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 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**

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:

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

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

Lunch time selection

	Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Previous week / Next week	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

Week commencing 18th Jan 2016

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

Lunch time selection

Week commencing 11th Jun 2018

	Mon 11 Jun ✓	Tue 12 Jun ✓	Wed 13 Jun ✓	Thu 14 Jun ✓	Fri 15 Jun ✓
	Cottage Pie ✓	Roast lamb and mint sauce	Lasagne ✓	Sausage and mash	Pepperoni pizza and chips ✓
	Mushroom risotto	Cheese and tomato pasta bake ✓	Red pepper quiche	Lentil, butternut squash, and spinach curry	Cheese and tomato pizza and chips
	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings ✓	Jacket Potato with a choice of fillings
	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
	Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
	Cherry flapjack ✓	Jam sponge and custard ✓	Iced gingerbread ✓	Strawberry mousse ✓	Chocolate chunk cookie ✓
	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt
	Clear day	Clear day	Clear day	Clear day	Clear day

Previous week / Next week

www.parentpay.com

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

Basket

Item	Total cost	Edit	Remove
Oliver - School meal bookings - Green Meadows	£10.70	✏️	🗑️

Order summary

Items:	£10.70
Total:	£10.70
Pay by Parent Account credit:	-£0.00
Amount to pay:	**£10.70**

Pay by

VISA Checkout   Other payment method

Tell Me More

Continue 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

www.parentpay.com