

## Parent Pre-Selection

# Guide to Ordering and Amending Meals via ParentPay



**Allergens or Agreed Diets:** for those pupils that have an agreed allergen or medical diet, their personal menu daily choices are not on the system. The pupil & their parents will continue to agree with catering what the pupil will eat from their menu. On the system there are only the choices to record a meal required, packed lunch, eating out of school, or a packed lunch for a school trip.

**Absences:** if your child is absent from school and you have already ordered their meal, please cancel this before 8am on the day of their absence. Guidance on how to do so, is below.

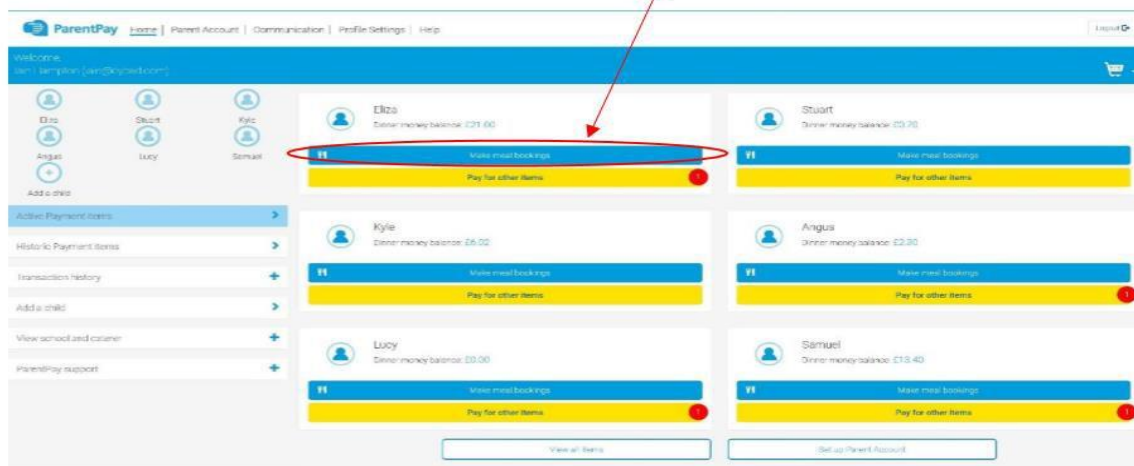
**Trips:** when the school office set-up trips on ParentPay, parents can also book a packed lunch for the trip (or the pupil can bring a packed lunch from home). However, this must be pre-ordered.

**Booking in advance:** once live, parents can pre-order meals up to 4-weeks in advance. Meals cannot be booked on holidays, no menu choices will be visible on these days.

**Below you will find guidance on how to pre-order/amend your child's meals. There are two versions for amending/cancelling meals, one for use on mobiles/tablets and another for use on laptops/PCs.**

### 1. Pre-Ordering Meals

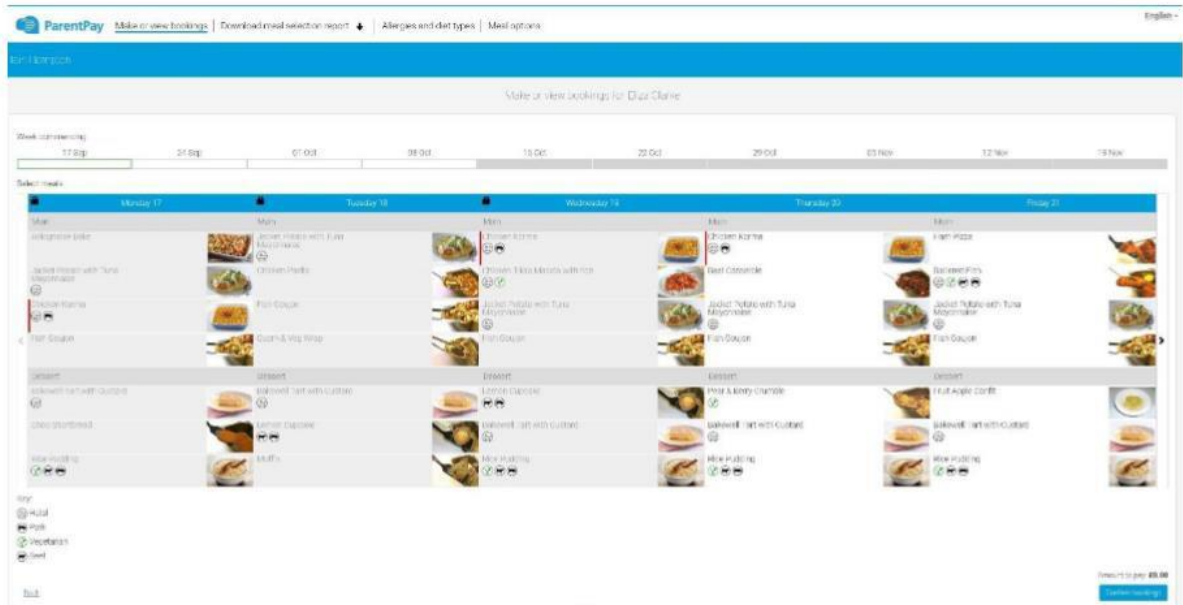
**Step 1** – Log on to your ParentPay account. Click on the 'Make Meal Bookings' box under the child you would like to book meals for



