


# Booking School Lunches

- **Log in to your [ParentPay](#) account to make school lunch bookings**
- **If accessing via mobile/tablet select 'payer dashboard' via the menu  > your child's name > make bookings**
- **If accessing via a desktop, select your child's icon on the left side of the homepage > book meals and places > make bookings**

## Booking lunches:

- The 'Make bookings for' box should be 'Lunchtime'
- The 'Week commencing' box will default to the week ahead
- Select 'make or view bookings'
- Make your menu choices by selecting the lunch options you would like to book
- Please note: vegetable sides and dessert options are chosen on the day
- Select 'confirm bookings' when you have made your choices
- There is no charge for school lunches if:
  - Your child is in Reception, year 1 or 2. Children in these year groups automatically receive Universal Infant Free School Meals (UiFSM)
  - Your child is in year 3 or above and receives Pupil Premium funding
- If your child does not qualify for the above please 'proceed to checkout' to confirm and pay for your bookings. The cost is £2.75 per meal. Payment must be made within two hours otherwise the system will automatically cancel the booking

## Booking deadline:

- The deadline is **Wednesday by 9pm** to book meals for the following week
- Bookings can be made on a weekly basis or for multiple weeks/the whole term

## Changing and viewing bookings made:

- You can make changes to bookings across the term
- To remove bookings follow the 'booking lunches' process, select the meal booked > 'confirm bookings' to remove
- To view bookings made go to 'view taken meals and menus'. Choose the week to view either by using the 'Week commencing' calendar or 'previous / next week' tabs

## Booking issues or missed the deadline?

Please don't hesitate to contact the [school office](#) if you have any issues or miss the weekly deadline and we will always do our very best to accommodate your bookings.