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7th December 2017

Dear Parents,

Please see below some guidelines regarding booking meals on ParentPay.

1. Once you have activated your account and logged in you will need to go to the HOME page.
2. If you have added more than one child you need to click on the blue 'Make Meal Bookings' tab under the relevant child.
3. At the next screen you need to select 'Lunchtime.'
4. Choose the correct week next to 'Week Commencing:' eg. 18th December 2017
5. Click on 'Make or view bookings'.
6. The next screen will take you to the list of the week where you will need to click on 'Book Session' for the days you require. Once the date is selected it will be highlighted in green.
7. You can book for further in advance you can click on the 'Next Week' and continue to choose your sessions.
8. Click on 'Confirm Bookings'.
9. You can then go back to the HOME page and book for different sessions or children and follow the same process if you wish.
10. Once all required sessions have been selected, you can go you your basket and complete the payment process if applicable (this stage will not be required for Children in Reception, Year 1 & Year 2)

Please contact the office if you are having difficulty doing this or if you have mislaid your ParentPay login details.

Kind regards

Mrs A Lee  
Administration Assistant  
King's Meadow School

