



How to Log In and Order School Meals





All school meals must be ordered via ParentPay, including **FSMs** (Free School Meals). Please login **this week** to order your child's meals for the first week back after the summer break (week commencing 29/8/17). Please follow Step 1 and 2 below.

Note – Year 2 moving into Year 3 – these meals will initially show at zero cost but will be charged in August/September.



STEP 1

Log in to your
ParentPay
account

1. Go to **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.
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 one child at the school do not activate separately – select **Add Child** to add additional children to the account you are already logged in to. Follow the on-screen prompts. You will need the activation code for the other 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 book meals for, even if you do not wish to book a meal on the Monday in question.
3. Click on **“Make Or View Bookings”**.
4. Tick the relevant meal choice for the day. It will turn green to show your choice. You may tick on 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 receiving Free School Meals the total owed will be zero.
6. Click on **“Confirm bookings”**.
7. You will then be asked for payment.

You can add meal bookings up to midnight Thursday of the preceding week.