



Booking meals via ParentPay

- Please book any academy meals on ParentPay Meal Manager on Sunday, for the week ahead.
- If you are eligible for Free School Meals, you will still need to book and choose a meal.
- If you do not book and your child needs an academy meal, they will receive a simple pasta dish.

Top tips when booking weekly meals

- Remember to select the main and pudding, it will then go orange on the system.
- Pay for any items in the basket.
- If you have applied and are successful/eligible for Free School Meals, you will not be charged.
- You will receive a green receipt when the booking is complete.
- Do check your dinner money account is in credit.
- If there is not enough money in your account on the day of the dinner booking, unfortunately the booking will not go through. Your dinner money account must be in credit on the day.
- If you wish to make application for Free School Meals – please contact <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/>

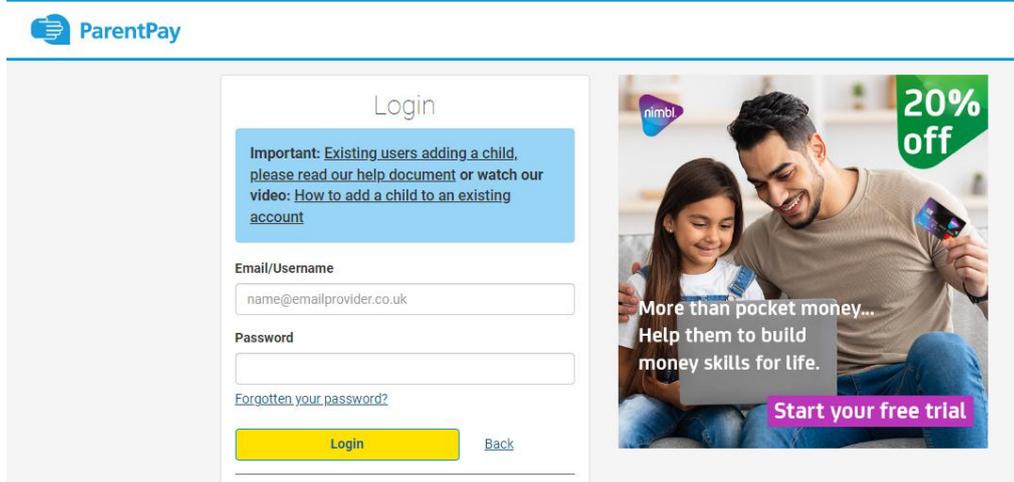
Log into the website www.parentpay.com or use the app if you have it

1) Choose – **For Parents – Parent Log in** (Top right corner)



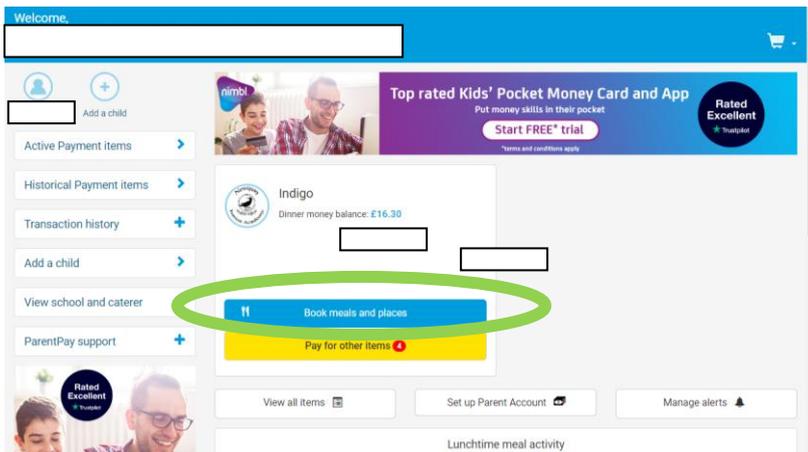
2) Enter your email and password

(Press forgotten password if you need to re-set your password)

