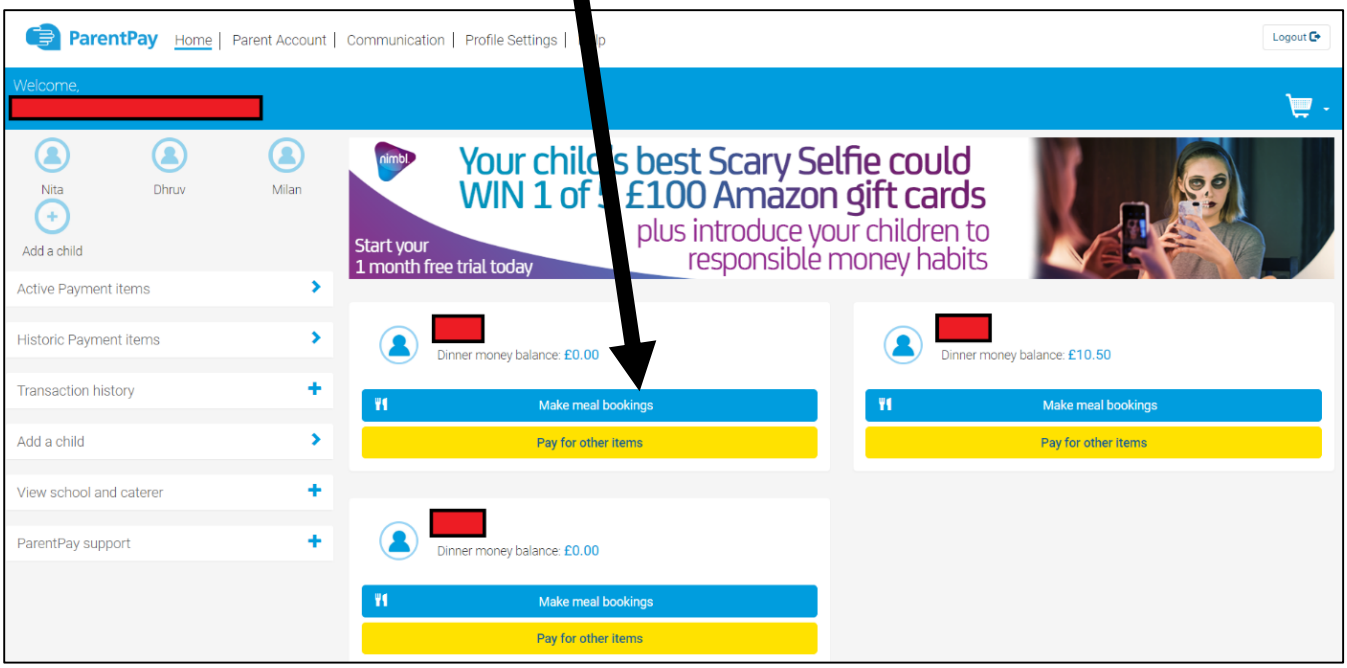
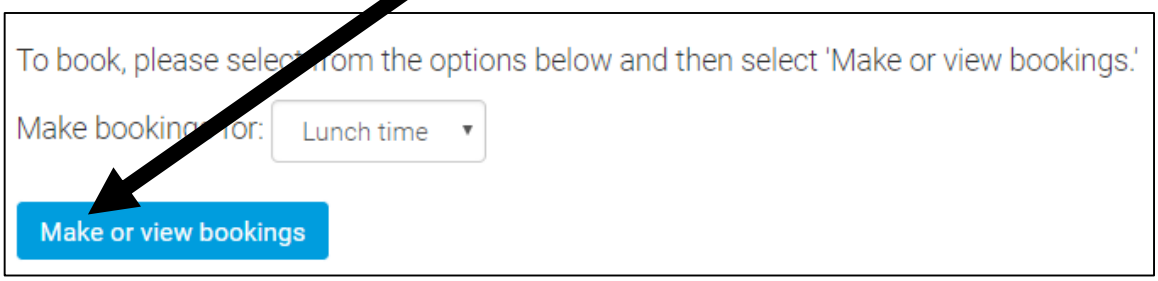
USER GUIDE

