

How to book your child's School Meal

At Tregolls Academy we use the ParentPay booking service to book children's meals.

This applies to every child, including those who receive a Free School Meal. All meals will have to be booked at home through ParentPay by midnight of the previous day.

Making bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**
4. Select the time of day that you wish to make a booking for ie **Lunch time**
5. Select the week to view
6. Select **Make or view bookings**

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for:

Week commencing:

[Make or view bookings](#)

- Home >
- Child's page >**
- Child profile +
- Bookings -
- Make or view bookings >
- Unpaid bookings >
- View menus and choices >

7. Menu selections: Book your child's meal by selecting from the menu choices shown. There will always be a vegetarian (V) option daily.

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week		Week commencing 11th Jun 2018					Next week	
Mon 11 Jun	Tue 12 Jun	Wed 13 Jun	Thu 14 Jun	Fri 15 Jun	Sat	Sun	Sat	Sun
Cottage Pie ✓	Roast lamb and mint sauce	Lasagne ✓	Sausage and mash	Pepperoni pizza and chips ✓				
Mushroom risotto	Cheese and tomato pasta bake ✓	Red pepper quiche	Lentil, butternut squash, and spinach curry	Cheese and tomato pizza and chips				
Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings ✓	Jacket Potato with a choice of fillings				
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables				
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar				
Cherry flapjack ✓	Jam sponge and custard ✓	Iced gingerbread ✓	Strawberry mousse ✓	Chocolate chunk cookie ✓				
Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt				
Clear day	Clear day	Clear day	Clear day	Clear day				

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

8. A summary will be displayed at the bottom of the page.
9. Review the booking summary, and select **Confirm booking**.
10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

The screenshot displays the ParentPay interface. On the left, the 'Basket' section contains a table with the following items:

Item	Total cost	Edit	Remove
Oliver - School meal bookings - Green Meadows	£10.70		

On the right, the 'Order summary' section shows:

Items:	£10.70
Total:	£10.70
Pay by Parent Account credit:	-£0.00
Amount to pay:	£10.70

Below the summary, there is a 'Pay by' section with two buttons: 'VISA Checkout' (with a right arrow icon) and 'Other payment method'. Below these buttons is a link that says 'Tell Me More' and a link for 'Continue shopping'.

NOTE: Free school meals (FSM) entitlement is automatically calculated and will show as a payment and corresponding credit.

A copy of the menu will be visible within ParentPay as you make your selections.

If you have not already activated your Parentpay account and need a copy of your login details, please contact the school office.

Bookings must always be confirmed to ensure that they are registered on the school's system.

IF YOU DO NOT SELECT A MEAL OPTION FOR YOUR CHILD, WE WILL AUTOMATICALLY PROVIDE THE TOMATO/PASTA OPTION FOR THEM (or allergen alternative).