

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 and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**

Welcome, Alice Alpha (testparent654321@outlook.com)

Adam's page
Forest Primary School TEST SITE

Payment items

Bookings balance: £0.00

Category	Description	Balance	Action
Bookable school meal	Balance: £0.00	£2.30	View
Afterschool bookings	Balance: £10.00	£10.00	View
Morning Club	Balance: £0.00	£5.00	View
leaver hoodie	leaver hoodie	£15.00	View

Adam

David

Alice

Add a child

Home

Child's page

Child profile

Bookings

Make or view bookings

Unpaid bookings

Bookings (highlighted with a red box)

Make or view bookings (highlighted with a red box)

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**

The screenshot shows a web-based booking system. At the top, a blue header bar displays the text "Welcome, Alice Alpha (testparent654321@outlook.com)" and a shopping cart icon. Below the header, there is a sidebar on the left with icons for "Adam" (selected), "David", and "Alfie", and buttons for "Add a child", "Home", "Child's page", "Child profile", "Bookings" (selected), "Make or view bookings" (highlighted with a red box), and "Unpaid bookings". The main content area is titled "Adam's bookings" and contains a sub-section "Make or view bookings" with the instruction "To book, please select from the options below and then select 'Make or view bookings'." It includes dropdown menus for "Make bookings for: Lunch time" and "Week commencing: 6 Jan 2020", and a blue button "Make or view bookings" which is also highlighted with a red box. Below this, there is another section titled "Add to bookings balance" with the instruction "If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance'." and a blue button "Add to bookings balance".

7. 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:

- 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](#)

- 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 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 pastry 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				

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

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				

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 Aphiha'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), Visa Checkout or Other payment method

Basket

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



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50p

[Add donation](#)

Order summary

Items: £9.20

Total: £9.20

Pay by Parent Account credit: -£0.00

Amount to pay: £9.20

Pay by



Bank Transfer



VISA Checkout

Tell Me More

[Other payment method](#)

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