Cypad

ParentPay
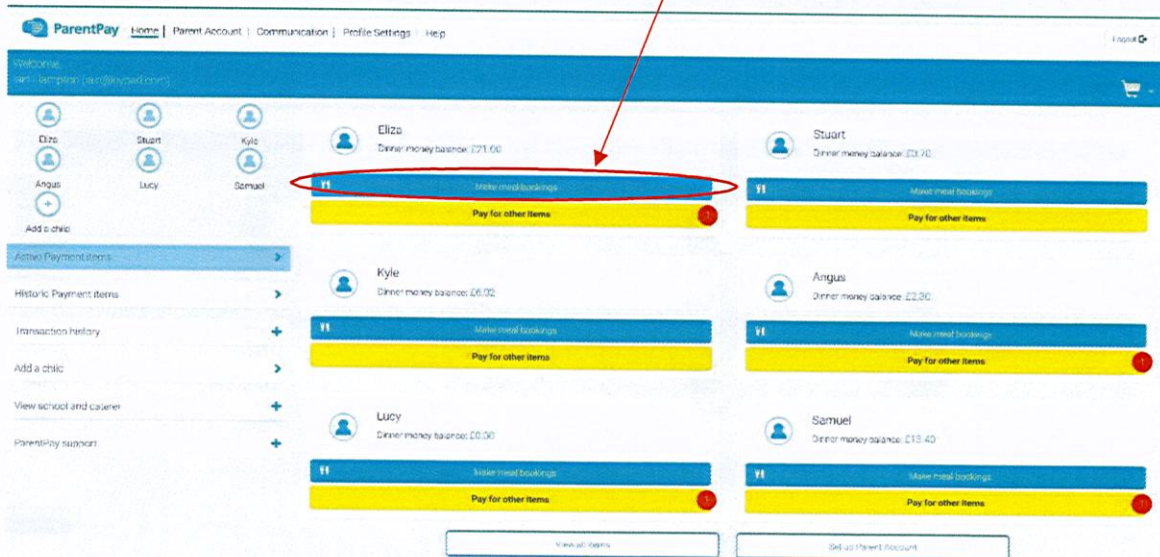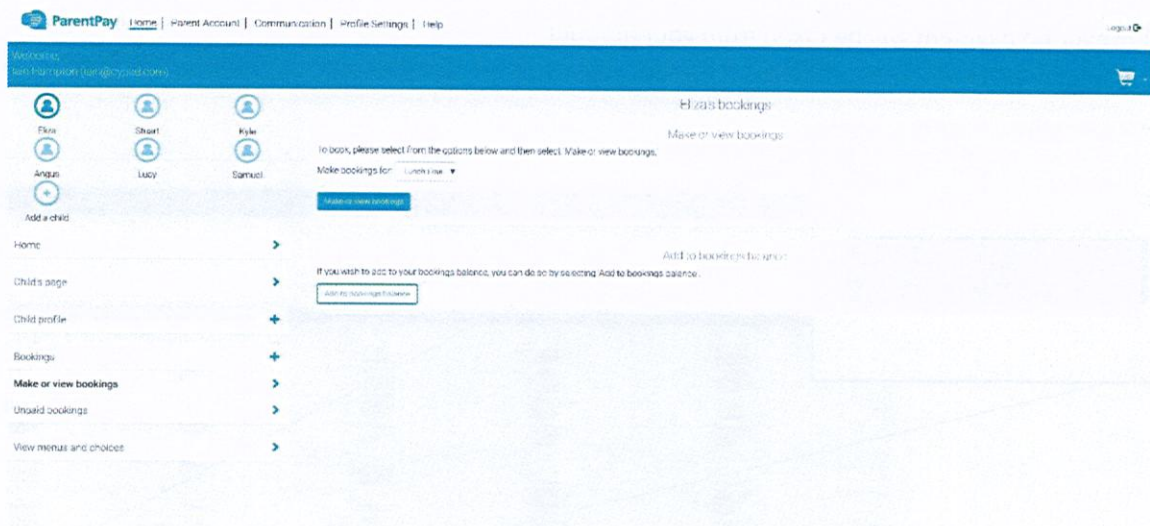
ParentPay Parent Pre-Selection

