



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 <u>https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/</u>

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)

Login	nimb) 20
Important: Existing users adding a child,	Off
video: <u>How to add a child to an existing</u> account	
Email/Usemame	
name@emailprovider.co.uk	More than pocket money
Password	Help them to build
Eorgotten your password?	money skills for the.
Login Back	Start your free tri

Your homepage looks like this

3) Select the blue rectangle – **book meals and places**

Velcome,				ي -
Add a child		Тор	rated Kids' Pocket Money Card	and App
Active Payment items	>		Start FREE* trial	* Postplot
Historical Payment items	>	Indigo		
Transaction history	+	Dinner money balance: £16.30	-	
Add a child	>			
View school and caterer	<	11 Book meals and places		
ParentPay support	+	Pay for other items		
Rated Excellent * Toutak	NET.	View all items	Set up Parent Account	Manage alerts 🔺
95	1		Lunchtime meal activity	

4) Select the blue rectangle - make or view bookings

	pookings
Add a child	Make or view bookings
Home	> Q Help and quidance
Child's page	How to book a meal How to book a club
Child details	How to cancel a booking How to add allergies How to add allergie
Book meals and places	Make bookings for
Make bookings	> Lunch time ~
Unpaid bookings	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

_	23 Jan 30 Jan	06 Feb 13 Feb	20 Feb 27 Feb	06 Mar	13 Mar 20 Mar 27 Mar
le	ct meals				
1	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27
1	Main	Main	Main	Main	Main
	Kitchen Daily Specials - Jacket Potato	Lasagne & Garlic Pizza Stromboli	Roast Gammon with Roast Potatoes	Sweet and Sour Chicken & Egg Fried Rice	Fish Fingers & Skin on Fries
	Kitchen Daily Specials - Homemade Soup	Macaroni Cheese	Plant powered pie	Egg Fried Rice & Corn on the Cob	Vegan Nuggets with Skin on Fries
	Kitchen Daily Specials- School Packed Lunch	Kitchen Daily Specials - Jacket Potato	Kitchen Daily Specials - Jacket Potato	Kitchen Daily Specials - Jacket Potato	Kitchen Daily Specials Jacket Potato
	Hot Dog served with Potato Wedges	Kitchen Daily Specials - Homemade Soup	Kitchen Daily Specials - Homemade Soup	- Homemade Soap	Kitchen Daily Specials - Homemade Soup
:	Veg Dog with Potato Wedges	Kitchen Daily Specials- School Packed Lunch			
	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables
	Salad	Garlic	Honey	Corn on the Cob	Beans
	Dessert	Dessert	Dessert	Dessert	Dessert
	Fruit Pop	Watermelon pizza wedge	Crumble	Chocolate brownie	Cornflake cluster
	Fresh Fruit/Yoghurt	Fresh Fruit/Yoghurt	Fresh Fruit/Yoghurt	Fresh Fruit/Yoghurt	resh Fruit/Yoghurt

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

		Indigo's bookings
		Make or view bookings
Home	>	Q Help and quidance
Child's page	>	How to book a club ■
Child details	>	How to add allergies
Book meals and places	+	Make bookings for
Make bookings	>	Lunch time 🗸
Unpaid bookings	>	Make or view bookings
View taken meals and men	us >	Add to bookings balance
Rated Excellent *Tratplet	20	If you wish to add to your bookings balance, you can do see the first data be the second data be. This will NOT book your child onto a session, to do this use the panel above.
3 ANK	No.	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

Dinner Money, Bro covered by the Fr (minimum payme	≥akfast Club, Tuck Pleas ee School Meals allowar :nt £10.00) Please ensur	e note - Tuck is charg nce - thank you Price re your account is kep	jed at 75p per item a of dinner is £2.50 pe ot in credit.
more			
How much would	you like to pay?		
£ 3.75			
Min: £1.00 / Max	- £200.00 (set by schoo)	
Add notes			
Add notes here			
Sank	Transfer 🕜		

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

Active Payment items	>	Top rated Kids' Pocket Money Card and App Put money skills in their pocket Start FREE* trial Twa water and their pocket
Historical Payment items		✓ Payment successful - <u>View receipt</u> × International State
Transaction history	+	Care payment another, Ex.00 Cost of frees: £1.00
Add a child	>	
View school and caterer	+	Dinner money balanc
ParentPay support	+	
Rated Excellent		11 Book meals and places
A handed	25	Pay for other items O
Ton rated Kids	TAR	View all items 🗉 Set up Parent Account 🗗 Manage alerts 🌲