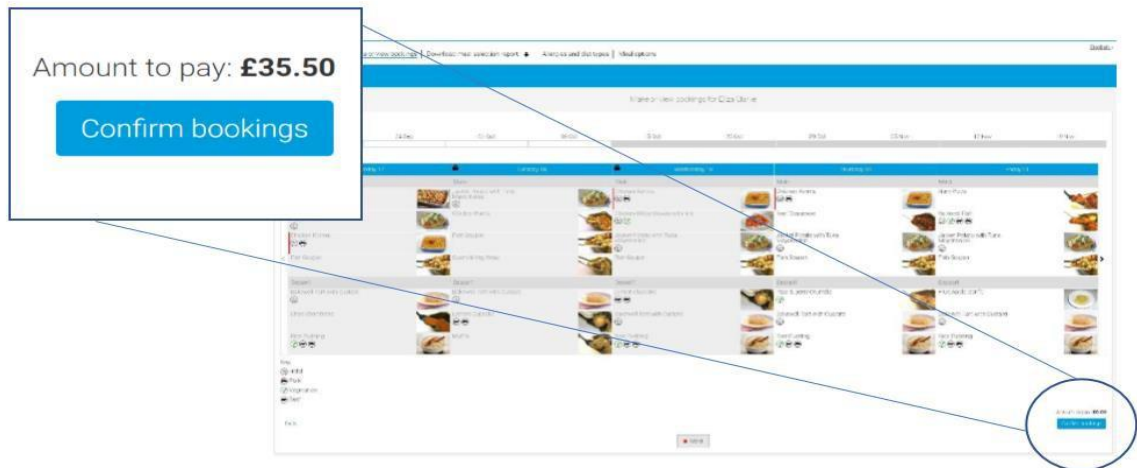
**Step 2** – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'

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**Step 3** – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date.



**Step 4** – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however the amount to pay will be zero and no payment will be taken from your account.



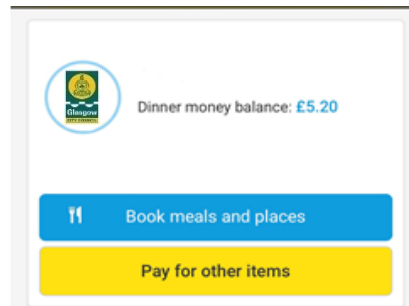
**Step 5** – You have now confirmed your meal bookings.

If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen. You will see an option to 'Download Meal Selection Report', click this option and open the downloaded PDF file. This will show you all selections you have made for your child over the coming weeks. You can print this out and stick it on your fridge to remind yourself/your child what meal choice they are having on each day.

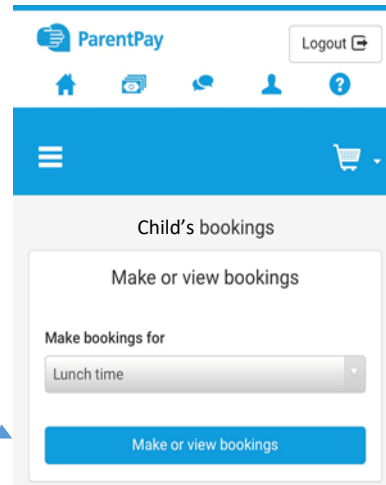
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## 2. Editing / de-selecting Meals in ParentPay – Mobile/Tablet