Guide to Ordering via ParentPay

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. You are unable to select meals for the
previous days and for the current day.
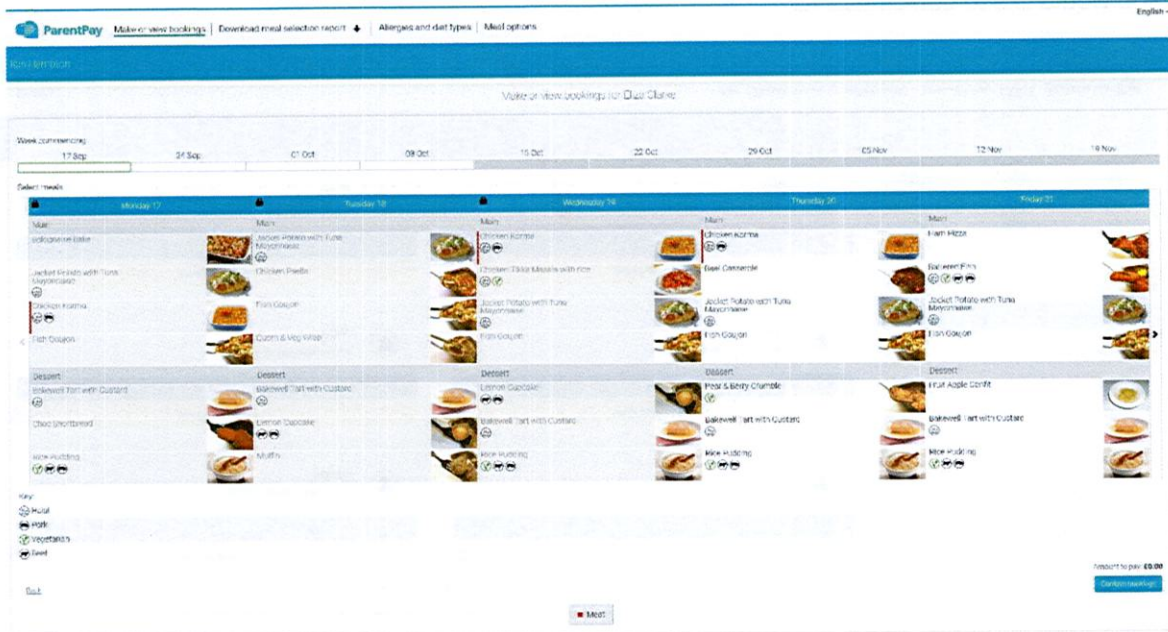
Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right
corner. If your child is UIFSM or FSM you will still need to follow through to payment screen,
however no payment will be taken from your account

Amount to pay: **£35.50**

Confirm bookings

Step 5 – You have now confirmed your meal bookings and will see the following screen.
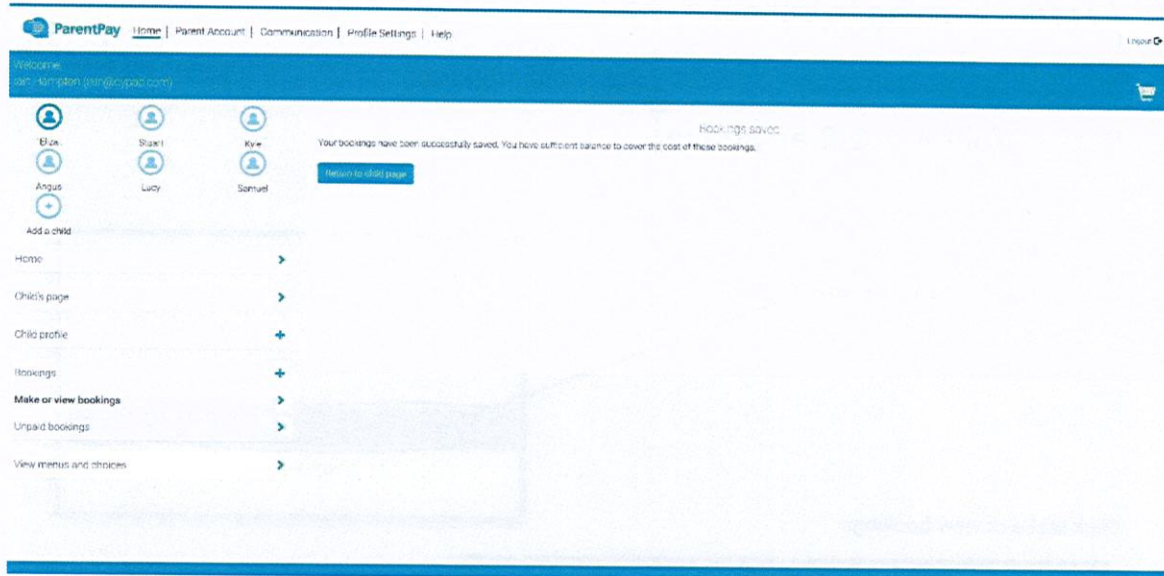
If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen.

