## How to make a meal or event bookings

If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals and/or event places in advance of the session. This helps the school minimise food waste, and reduce administrative burden on the school staff.

To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

## Making bookings

- 1. Go to <u>www.parentpay.com</u> 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

To book, please sele	ct from the o	ptions below and then select 'Make or view bookings.'	
Make bookings for:	Lunch time	•	
Week commencing:	4 Jun 2018	•	
Make or view bookin	gs		

Home	>
Child's page	>
Child profile	+
Bookings	-
Make or view bookings	>
Unpaid bookings	>
View menus and choices	>

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:

Clear day

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

	l	unch time selec	tion	
account within 2 ho	en confirming your booki ours. Failure to do so will affect free school meal b	result in your booking b	eing cancelled.	
Previous week	We	Next week		
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

1

 Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected

• Menu selections: Book a meal by selecting from the menu choices shown

revious week	w	Next w		
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
omemade Cheese tato & Onion pasty rved 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
acket Potato with choice of Beans, heese 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
asonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
ustralian Crunch	Eve's Pudding & Custard	Jelly & Pineapple	Parkin Cake	Orange Shortbread
esult in unpaid boo your <b>Payment due</b>	kings being cancelled. • is zero (£0.00), simply c		ust be paid within 2 hour further action is required	
esult in unpaid boo your <b>Payment due</b> previous week Mon	kings being cancelled. It is zero (£0.00), simply c Wee Tue	ngs, any <b>Payment due</b> m onfirm bookings and no ek commencing 11t Wed	ust be paid within 2 hour further action is required h Jun 2018	Next we
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<u>Clear day</u>

<u>Clear day</u>

<u>Clear day</u>

Lunch time selection

if the **Payment due** value is not £0.00, you

<u>Clear day</u>

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

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
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.

- 9. Review the booking summary, and select Confirm booking.
- 10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

Baske	et		Orde	r summary
Item	Total cost E	dit Remove	Items:	£10.70
Oliver - School meal bookings - Green Meadows	£10.70 🖌	× ±	Total:	£10.70
oreen meadows			Pay by Parent A credit:	-£0.00
			Amount to pay:	£10.70
				Pay by
			VISA Check	
			Cont	inue shopping

**NOTE:** Free school meals (FSM) and Universal infant free school meals (UIFSM) are automatically calculated and will reduce the value of the payment due where appropriate. In most cases this will be a zero cost.

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