost of new bookings | £6.90 |
| Unpaid bookings | £2.30 |
| Payment due | £9.20 |
| Cancel | Confirm bookings |

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.

10. Review the booking summary, and select **Confirm booking**.
11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

Basket

| Item | Total cost | Edit | Remove |
|-----------------------------|------------|------|--------|
| Adam - Bookable school meal | £9.20 | | |

50p
[Tell me more](#) [Add donation](#)

Order summary

| | |
|--------------------------------------|---------------|
| Items: | £9.20 |
| Total: | £9.20 |
| Pay by Parent Account credit: | -£0.00 |
| Amount to pay: | £9.20 |

Pay by

- [Bank Transfer](#)
- [VISA Checkout](#)
Tell Me More
- [Other payment method](#)
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1 out of 5 found this helpful

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