



From 7<sup>th</sup> January 2020 **ALL** lunchtime choices must be notified via ParentPay. This will include free Infant school meals, Free School meals and home provided packed lunches. You will be able to make meal bookings for the first week back after the Christmas break from 16<sup>th</sup> December 2019. This system will also replace paying for meals via Schools Money, cash and cheques and will enable you to see a 'live' balance for any payments made. Please follow Step 1 & 2 below.

**STEP 1**

Log in to your  
ParentPay  
account

1. Go to [www.parentpay.com](http://www.parentpay.com)
2. Click on the yellow "Login" box
3. For your first login please use the "Username" and "Password" provided by the school in a letter in your child's bag
4. Please then add your details to the site signup (not the child's).
5. You will receive an email asking you to verify your account. Please follow the instructions given.
6. You can then login (follow points 1 and 2 above) using the details you have entered.
7. If you have more than 1 child at the school or already have a parentpay account do not activate separately - select **Add child** to add additional children **to the** account you are already logged into. Follow the on-screen prompts. You will need the activation codes for the children you wish to link, click on "Search". The additional children will be listed for you to select.

**STEP 2**

Add  
Meal  
Bookings

1. Once logged in, go to "Make Meal bookings" for the relevant child.
2. Change the "Week Commencing" to the Monday of the week you wish to choose meals for, even if you do not want to choose a meal on the Monday in question.
3. Click on "Make Or View Bookings".
4. Tick the relevant meal choice for the day including if your child is having home packed lunch. It will turn green to show your choice. You may tick the option again to cancel the meal choice.
5. The total of meals ordered will be displayed at the bottom of the page, along with the total price owed. For those with Infant school children and Free School meals the total owed will be zero.
6. Click on "Confirm Bookings".
7. You will then be asked for payment, if money is owed.

From January 2020 you will be able to make meal choices up to 3 weeks in advance