

How to pay for items

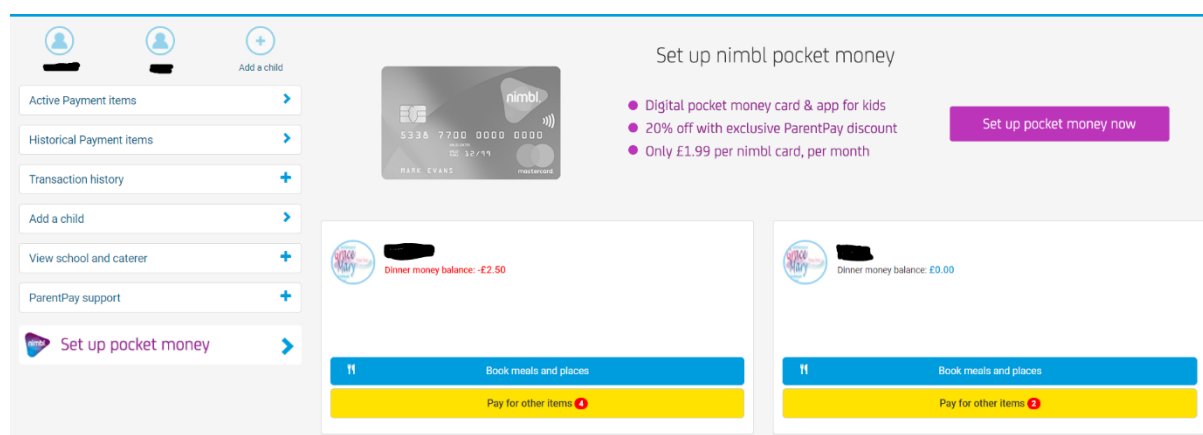
Whenever a school creates an item to pay for (such as a trip, uniform, or a club) they select which pupils are assigned to that payment item. This assignment allows parents or carers to log into the ParentPay system and make a payment. To pay for items, please follow the steps below:

1. Navigate to **www.parentpay.com** and log into your payer account
2. Select one of the 3 options to view the items for payment

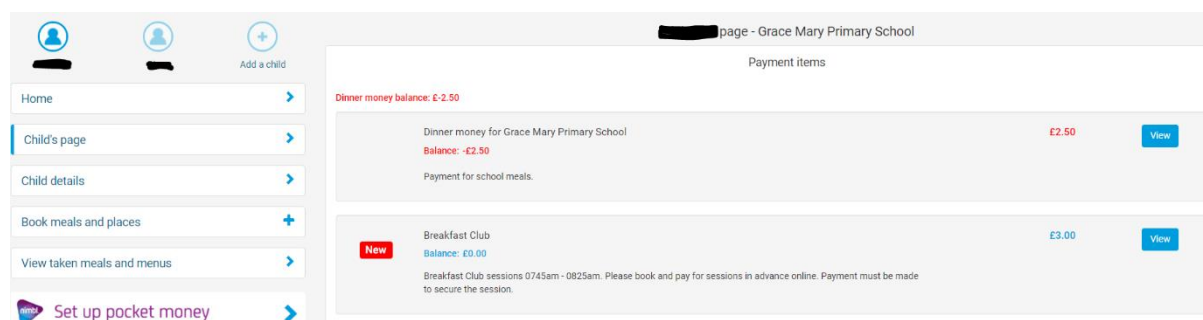
a. **Pay for <child's name> meals** – located below the child's name in the pupil tiles in the centre of the page. This will only give the option to pay for school meals for a single child.

b. **Pay for other items** – located below the option to pay for meals in the pupil tiles in the centre of the page. This will only provide details of any items assigned this child.

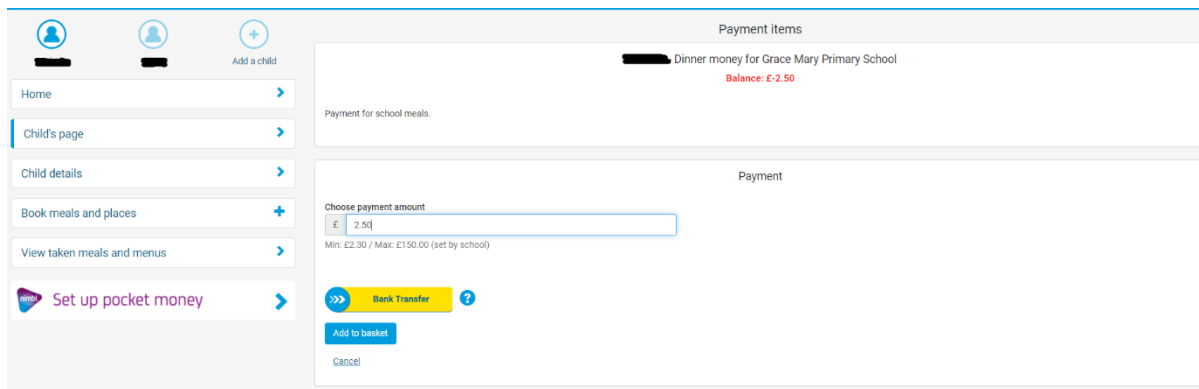
c. **Active payment items** – on computers, this is located in the menu on the left side of the page. For mobile devices, this can be accessed by selecting the menu icon in the top left corner. This will list all items for payment assigned to any children or staff members linked to your payer account.



