



Friday 4 September 2020

Dear Parent/Carer,

We have moved to a new pre-ordering based system for meal selection, and food will be available to pre-order on Monday 7th September for the following day Tuesday 8th September onwards, for a maximum of one week in advance.

To order food please follow this simple guide below.

1. Log in to your ParentPay account from www.parentpay.com
2. Click on the Make Bookings button underneath your child's name

The screenshot shows the ParentPay interface with a sidebar on the left containing navigation options: Active Payment items, Historical Payment items, Transaction history, Add a child, View school and caterer, and ParentPay support. The main content area displays four child profiles:

- Samantha**: Dinner money balance: £3.20. Buttons: Pay for Samantha's meals, Pay for other items.
- Isaac**: No unpaid bookings. Buttons: Make bookings, Pay for other items.
- Matthew**: Buttons: Pay for other items.
- Philippa**: Dinner money balance: £4.60. Buttons: Make bookings (circled in red), Pay for other items.

At the bottom, there are buttons for 'View all items' and 'Add Parent Account credit'. Below these is a table titled 'Lunchtime meal activity'.

Date	Child	Details	Amount
Wed 26	MATTHEW	Lunch	No meal



3. Click on “Make or view bookings” to then view the school’s menu and choose your meals

Philippa'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 ▾

[Make or view bookings](#)

4. You can now see the weekly menu; click on the dishes you want to choose for your child – you will see new selections turn amber on the menu. Please ignore the category names of Main and Vegetables for now as we are unable to change them; essentially you can choose one item per category. Provided that you are within the cut-off for ordering meals, which is currently set to 9pm the day before, you can change an existing selection by clicking on the dish, to de-select it, and then choose the meal you want.



24 Aug 31 Aug 07 Sep 14 Sep 21 Sep 28 Sep 05 Oct 12 Oct 19 Oct 26 Oct

Select meals

Monday 31	Tuesday 01	Wednesday 02	Thursday 03	Friday 04
Main	Main	Main	Main	Main
Pork Grill	Vegetable Cobbler	Vegetarian Burrito	Traditional Chicken Pie	Bubble Coated Fish
Jacket Potato with Sweet and Sour Pork	Cajun Chicken Rice	Pasta Carbonara	Bagel Fattie	Beef Chilli Con Carne
Beef Bolognese	BBQ Chicken Wrap	Beef Chilli Con Carne	Veggie Meatballs	Fish and Chips
Packed Lunch (From Home)	Packed Lunch (From Home)	Packed Lunch (From Home)	Packed Lunch (From Home)	Packed Lunch (From Home)
Dessert	Dessert	Dessert	Dessert	Dessert
Rice pudding	Cheese & biscuits	Strawberry jelly	Jam & Coconut Sponge	Flapjack with a Fruit Wedge
Fresh Fruit Platter	Fresh Fruit Platter	Fresh Fruit Platter	Fresh Fruit Platter	Fresh Fruit Platter
Yoghurt	Yoghurt	Yoghurt	Yoghurt	Yoghurt

Key:

5. If your child receives Free or Universal Infant Free School Meals, then you won't need to make any payment, but you must click to confirm your booking. If your meals are chargeable, then the cost of your selection will be displayed

Click here to confirm the meals you have selected.

Amount to pay: **£9.20**

Confirm bookings



6. If your child's meals are chargeable, you will now be taken to the checkout to make your payment, or you can choose to select other items to be added to your basket, before paying. Please note that if you do not pay for chargeable meals within 2 hours, then these meals will be cancelled, and you will need to book again. You can pay using a range of options – Bank Transfer, Visa Checkout or with a debit/credit card.

Basket

Item	Total cost	Edit	Remove
Phillippa - Imp Cypad Test Site Meals	£6.90		

Order summary

Items:	£6.90
Total:	£6.90
Pay by Parent Account credit:	-£0.00
Amount to pay:	£6.90

Pay by

-
-
- [Other payment method](#)
- [Continue shopping](#)

Click on the appropriate button to pay by Bank Transfer or Visa Checkout

Click here to pay using your debit or credit card (Visa, Mastercard or Amex) or "Continue Shopping" to add further items to your basket before checking out.

Yours sincerely

Mr Tony Leigh
Vice Principal: Culture and Climate for Learning