

ParentPay – How to order your child's school meals

Please note, the date you are choosing the options for is

Monday 9th September

Once this date is selected, the menu will appear below. No menu will be visible before this date.

Also, any bank holidays, inset days and holiday dates will be greyed out and no option to book available.

1. Sign in to ParentPay with the details on your activation letter (will arrive via email at the end of July, please check spam if not in Inbox)
2. Select blue box – book meals and places
3. Select blue box – make or view bookings
4. Select the date you wish to book for (dates in square boxes). Swipe left until you reach **Monday 9th September**.
5. Scroll upwards to view the main courses available that day.
6. Tap the meal you would like to select and the box will turn orange.
7. Some menus will allow you to choose a dessert option. Scroll down and select. The selected box will turn orange.
8. Scroll back to the top and select the next day you would like to book a meal for your child and complete steps 5 to 7.
9. Once you have chosen all your child's meals, tap the blue confirm bookings box at the bottom of the page.
10. **For children on free school meals, and all children on UIFSM (Reception, Year 1 and 2), the amount to pay will be zero.**
11. For children in KS2 who pay for their meals, once the blue confirm bookings box is selected you will be taken your basket. Payment must be made within 2 hours of confirming, otherwise the options will be deleted.
12. Once you have paid, you will receive confirmation from ParentPay, and the school will be advised of your choices.

Things to note.

1. If you have uploaded credit to your ParentPay account, once you have confirmed the menu choice the cost will be deducted from your balance.
2. If you have ordered a meal for your child, but your child is unwell, the cost will be credited back to your ParentPay account.