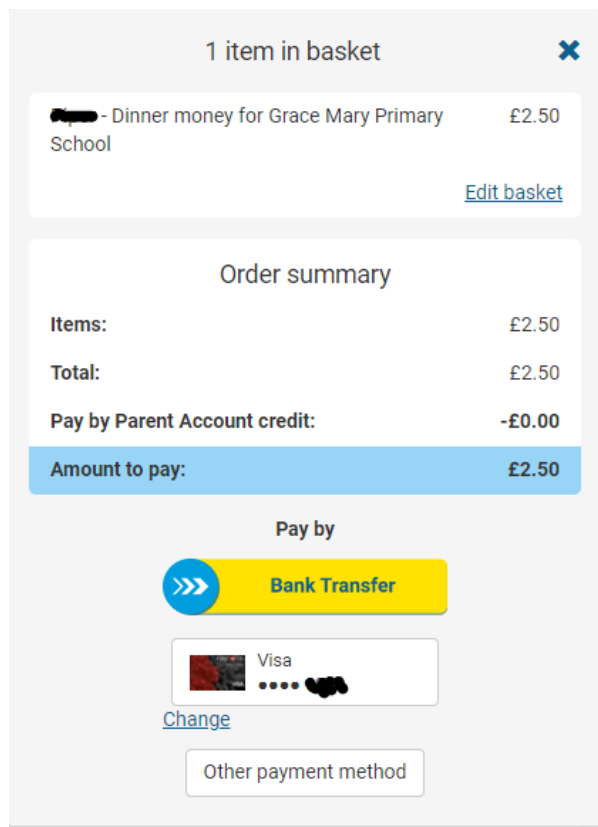
3. Select **View** against the required item for payment



4. Enter the amount to pay, quantity required, or any other requested information.



5. You can either select **Add to basket** or you can pay via **Bank Transfer** if you have enabled this feature

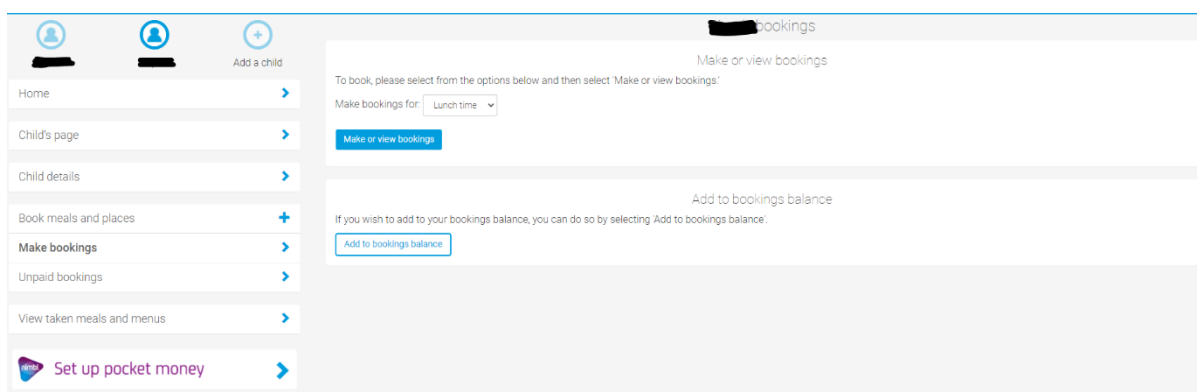


6. If you have selected Add to basket, select the basket icon in the top right corner of the screen to review the payment. You will then have the option to pay via **Parent Account credit**, **Bank Transfer**, **Visa Checkout** or **Other payment method**.

How to make meal bookings

By booking meals through Parent Pay it helps the school minimise food waste, and reduce administrative burden on the school staff. **We advise looking through the menu over weekends and choose meal types with your child for the week ahead.**

1. Go to **www.parentpay.com** and log in
2. Select the child to make bookings for
3. From the home page select **Book Meals and places**



4. Select **Make or view bookings** for Lunch time
5. Select the week you wish to book meals for
7. You will then be presented with a booking screen

Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26
Main Cheese & Onion Lattice Finger (v) Quorn Southern Style Burger (v) Jacket Potato with Beans Jacket Potato with Cheese Jacket Potato with Cheese & Beans Jacket Potato with Tuna Mayo Packed Lunch from Home	Main Pork Sausage & Yorkshire Pudding Cheese & Tomato Pasta Bake (v) Jacket Potato with Beans Jacket Potato with Cheese Jacket Potato with Cheese & Beans Jacket Potato with Tuna Mayo Packed Lunch from Home	Main Roast Chicken Vegan Meatballs (v) Jacket Potato with Beans Jacket Potato with Cheese Jacket Potato with Cheese & Beans Jacket Potato with Tuna Mayo Packed Lunch from Home	Main Keema Curry Margherita Pizza (v) Jacket Potato with Beans Jacket Potato with Cheese Jacket Potato with Cheese & Beans Jacket Potato with Tuna Mayo Packed Lunch from Home	Main Fish & Chips Veggie Sausage (v) Jacket Potato with Beans Jacket Potato with Cheese Jacket Potato with Cheese & Beans Jacket Potato with Tuna Mayo Packed Lunch from Home

8. Make the required bookings and ensure you click **Confirm** at the bottom of the page

9a. You will be shown a message to say that your bookings have been saved successfully if you do need to pay

If payment is required, the following screen will be shown

9b. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20			Total:	£9.20
				Pay by Parent Account credit:	-£0.00
				Amount to pay:	£9.20
 50p Tell me more Add donation				Pay by Bank Transfer VISA Checkout Tell Me More Other payment method Continue shopping	