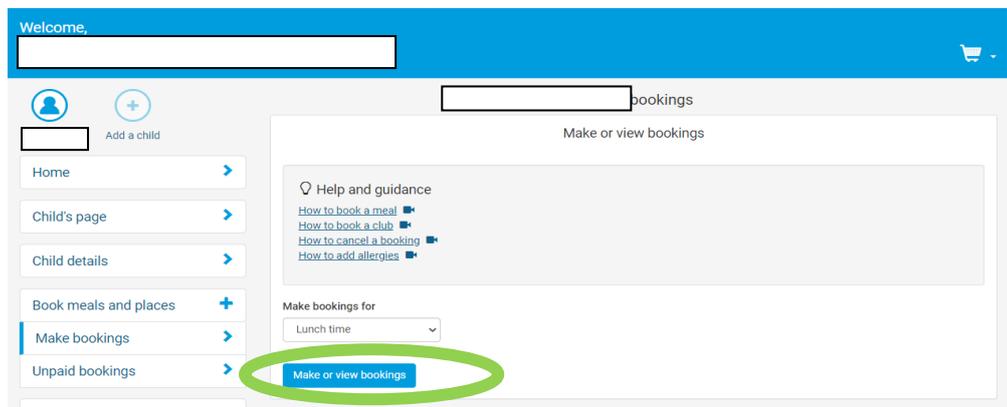


Your homepage looks like this

3) Select the blue rectangle – book meals and places

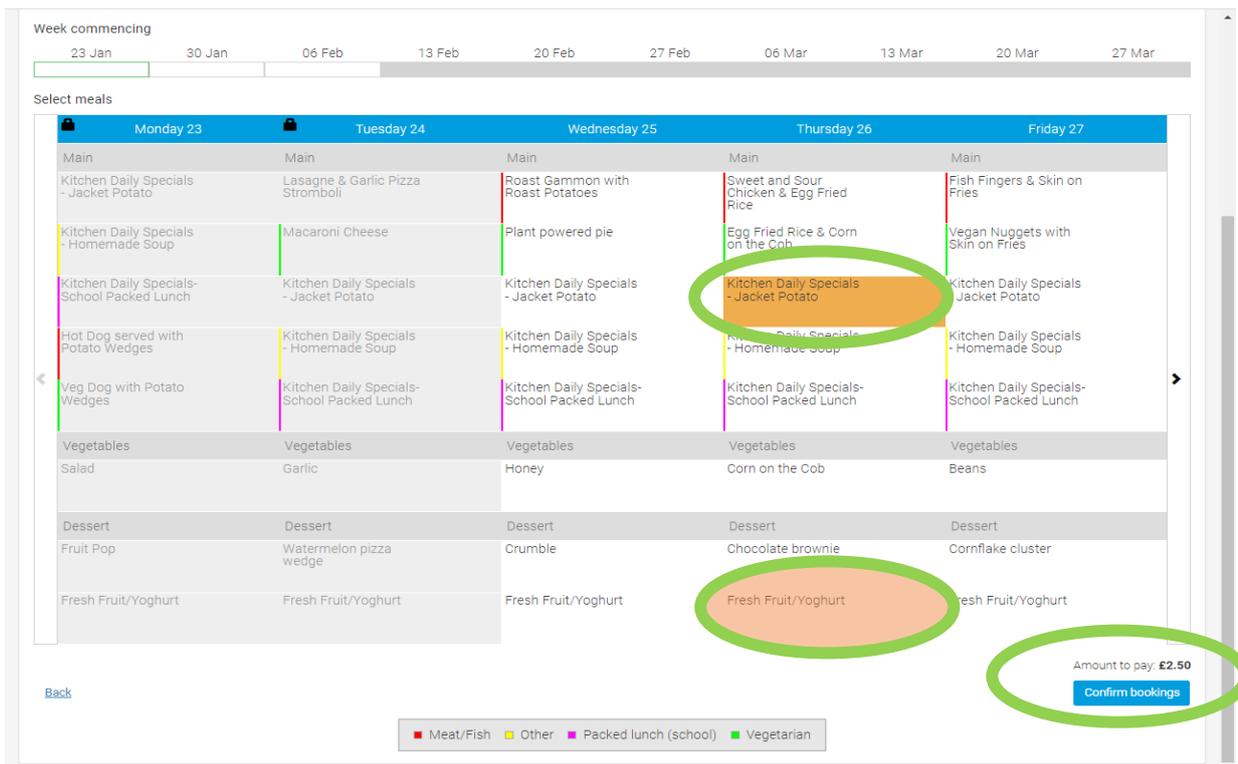


4) Select the blue rectangle - make or view bookings

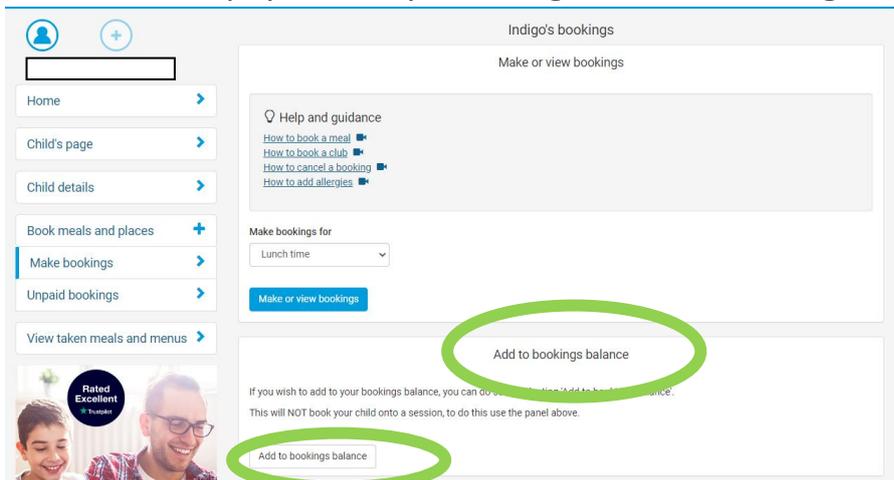


5) Click on the dinner for each day – main meal and pudding will turn orange
It will only let you book ahead of time – please book by Sunday for the week ahead

