

## 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](http://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**

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for:

Week commencing:

[Make or view bookings](#)

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

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

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 11th Jun 2018** Next week

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
<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>

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
<b>Unpaid bookings</b>	<b>£0.20</b>
<b>Payment due</b>	<b>£10.70</b>
Cancel	<a href="#">Confirm bookings</a>

**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				Order summary	
Item	Total cost	Edit	Remove	Items:	£10.70
Oliver - School meal bookings - Green Meadows	£10.70			Total:	£10.70
				<b>Pay by Parent Account credit:</b>	<b>-£0.00</b>
				<b>Amount to pay:</b>	<b>£10.70</b>
Pay by					
				<a href="#">Other payment method</a>	
<small>Tell Me More</small>					
<a href="#">Continue shopping</a>					

**NOTE:** Free school meals 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.**

**Bookings must be made by 8.00am if you are booking daily.**