1. Login to your account and tap the “Book meals and places” button.

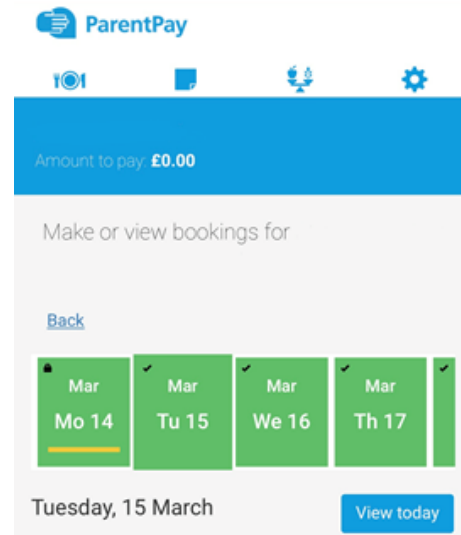


2. Tap on the “Make or view bookings” button.



3. Today's date will automatically be shown and underlined in yellow. (Please note that changes to the current day can only be made **before 8am.**)

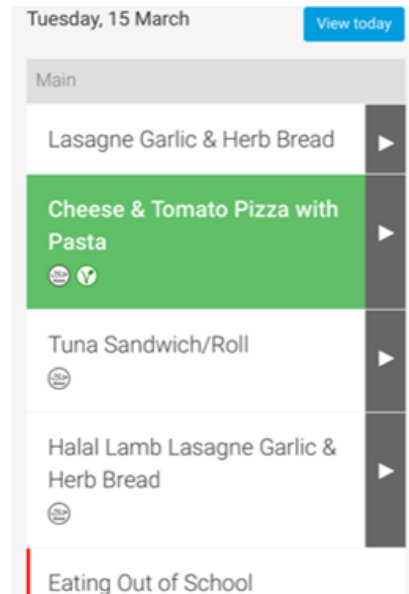
To select a different day, press and slide the dates to the left or right then tap the correct day.



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4. Once you have selected the correct day/date, scroll down to see the choice you have made for this day. It will be highlighted in green.

To remove this selection, tap on it to remove the green highlight.



### 5a Absent Children

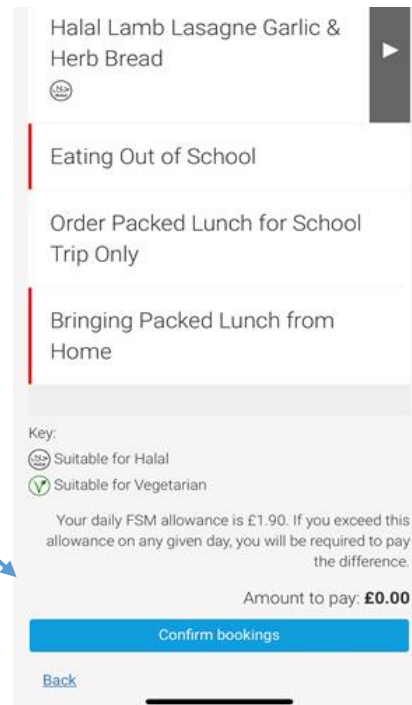
If your child is / is going to be absent, do not highlight any of the options. Please make sure that you remove all pre-selections for every day of your child absence.

### 5b Changing the selection

If you wish to make another selection, tap on the new item to highlight it green as you normally would when pre-selecting a meal.

6. Once you have made the necessary changes to all relevant days, scroll down and tap "Confirm bookings" button.

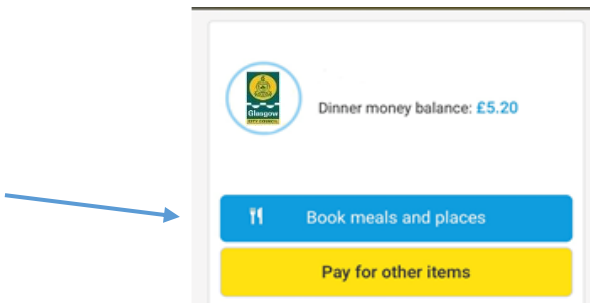
You will then be taken to the confirmation screen to show your changes have been successful.



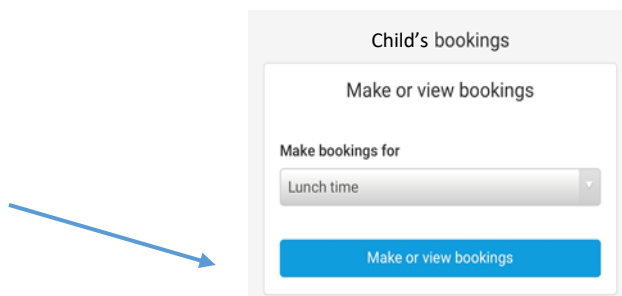
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### 3. Editing / de-selecting Meals in ParentPay – Laptop/PC

1. Login to your account and click on the “Book meals and places” button.



2. Click on the “Make or view bookings” button.



3. This week’s menu will automatically be shown. All pre-selected meals are highlighted in green.

Any days which have the lock symbol on the date cannot be changed. Changes to the current day must be made **before 8am**.