6) Confirm the bookings – you will then need to make the payment to book the meal

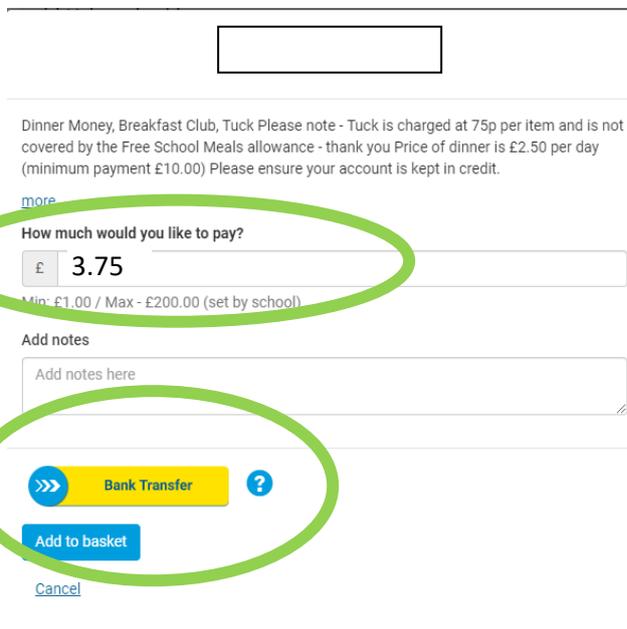


7) You can make payments by selecting – **Add to bookings balance**



8) You then add how much you need to pay

9) This can be paid for as normal via bank transfer or add to the basket and pay



10) **Once your transaction is completed – you will see a green receipt**
This means the payment is successful.

