



'Menu Selection' is now available on ParentPay where you will be able to order your child's meals. Please make sure you have enough funds on your account. For those children eligible for Free School Meals your balance will remain at 'zero'.

How to use Menu Selection:

1. Log into your ParentPay account.
2. Select 'Make Meal Bookings' for the appropriate pupil.
3. Select 'Mornings' from the 'Make Bookings For' drop down menu.
4. Select the date to view in the 'Week Commencing' drop down menu.
5. Select 'Make or View Bookings'.
6. Make the menu selections as required. The selected item will turn green with a tick in the top right corner. Any other courses which require a selection to be made will turn blue with a question mark in the top right corner. Make the required selections. Continue making any menu selections required.
7. Select 'Confirm Bookings' once all of the required menu selections have been made.
8. Repeat steps 2-7 for any other pupils who are merged into the payer's account and require menu selections. Select their name and repeat the selection process.
9. When all of the required menu selections have been completed select 'Pay Now' and follow the payment process.

Please Note:

The latest time you will be able to order a meal for that day is 8:30am. If you miss this deadline, then you will have to provide your child with a packed lunch.

The payment process must be completed within 2 hours of confirming the bookings. If a payment is not made within the 2 hour window, the meals will be cancelled.

If pupils are entitled to Free School Meals or Universal Infant Free School Meals, the charge will automatically be covered when the selections are confirmed.

Before you can order meals via Menu Selection, you will need to clear any outstanding debts on ParentPay, as the system will not allow you to select meals and then check out if you have any outstanding amounts.