Booking School Meals from September 2022

Please click <u>here</u> for extra information from the ParentPay website, click <u>here</u> for a tutorial video on how to book meals, and <u>here</u> for how to cancel a meal booking.

When we return to school in September 2022, we will be using the ParentPay booking service to book and pay for school meals in advance, for your child.

This applies to every child. All meals will have to be booked and paid for through ParentPay by 8am on the day.

If you do not book a meal and your child requires one, the default, (and only option available) will be pasta (with tomato sauce/cheese) and your child will not be able to choose a different meal option.

How to make bookings

- 1. Go to www.parentpay.com and log in.
- 2. Select the child to make bookings for [1]



3. From the menu [2] select Book meals and places > Make bookings [3].



4. Select the **Event** that you wish to make a booking for **[4]** and if required choose a week. Then select **Make or view bookings [5]**.

ParentPay	đ	ø	L	Logout 🕞
≡				ب ا
	1	Melissa's bookir	ngs	
4	Ma	ake or view bool	kings	
Make bookings for				
Lunch time				\$
5		Make or view bookir	ngs	
	Ado	d to bookings ba	alance	
If you wish to add to your	bookings balance,	, you can do so by se	electing 'Add to booking	s balance'.
This will NOT book your o	hild onto a session	n, to do this use the p	panel above.	
	J	Add to bookings bala	ance	

4. You will then be presented with a booking screen. Book your child's meals by selecting the required options. Individual choices are available to select, for example main option, vegetarian option, and dessert for each day. (Please see a copy of the Aspens menu for sides dishes available each day.)

If your Payment due is						
Previous week	Week commencing 6th Jan 2020				Next week	
🔒 Mon 6 Jan	🔒 Tue 7 Jan	Wed 8 Jan	🖌 Thu 🏒 9 Jan	Fri 10 Jan	ł	
asagne with Salad	Roast Beef with Yorkshite puddings	Sweet and Sour Chicken with Rice	Toad in the Hole 🖌	Fishfingers with chips	1	
		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	Chessicake	Treacle tart		

5. Make all required bookings

- 7. A summary will be displayed at the bottom of the page with any previous unpaid meal bookings shown in red.
- 8. Review the booking summary, and select **Confirm booking**.

Booking summar	ý.
how symbols Help Hide info	
Adam Aplha's Lunch tir	ne
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Jnpaid bookings	£2.30
Payment due	£9.20
Capel	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.

9. Any credit in your Parent Account will be used to pay for the sessions. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method.

Basket			Order summary		
Item	Total cost Ed	tiit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20	-	m	Total:	£9.20
				Pay by Parent Account credit:	-£0.00
			_	Amount to pay:	£9.20
Children in Need			50p	Pay by	
Tell me more Add donation		donation	Bank Transfer		
				> VISA Checknot	
				Other payment method	
				Continue shopping	

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

If you have already activated your account, but have forgotten your password, please click on the forgotten password link as we do not have access to passwords. If you have forgotten your username please do let us know in the office as we can access this.