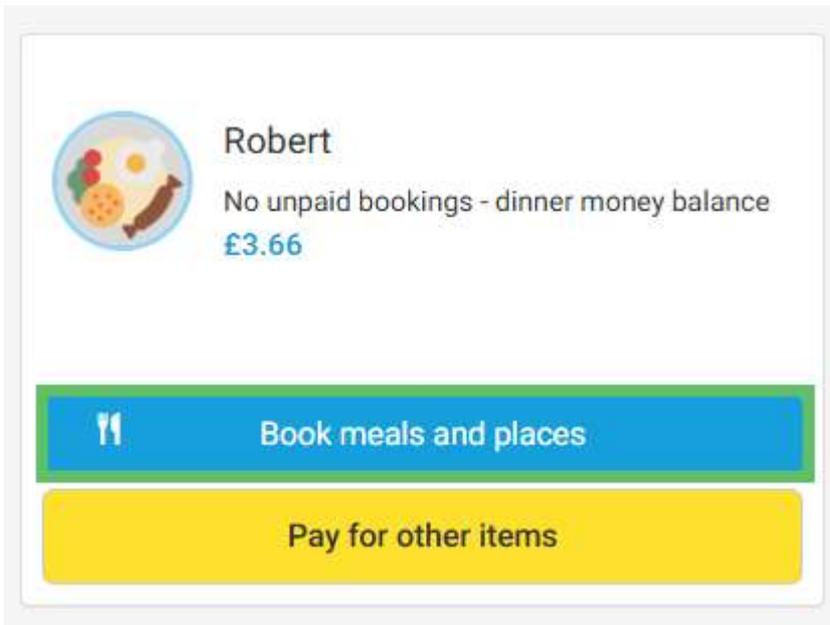


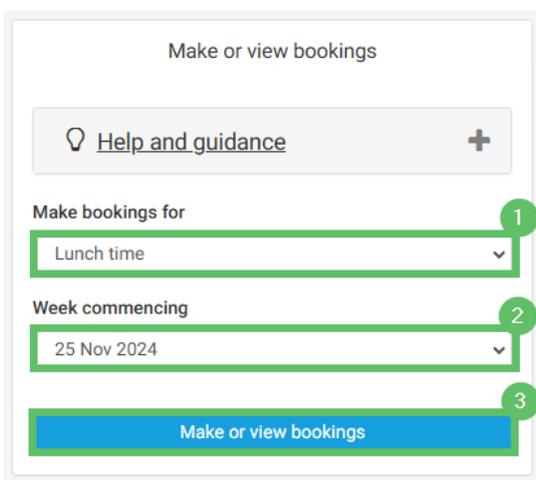
Select the child you wish to view (please note if you have more than one child in school, you will need to book meals for each child separately). The booking option will be available in the left side menu (or in the menu drop down if using a mobile device). Please see below.

### **Making Bookings**

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in.
2. Select the child you wish to make bookings for. If you have more than one child in school, you will need to book their meals separately.
3. Select Book Meals and Places:

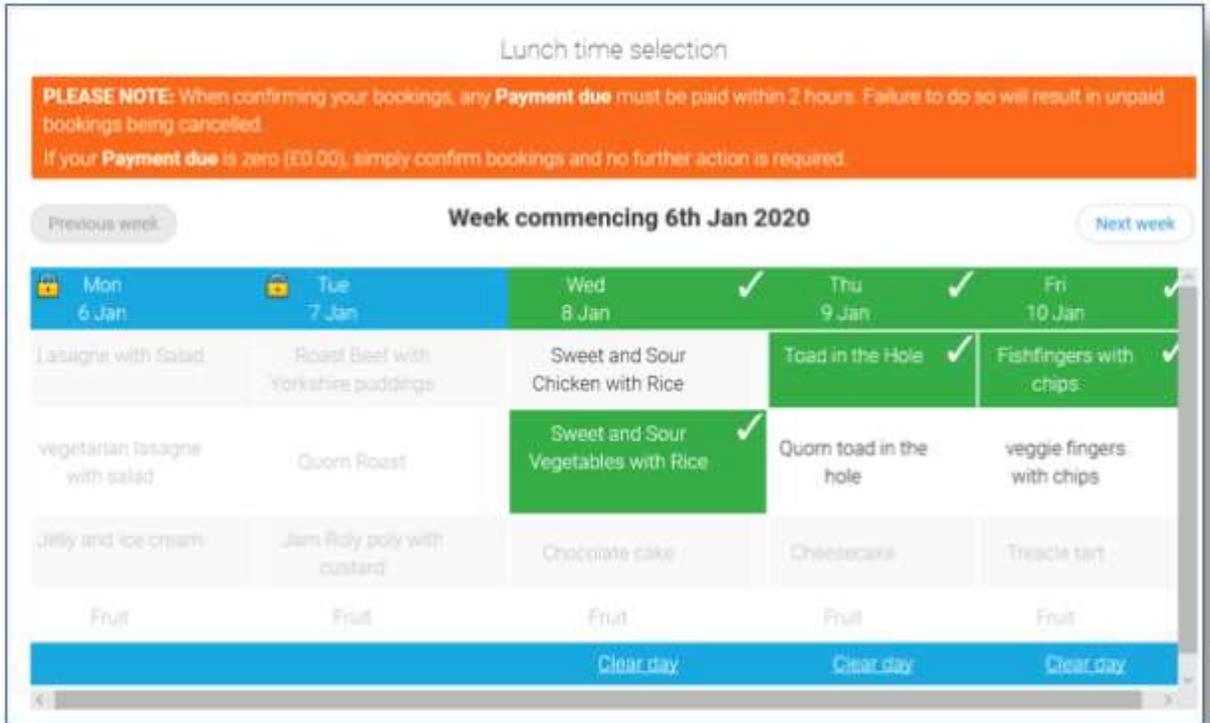


4. Select lunch time, and the correct week:



5. You will then be presented with a booking screen. You may need to scroll through the weeks for future bookings:

- Menu selections: Book a meal by selecting from the menu choices shown. You will not be required to select a pudding option. Your child will be able to choose either the pudding shown on the menu, or fresh fruit, on the day.



6. Make the required bookings by clicking the menu option your child would like.

7. Review your selection and click **confirm** to confirm the meal bookings.

- If you need to pay for the bookings, these will need to be paid for within two hours of confirming, and you will be directed to a payment screen.
- If you receive universal free meals (Reception to Year 2), or you are in receipt of income based free school meals, no further action is needed.

8. If you do need to make payment, a summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red.



9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by bank transfer, Visa Checkout or Other payment method. If you wish to pay using your debit card, select 'other payment method', which will enable you to enter your debit card details.

**Basket**

Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

**Order summary**

Items:	£9.20
Total:	£9.20
<b>Pay by Parent Account credit:</b>	<b>-£0.00</b>
<b>Amount to pay:</b>	<b>£9.20</b>

**Pay by**

- 
- 
- [Other payment method](#)
- [Continue shopping](#)

**Children in Need** 50p  
[Tell me more](#) [Add donation](#)