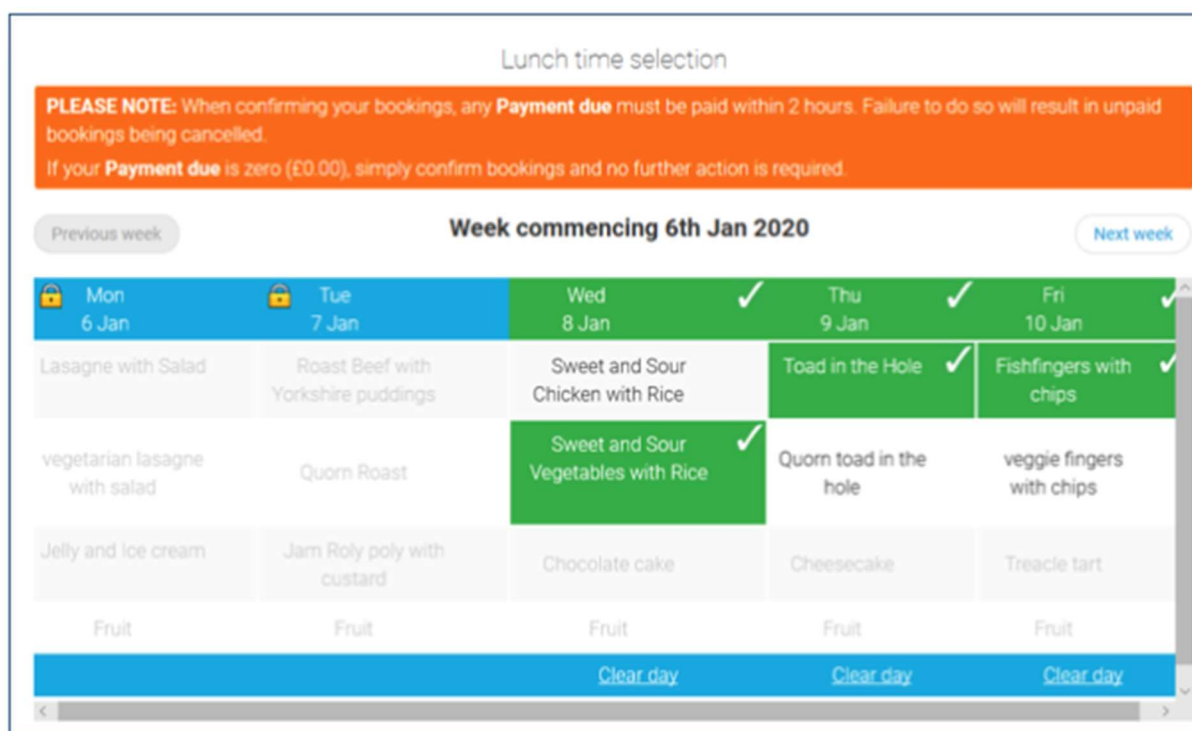


Making lunch bookings

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**
7. You will then be presented with a booking screen.
- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)



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 6th Jan 2020** Next week

Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	Thu 9 Jan	Fri 10 Jan
Lasagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole	Fishfingers with chips
vegetarian lasagne with salad	Quorn Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
Jelly and Ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
		Clear day	Clear day	Clear day

8. Make the required bookings
9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Adam Aplha's Lunch time

Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20

[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.

10. Review the booking summary, and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled) or Other payment method