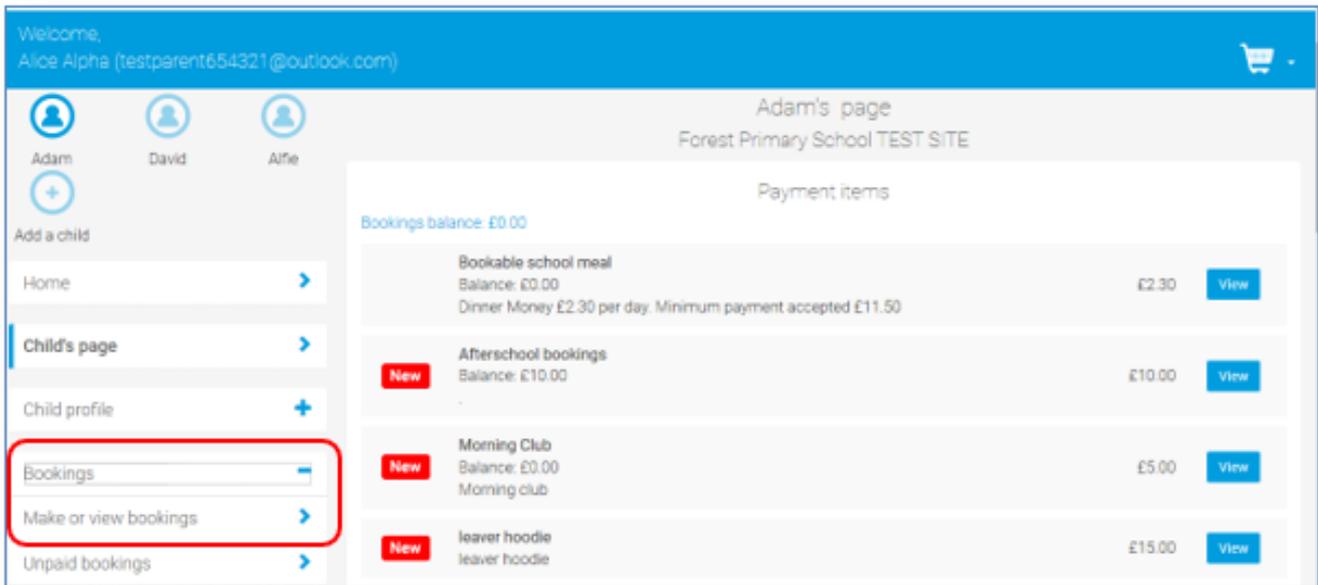


## DINNER BOOKING GUIDELINES

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in (please contact the school office if you do not have this)
2. Select the child to make bookings for



3. Select (top left of page)/Book Meals and Places/Make Bookings



Welcome,  
Alice Alpha (testparent654321@outlook.com)

Adam's page  
Forest Primary School TEST SITE

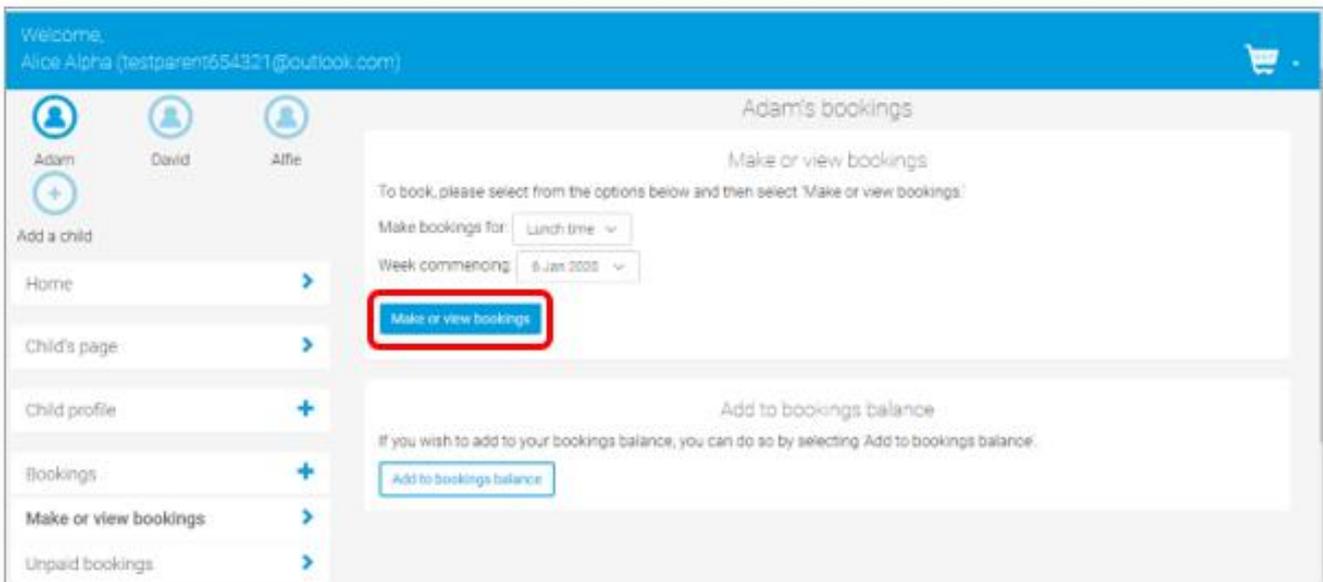
Payment items

Bookings balance: £0.00

Bookable school meal Balance: £0.00 Dinner Money £2.30 per day. Minimum payment accepted £11.50	£2.30	<a href="#">View</a>
<b>New</b> Afterschool bookings Balance: £10.00	£10.00	<a href="#">View</a>
<b>New</b> Morning Club Balance: £0.00 Morning club	£5.00	<a href="#">View</a>
<b>New</b> leaver hoodie leaver hoodie	£15.00	<a href="#">View</a>

Navigation menu (left): Home, Child's page, Child profile, **Bookings**, Make or view bookings, Unpaid bookings

4. Select the time of day that you wish to make a booking for (lunch time)
5. Select the week to view
6. Select **Make or view bookings**



Welcome,  
Alice Alpha (testparent654321@outlook.com)

Adam's bookings

Make or view bookings

To book, please select from the options below and then select 'Make or view bookings':

Make bookings for: Lunch time

Week commencing: 6 Jan 2023

**Make or view bookings**

Add to bookings balance

If you wish to add to your bookings balance, you can do so by selecting Add to bookings balance.

[Add to bookings balance](#)

Navigation menu (left): Home, Child's page, Child profile, Bookings, **Make or view bookings**, Unpaid bookings

7. You will then be presented with a booking screen with menu selections shown. Simply select the menu choices from those shown each day so that they appear as shown in the screenshot below. NOTE: If you are viewing on your phone you may need to scroll across to view the full week.

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. A summary will be displayed at the bottom of the page and the cost will show as £0.00 as all children are now Universal Free School Meals.

Booking summary

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

Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
<b>Unpaid bookings</b>	<b>£2.30</b>
<b>Payment due</b>	<b>£9.20</b>

Cancel Confirm bookings

9. Review the booking summary and select **Confirm bookings**.