Week commencing									
14 Mar	21 Mar	28 Mar	04 Apr	11 Apr	18 Apr	25 Apr	02 May	09 May	16 May
✓	✓	✓							
Select meals									
Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18					
<p>Main</p> <p>Eating Out of School</p> <p>Order Packed Lunch for School Trip Only</p> <p>Bringing Packed Lunch from Home</p> <p>Cheese Sandwich or Roll</p> <p>Sweet Potato &amp; Coconut Curry with Rice</p> <p>Quorn Goujon Herb or Plain Potato Wedges</p>	<p>Main</p> <p>Eating Out of School</p> <p>Order Packed Lunch for School Trip Only</p> <p>Bringing Packed Lunch from Home</p> <p>Tuna Sandwich/Roll</p> <p>Lasagne Garlic &amp; Herb Bread</p> <p>Cheese &amp; Tomato Pizza with Pasta</p> <p>Halal Lamb Lasagne Garlic &amp; Herb Bread</p>	<p>Main</p> <p>Roast Chicken Yorkshire Pudding Potatoes</p> <p>Quorn Risotto Crusty Bread</p> <p>Fish Cake Herb or Plain Potato Wedges</p> <p>Halal Roast Chicken Yorkshire Pudding Potatoes</p> <p>Eating Out of School</p> <p>Order Packed Lunch for School Trip Only</p> <p>Bringing Packed Lunch from Home</p>	<p>Main</p> <p>Sausages in Gravy with Potatoes</p> <p>Vegetable Chilli with Rice</p> <p>Chicken Goujon Salad Wrap</p> <p>Fish Goujons Salad Wrap</p> <p>Quorn Sausages in Gravy with Potatoes</p> <p>Eating Out of School</p> <p>Order Packed Lunch for School Trip Only</p> <p>Bringing Packed Lunch from Home</p>	<p>Main</p> <p>Fish Fingers Oven Chips or Potatoes</p> <p>Cheese &amp; Tomato Quiche Oven Chips or Potatoes</p> <p>Baked Potato Baked Beans</p> <p>Eating Out of School</p> <p>Order Packed Lunch for School Trip Only</p> <p>Bringing Packed Lunch from Home</p>					

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4. To remove a selection, click on it to remove the green highlight.

Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18
Main	Main	Main	Main	Main
Eating Out of School	Eating Out of School	Roast Chicken Yorkshire Pudding Potatoes	Sausages in Gravy with Potatoes	<b>Fish Fingers Oven Chips or Potatoes</b>
Order Packed Lunch for School Trip Only	Order Packed Lunch for School Trip Only	Quorn Risotto Crusty Bread	Vegetable Chilli with Rice	Cheese & Tomato Quiche Oven Chips or Potatoes
Bringing Packed Lunch from Home	Bringing Packed Lunch from Home	<b>Fish Cake Herb or Plain Potato Wedges</b>	Chicken Goujon Salad Wrap	Baked Potato Baked Beans
Cheese Sandwich or Roll	Tuna Sandwich/Roll	Halal Roast Chicken Yorkshire Pudding Potatoes	Fish Goujons Salad Wrap	Eating Out of School
Sweet Potato & Coconut Curry with Rice	Lasagne Garlic & Herb Bread	Eating Out of School	Quorn Sausages in Gravy with Potatoes	Order Packed Lunch for School Trip Only
Quorn Goujon Herb or Plain Potato Wedges	Cheese & Tomato Pizza with Pasta	Order Packed Lunch for School Trip Only	Eating Out of School	Bringing Packed Lunch from Home
	Halal Lamb Lasagne Garlic & Herb Bread	Bringing Packed Lunch from Home	Order Packed Lunch for School Trip Only	
			Bringing Packed Lunch from Home	

## 5a Absent Children

If your child is / is going to be absent, do not re-highlight any of the options. Please make sure that you remove all pre-selections for **every day** of your child absence.

## 5b Changing the selection

If you wish to make another selection, click on the new item to highlight it orange as you normally would when pre-selecting a meal.

6. Once you have made the necessary changes to all relevant days, scroll down and click on the "Confirm bookings" button.

You will then be taken to the confirmation screen to show your changes have been successful.

for School Trip Only

Bringing Packed Lunch from Home

Order Packed Lunch for School Trip Only

Bringing Packed Lunch from Home

Lunch from Home

Your daily FSM allowance is £1.90. If you exceed this allowance on any given day, you will be required to pay the difference

Amount to pay: £0.00

Confirm bookings

■ Packed lunch (home)