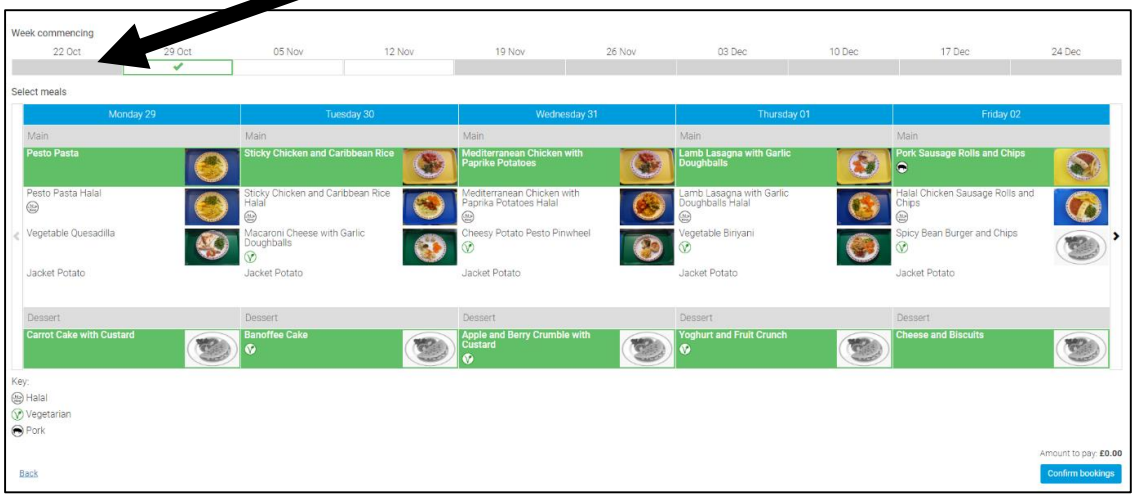
1. Log in to your ParentPay account as normal (If unsure, the link is https://www.parentpay.com/public/client/security/#/login)
2. Once you have logged in, you will see the screen below. Please click "**Make meal bookings**". This option is available for **all** children assigned on your ParentPay.



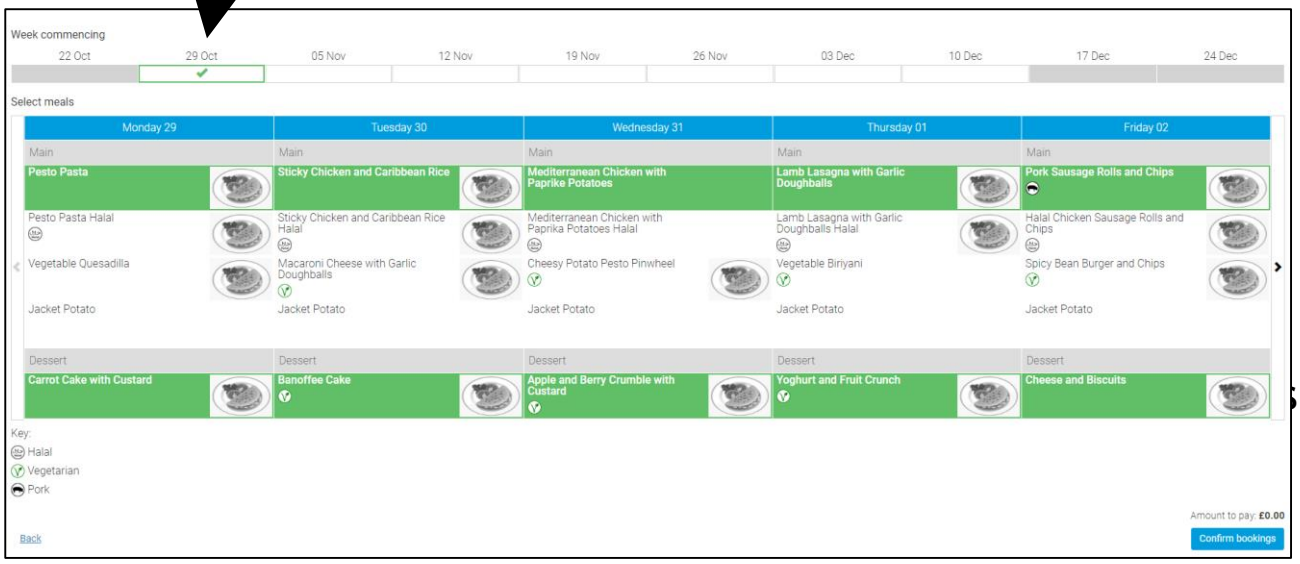
3. Click the "**Make or View Bookings**" button.



