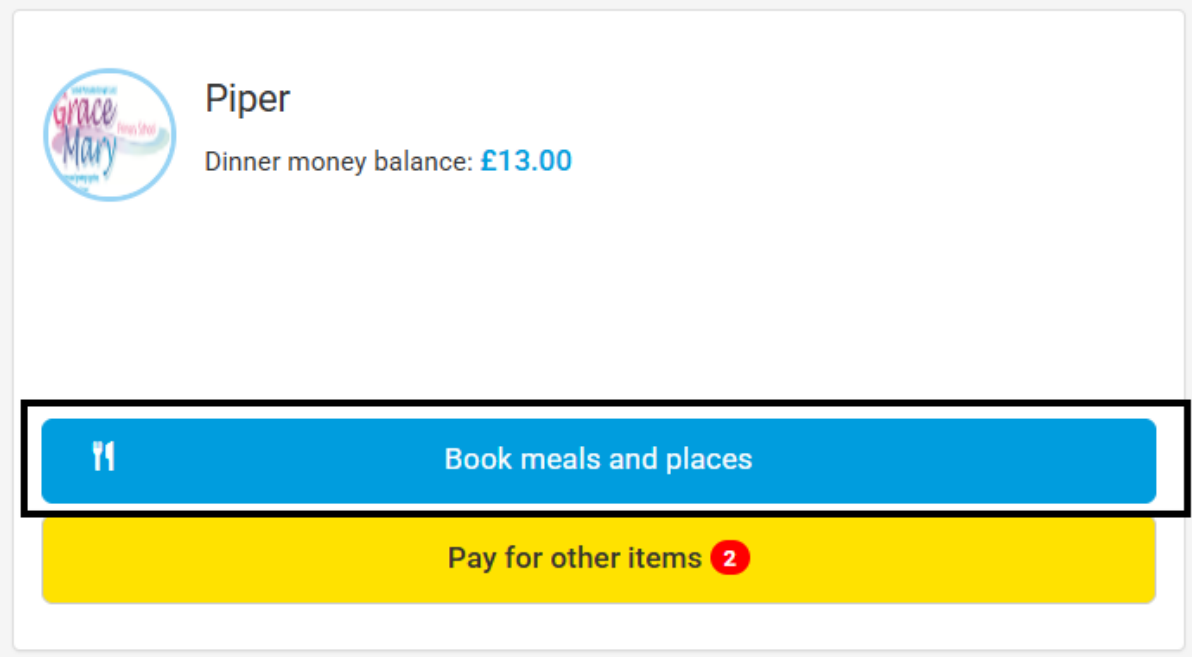


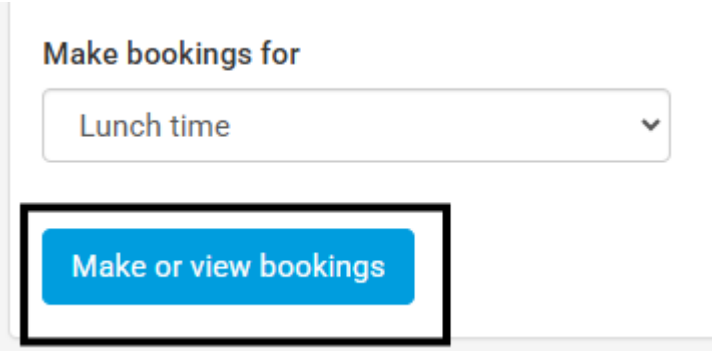
**Cancelling a menu choice.**

- Log on to Parent Pay as normal and click 'Book meals and places'



The screenshot shows a user profile for 'Piper' with a dinner money balance of £13.00. Below the profile, there are two buttons: a blue button labeled 'Book meals and places' (highlighted with a black border) and a yellow button labeled 'Pay for other items' with a red '2' notification badge.

- Follow this through to 'Make or view bookings'



The screenshot shows a dropdown menu titled 'Make bookings for' with 'Lunch time' selected. Below the dropdown is a blue button labeled 'Make or view bookings' (highlighted with a black border).



- Go to the date you wish to cancel and unclick your choice

✓ Friday 18

Main

⬅ Fish Fingers

✓

 Cheese & Onion Lattice Finger (v)

✓

 Packed Lunch from Home

⬅

 Jacket Potato with Tuna Mayo

✓

Vg Jacket Potato with Beans

✓

 Jacket Potato with Cheese

✓

 Jacket Potato with Cheese & Beans

✓ Friday 18

Main

⬅

 Fish Fingers

✓

 Cheese & Onion Lattice Finger (v)

✓

 Packed Lunch from Home

⬅

 Jacket Potato with Tuna Mayo

✓

Vg Jacket Potato with Beans

✓

 Jacket Potato with Cheese

✓

 Jacket Potato with Cheese & Beans

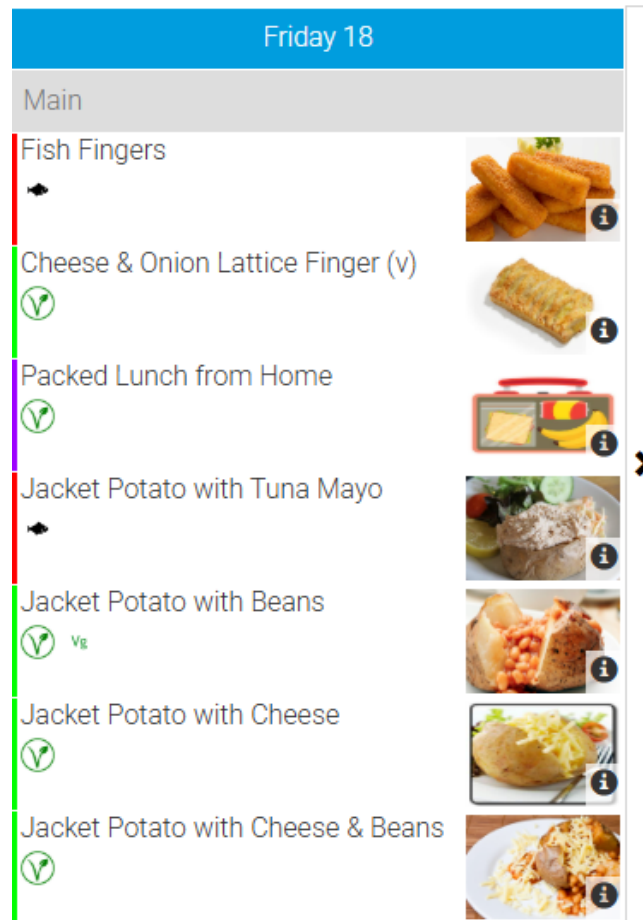
Amount to pay: **£-2.60**

Confirm bookings

- If you normally pay for your meals, it will state **Amount to pay - £2.60** – Please click ‘Confirm bookings.’
- If your children receive Universal Free School Meals or Free School meals this ‘Confirm bookings’ button will not be available to click. Therefore, please press the ‘back’ button, and then go back to the menu choices to ensure that the green choice banner has gone.



If your menu choice for the day is blank (*see below example*) your menu choice has been cancelled.



Any concerns, please contact Mrs Bates in the school office.

Kind regards

Mrs M Bates  
School Administrator