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

Your school meals 17 Sep to 29 Oct

Eliza Clarke

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
17 Sep 18	No menu items	No menu items	No menu items	Chicken Korma Pear & Berry Crumble	Battered Fish Fruit Apple Confit
24 Sep 18	Chicken Korma Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Chicken Korma Bakewell Tart with Custard	Battered Fish Fruit Apple Confit
01 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Jacket Potato with Tuna Mayonnaise Bakewell Tart with Custard	Beef Casserole Bakewell Tart with Custard	Battered Fish Bakewell Tart with Custard
08 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Beef Casserole Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Fruit Apple Confit

Allergens
Bakewell Tart with Custard: Eggs; Battered Fish: Cereals containing gluten, Eggs, Fish, Milk; Chicken Tikka Masala with rice: Peanuts; Fruit Apple Confit: Eggs, Nuts; Jacket Potato with Tuna Mayonnaise: Fish;
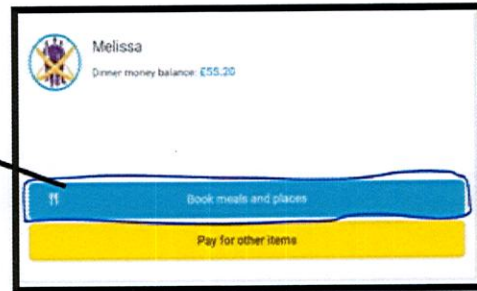
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Parents wishing to cancel a child's prebooked meal.

and   the   please

Please follow 1 & 2 as above

Select child's account

Click on to Book Meals and Place

Melissa
Dinner money balance: £55.20

Book meals and places

Pay for other items

Click Make or view bookings

Make or view bookings

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

Make bookings for: Lunch time ▼

Make or view bookings

Parents cannot cancel a booking for the day if it is after the cut off.

The padlock shown means that the parent has now been locked out for that day to cancel a meal.

Friday 12

Main

Creamy Tuna Baked Potato

Crispy Fish and Chips

Cheese Jacket with Salad

Chickpea Korma

Casey's Vegetable Crumble
Buds Crispy Spuds (V)

Parents can cancel a meal – They complete this by clicking into the meal selection displayed green and unselect the meal choice.
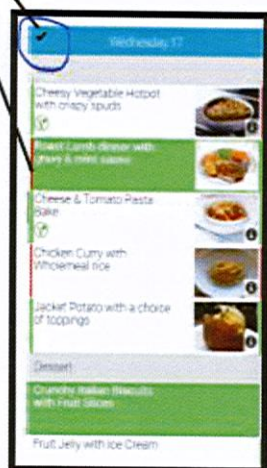
The meals have now been unselected
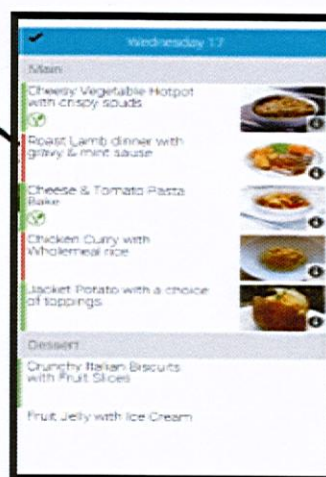
Parent must select confirm bookings to confirm the cancelled meals

Amount to pay: **£-2.30**

Confirm bookings