

Dear Parent/Carer,

Breakfast Club – ParentPay Booking system

From 1st June we will be using the ParentPay booking service for breakfast club, you will have to book your child’s breakfast club places in advance of the session. This helps the school minimise food waste and reduce administrative burden on the school staff. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device). Due to fire regulations and staffing ratios we have a limited number of places each day, therefore places will be allocated on a first come first serve basis.

Making bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**
4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **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: 4 Jun 2018

[Make or view bookings](#)

- Home >
- Child's page >
- Child profile +
- Bookings -
- Make or view bookings >
- Unpaid bookings >
- View menus and choices >

You will then be presented with a booking screen. Schools can opt for varying functionality, so you will see one of the following formats:

- Booking only: Book a meal or event for a specific day. No menu shown.

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled. This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 18th Jan 2016

Previous week						Next week
Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan		
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal		
Clear day						

The cost is £1.50 per day per child, to be paid in advance up to midnight the night before the required session. We will not be able to allow parents to run up a debt, hence parents will be asked to supervise children until the start of the school if they bring them and no booking and payment has been received for that day.

If you require any support or would like more information, please don't hesitate to contact school.



7. Make the required bookings
8. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
Cancel	Confirm bookings

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

9. Review the booking summary, and select **Confirm booking**.
10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£10.70
Oliver - School meal bookings - Green Meadows	£10.70			Total:	£10.70
				Pay by Parent Account credit:	-£0.00
				Amount to pay:	£10.70
Pay by					
					Other payment method
Tell Me More					
Continue shopping					

