



### **How to Make Menu Selection on Parent Pay**

1. Log into your account.
2. Select 'Make Meal Bookings' for a pupil.
3. Select 'Lunchtime' from the 'Make Bookings' for drop down menu.
4. Select the date to view in the *Week commencing* drop down menu.
5. Select *Make or view bookings*.
6. Make the menu selections required.
7. Select *Confirm Bookings*.
8. Repeat steps 2-7 for any other pupils requiring menu selections.
9. If your child is in KS2 and is not receiving Free School Meals, payment is required. Select 'Pay Now' and follow the payment process.

**\*\* PLEASE NOTE: The payment process must be completed within 2 hours of confirming the bookings. If a payment is not made within the 2 hour window, the meals will be cancelled.**

**If pupils are entitled to Free School Meals or Universal Infant Free School Meals, the charge should automatically be covered when the selections are confirmed. \*\***

**If you require support with Parent Pay please contact the school office immediately and we will assist you to open your accounts and give you help understanding what you need to do.**

### **Packed Lunches**

If you intend for your child to have a packed lunch Autumn term then it is essential that you inform us in advance of the term starting otherwise they will automatically be recorded for a main meal and you will be charged accordingly. Please complete and return the slip below to school by Tuesday 17<sup>th</sup> July 2018.

\*\* as before, any changes from packed lunch to school dinners or dinners to packed lunches can only be made ½ termly \*\*

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Child's  
Name \_\_\_\_\_ Class \_\_\_\_\_

Will be having a packed lunch from 4<sup>th</sup> September 2018. I understand that meal options school dinners to packed lunch or the reverse can only be changed ½ termly by informing Mrs Bilby in the school office in advance.

Parent/Guardian Signature \_\_\_\_\_