

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:

Week commencing:

[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 be 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.

[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 |
| Macaroni Cheese | Chicken Pie served with Gravy & Mashed Potato | Roast Gammon served with Boiled Potatoes | Homemade Beef Burger served with Potato Wedges | Fish Fingers served with Chips |
| Homemade Cheese Potato & Onion pasty served with crushed potato | Vegetable Casserole served with New Potatoes | Vegetarian Sausage served with Mashed Potato & Gravy | Sweet & Sour Vegetables served with Rice | Creamy Leek & Cheese Potato Boats |
| Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw | Jacket Potato with choice of Beans, Cheese or Coleslaw |
| Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables |
| Australian Crunch | Eve's Pudding & Custard | Jelly & Pineapple | Parkin Cake | Orange Shortbread |

[Clear day](#)

- 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.

[Previous week](#)
Week commencing 11th Jun 2018
[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 |
| Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables | Seasonal Vegetables |
| Salad Bar | Salad Bar | Salad Bar | Salad Bar | Salad Bar |
| 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

| Item | Total cost | Edit | Remove |
|---|------------|------|--------|
| Oliver - School meal bookings - Green Meadows | £10.70 | | |

Order summary

Items: £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