



# PARENTPAY SUPPORT FOR SCHOOLS



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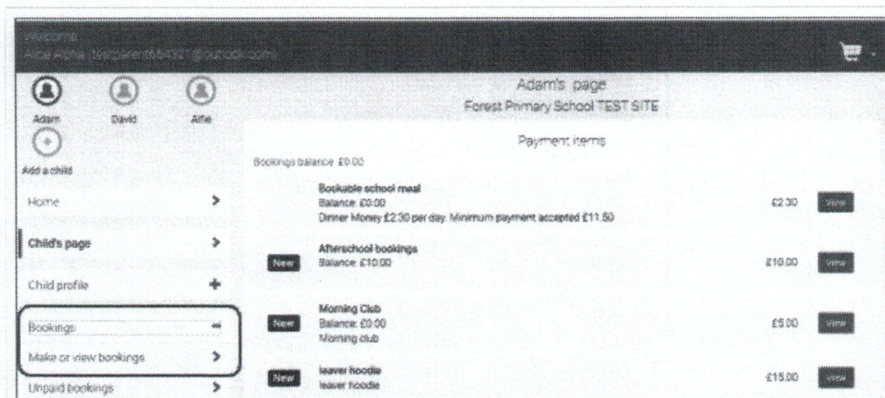
## How to make meal or event bookings

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.

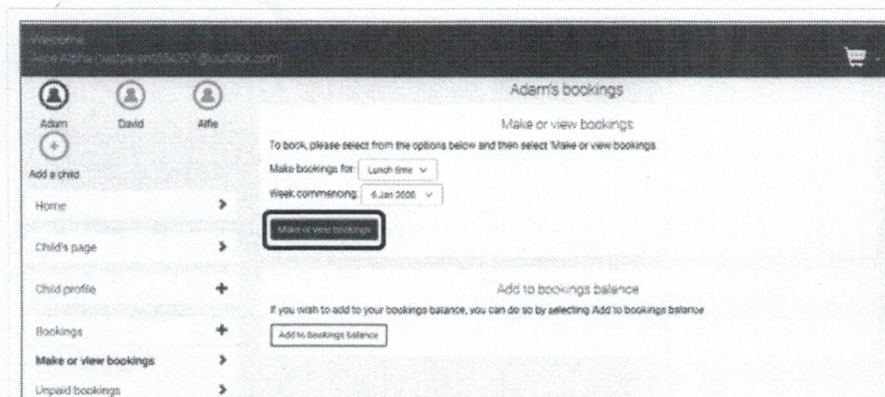
To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

### Making bookings

1. Go to [www.parentpay.com](http://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. Schools can opt for varying functionality, so you will see one of the following formats:

- 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<br>6 Jan                  | Tue<br>7 Jan                       | Wed<br>8 Jan                        | Thu<br>9 Jan           | Fri<br>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 Roy poly with custard          | Chocolate cake                      | Cheesecake             | Treacle tart              |
| Fruit                         | Fruit                              | Fruit                               | Fruit                  | Fruit                     |
|                               |                                    | Clear day                           | Clear day              | Clear day                 |

- Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected. You simply book to say that your child would like a meal on that day.

| Mon<br>18 Jan                                                   | Tue<br>19 Jan                                          | Wed<br>20 Jan                                          | Thu<br>21 Jan                                          | Fri<br>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 party 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                                               | Egg's Pudding & Custard                                | Jelly & Pineapple                                      | Parkin Cake                                            | Orange Shortbread                                      |
| Clear day                                                       |                                                        |                                                        |                                                        |                                                        |

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

| Mon<br>18 Jan | Tue<br>19 Jan | Wed<br>20 Jan | Thu<br>21 Jan | Fri<br>22 Jan |
|---------------|---------------|---------------|---------------|---------------|
| Book a meal   | Book a meal   | Book a meal   | Book a meal   | Book a meal   |
| 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 Apiha's Lunch time

|                      |              |
|----------------------|--------------|
| Bookings added       | 3            |
| Bookings cancelled   | 0            |
| Cost of new bookings | £6.90        |
| Unpaid bookings      | £2.30        |
| <b>Payment due</b>   | <b>£9.20</b> |

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), Visa Checkout or Other payment method

Basket

| Item                        | Total cost | Edit | Remove |
|-----------------------------|------------|------|--------|
| Adam - Bookable school meal | £9.20      | /    |        |

Tell me more

Add donation

50p

Order summary

|                                      |               |
|--------------------------------------|---------------|
| Items:                               | £9.20         |
| Total:                               | £9.20         |
| <b>Pay by Parent Account credit:</b> | <b>-£0.00</b> |
| <b>Amount to pay:</b>                | <b>£9.20</b>  |

Pay by

>>> Bank Transfer

> VISA Checkout

Tell Me More

Other payment method

Continue shopping

## RELEASE ARCHIVE

- How to amend the VAT rate on Staff or Visitor meals
- January 2019 [103]
- January 2019 [102]
- December 2018 [101]
- November 2018 [100]

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[https://www.parentpay.com/DOCH/school-support/index.html?page\\_id=9265.html](https://www.parentpay.com/DOCH/school-support/index.html?page_id=9265.html)

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