

Booking School Meals from September 2022

Please click [here](#) for extra information from the ParentPay website, click [here](#) for a tutorial video on how to book meals, and [here](#) for how to cancel a meal booking.

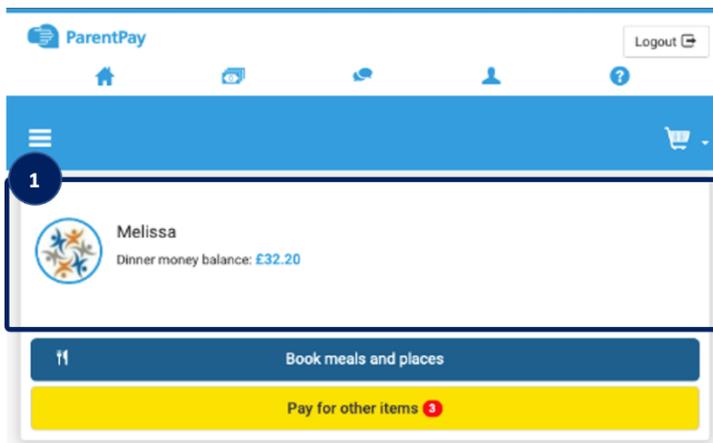
When we return to school in September 2022, we will be using the ParentPay booking service to book and pay for school meals in advance, for your child.

This applies to every child. All meals will have to be booked and paid for through ParentPay by 8am on the day.

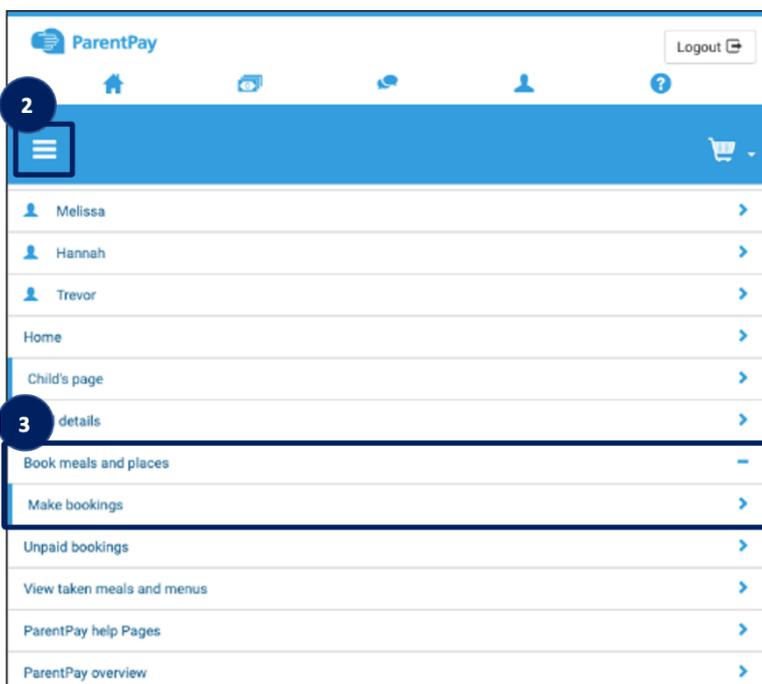
If you do not book a meal and your child requires one, the default, (and only option available) will be pasta (with tomato sauce/cheese) and your child will not be able to choose a different meal option.

How to make bookings

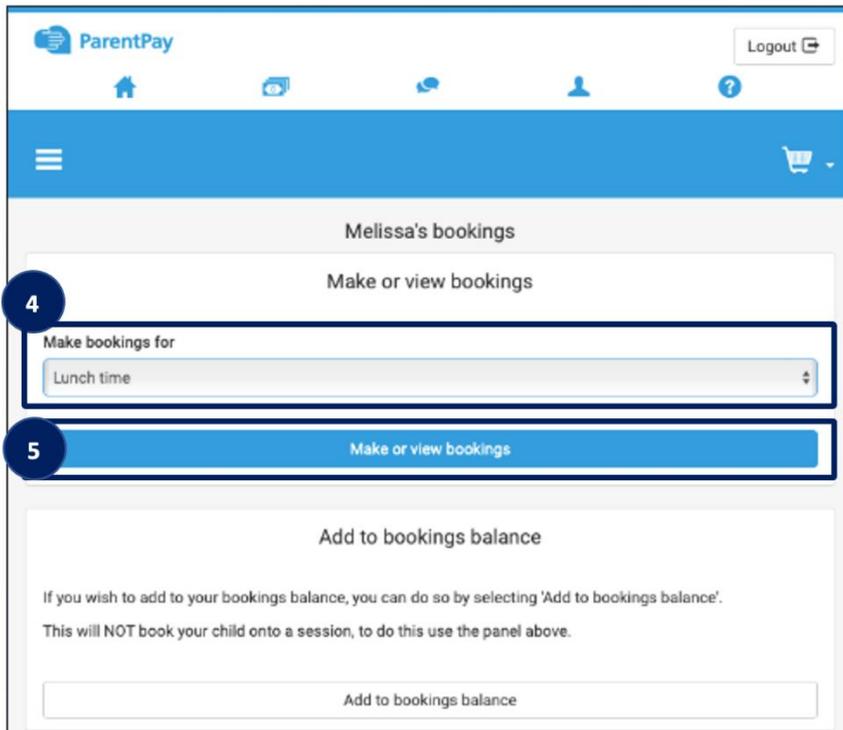
1. Go to www.parentpay.com and log in.
2. Select the child to make bookings for **[1]**



