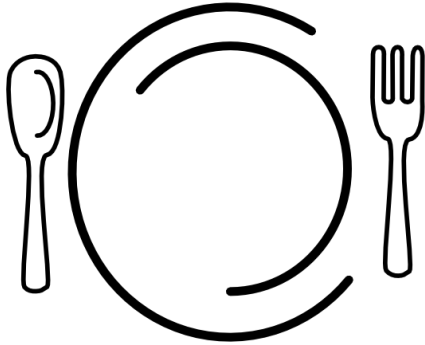




Parent Pay



How to Book A School Meal



All school meals must be ordered via Parent Pay, including **Free School Meals**. Please log in to order your child's meals for the first week back after Christmas (week commencing 8th January 2018).

YOU CAN ADD MEAL BOOKINGS UP TO MIDNIGHT THURSDAY OF THE WEEK BEFORE (4th JANUARY 2018)

1. Once logged in, go to **"Make Meal Bookings"** for the relevant child.
2. Change the **"Week Commencing"** to the Monday of the week you wish to book meals for, even if you do not wish to book a meal on the Monday in question.
3. Click on **"Make Or View Bookings"**.
4. Tick the relevant meal choice for the day. It will turn green to show your choice. You may tick on the option again to cancel the meal choice.
5. The total of meals ordered will be displayed at the bottom of the page, along with the total price owed. For those receiving Free School Meals the total owed will be zero.
6. Click on **"Confirm bookings"**.
7. You will then be asked for payment. **Please note that bookings not confirmed and paid for will be cancelled after 2 hours.**