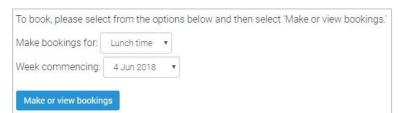
How to book your child's School Meal

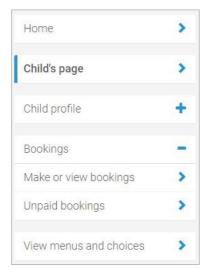
At Tregolls Academy we use the ParentPay booking service to book children's meals.

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.

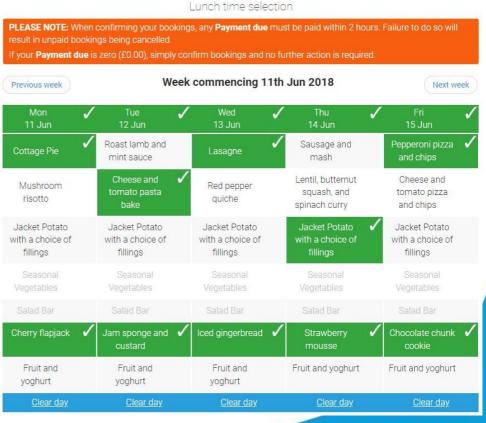
Making bookings

- 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



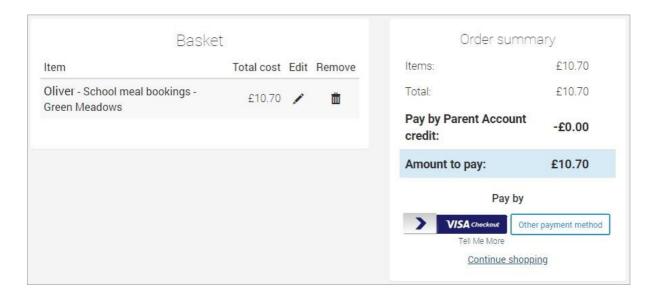


7. Menu selections: Book your child's meal by selecting from the menu choices shown. There will always be a vegetarian (V) option daily.



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



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).