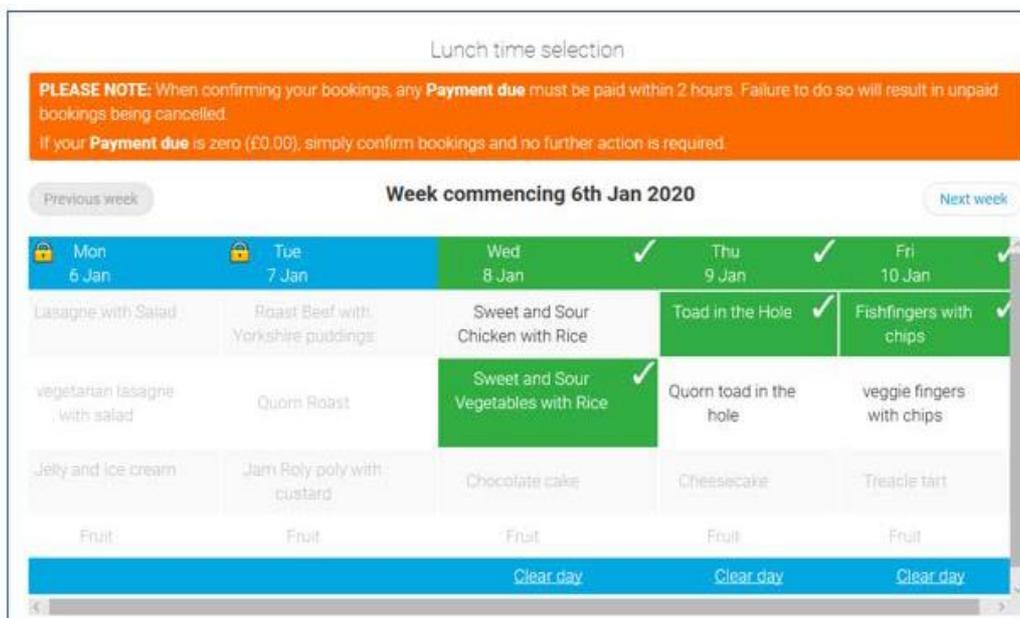
3. From the menu **[2]** select **Book meals and places > Make bookings [3]**.



- Select the **Event** that you wish to make a booking for [4] and if required choose a week. Then select **Make or view bookings** [5].



- You will then be presented with a booking screen. Book your child's meals by selecting the required options. Individual choices are available to select, for example main option, vegetarian option, and dessert for each day. (Please see a copy of the Aspens menu for sides dishes available each day.)



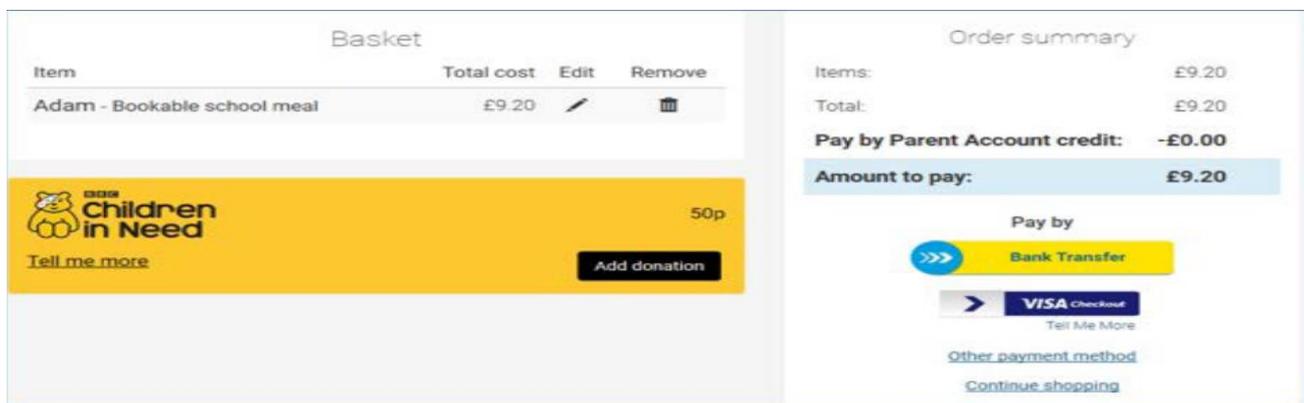
- Make all required bookings

7. A summary will be displayed at the bottom of the page with any previous unpaid meal bookings shown in red.
8. Review the booking summary, and select **Confirm booking**.



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. Any credit in your Parent Account will be used to pay for the sessions. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method.



Bookings must always be confirmed to ensure that they are registered on the school's system.

If you have already activated your account, but have forgotten your password, please click on the forgotten password link as we do not have access to passwords. If you have forgotten your username please do let us know in the office as we can access this.