

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**

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

Make bookings for: Lunch time ▾

Week commencing: 4 Jun 2018 ▾

[Make or view bookings](#)

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

You will then be presented with a booking screen. Schools can opt for varying functionality, so you will see one of the following formats:

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

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled. This will in no way affect free school meal bookings as these are always considered as zero cost.

Previous week **Week commencing 18th Jan 2016** Next week

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

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



Lunch time selection

PLEASE NOTE: When confirming your booking, if the **Payment due** value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled. This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 18th Jan 2016 Next week

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal

- 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.

Week commencing 11th Jun 2018 Previous week 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
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

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				Order summary	
Item	Total cost	Edit	Remove	Items:	£10.70
Oliver - School meal bookings - Green Meadows	£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