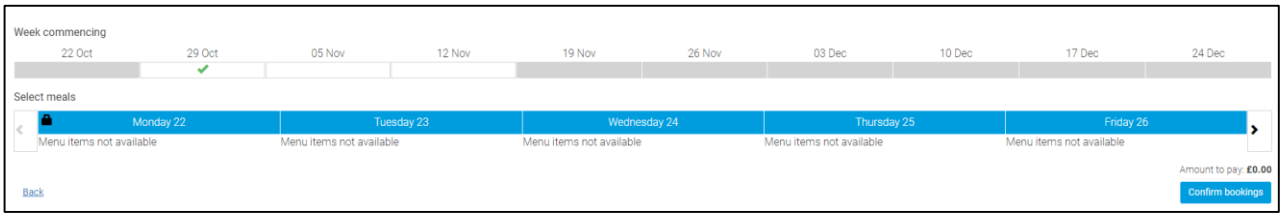
4. The next screen will indicate what meal choices have been made and will allow you to add/change existing bookings. In the example below, week commencing Monday 22nd October is half-term so therefore "**menu items are not available**".



The **green tick** in the week commencing "29th Oct" indicates meal choices have been made for that week.

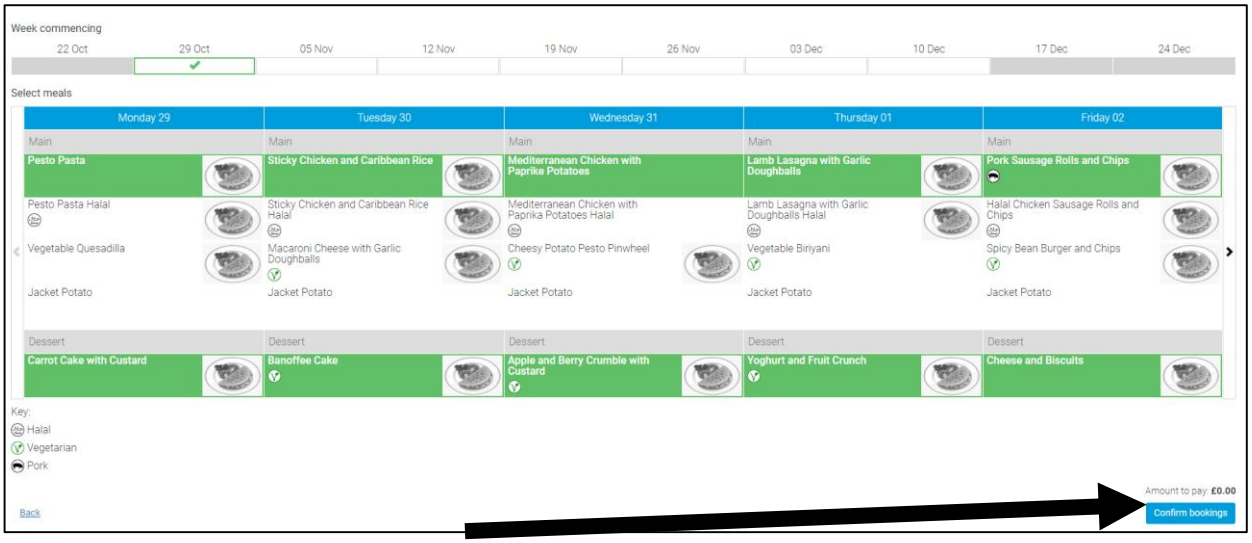


If you click on the week required (**first week back after half-term is week commencing 29th Oct**), the next screen should look like this…



To select a meal, simply click on it and then the dessert. Photographs of ALL our meals will be added this term.

5. Once all selections have been made, the screen will look like this…



Click on "**Confirm bookings**" to confirm your order. Your meal choices are now logged. These can be amended, deleted or added to any time. You can also book your meals for a whole half-term at a time by selecting all the weeks you require.

- If your child is having a school lunch in **Reception, Y1 or Y2** or you have Free School Meals entitlement, when you make bookings, **your total will remain at ZERO** but you **MUST** still book.

6. If your child is in **Years 3 to 6** and is **NOT** entitled to free school meals, you will need to credit and top-up your account **before** the system will allow you to make meal bookings.

7. The school occasionally does theme days such as **Pegasus Pizza** day, **Diwali** theme day etc. These will replace the normal menu items on the meal ordering screen.