How do I book meals for my child?

Navigate to www.parentpay.com and log in (or to activate account)

- Select the *Make bookings for...* button with the 🍴 symbol to book meals for your child (bookings must be enabled for this child)

- Select **Make or View Bookings**

- Use *Make bookings for...* to select the meal time e.g. Lunch time and the appropriate period and then select the **Make or view bookings** button

- Make your choices from the menu

- When you are finished your booking summary will be displayed. Select **Confirm bookings***

- Review the order summary details and when ready select **Pay now**

- Complete the secure checkout. You will be given a final opportunity to review your purchases prior to committing your card payment.

- You will receive an onscreen notification when you have completed your payment.

If **Payment due section displays £0.00 no further action is required you will receive an onscreen notification to confirm these bookings.*

If **Payment due value is greater than £0.00, you will be directed to the order summary page to complete your payment. If payment is not made within 2 hours your bookings will be cancelled.*

Please note: Your school meal balance will reduce as each meal is taken.