Booking meals on Parent Pay
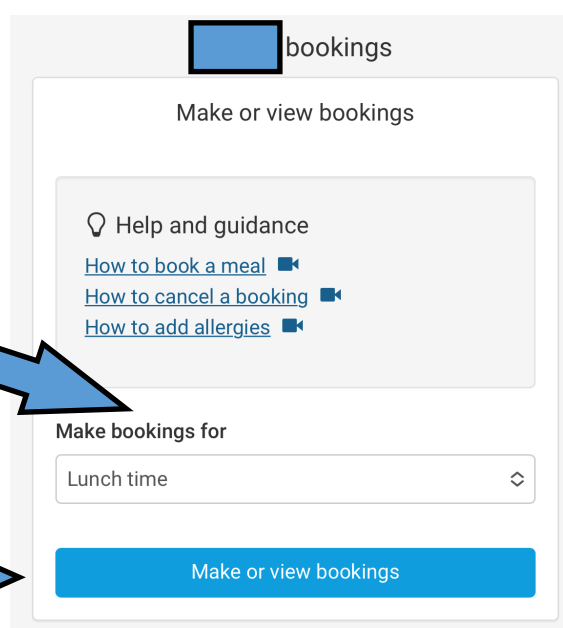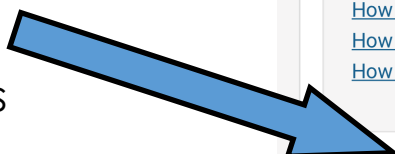
1. Log into Parent Pay and find your child's name.

Dinner money balance: **£0.00**

2. Press the blue bar named 'Book meals and places'.

🍴 **Book meals and places**

Pay for other items

3. You will go to this page.

bookings

Make or view bookings

💡 Help and guidance
How to book a meal ▪️
How to cancel a booking ▪️
How to add allergies ▪️
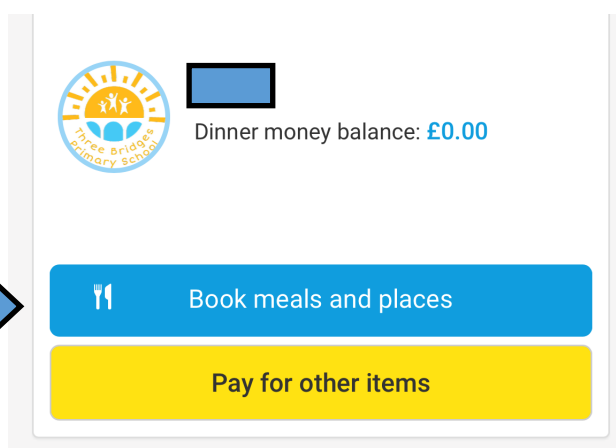
4. Make sure you are making bookings for lunchtime.

Make bookings for

Lunch time ⇕

5. Press 'Make or view bookings'.

Make or view bookings

6. You will see days and dates along the top of your page. Scroll across until you get to Wednesday 4th January. The dates will be grey - this is green because a meal has been selected.
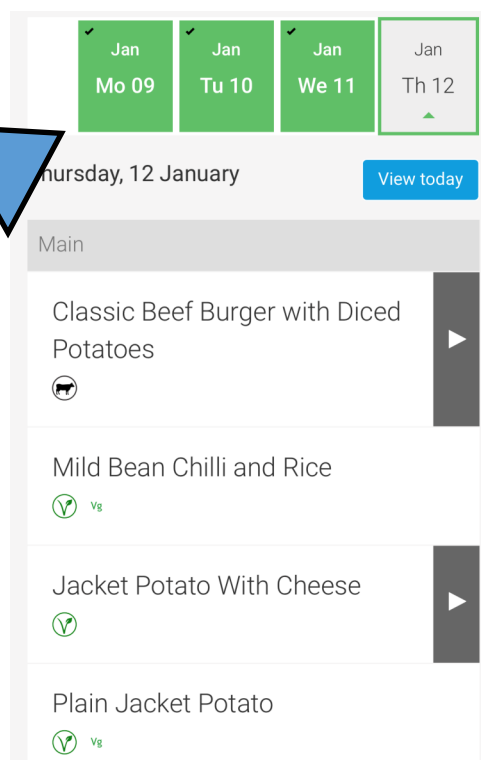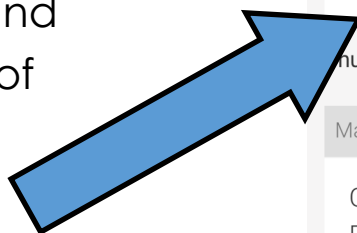
| ✔ Jan Mo 09 | ✔ Jan Tu 10 | ✔ Jan We 11 | Jan Th 12 ▲ |

Thursday, 12 January   View today

Main

Classic Beef Burger with Diced Potatoes
🐄 ▶

Mild Bean Chilli and Rice
Ⓥ ᵛᵍ

Jacket Potato With Cheese
Ⓥ ▶

Plain Jacket Potato
Ⓥ ᵛᵍ

YOUR CHILD WILL ONLY RECEIVE A HOT SCHOOL DINNER IF YOU BOOK ONE FOR THEM, INCLUDING CHILDREN WHO RECEIVE FREE SCHOOL MEALS ON BOTH LOWER AND UPPER SITE.

Booking meals on Parent Pay

7. Once you press the date a menu will appear below.

8. Select the meal you want - here a Jacket potato with cheese has been selected.

9. The chosen meal will turn orange.

Back

✔ Jan Mo 09	✔ Jan Tu 10	✔ Jan We 11	Jan Th 12 ▲

Thursday, 12 January   View today

Main

Classic Beef Burger with Diced Potatoes 🐄 ▶

Mild Bean Chilli and Rice Ⓥ Vg
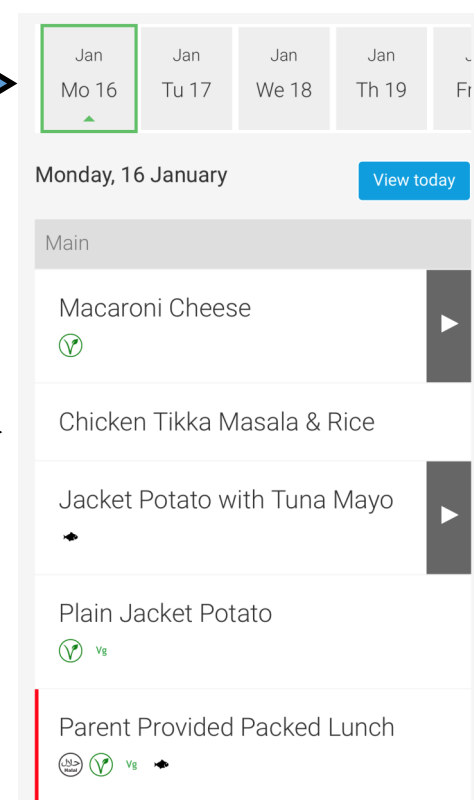
Jacket Potato With Cheese Ⓥ ▶

Plain Jacket Potato Ⓥ Vg

Parent Provided Packed Lunch Ⓝ Ⓥ Vg 🐟

10. Go back to the top and select the next date you want to book a meal for.

11. Select a meal for each date you want your child to have a hot school meal for.

Jan Mo 16 ▲	Jan Tu 17	Jan We 18	Jan Th 19	Jan Fr

Monday, 16 January   View today

Main

Macaroni Cheese Ⓥ ▶

Chicken Tikka Masala & Rice

Jacket Potato with Tuna Mayo 🐟 ▶

Plain Jacket Potato Ⓥ Vg

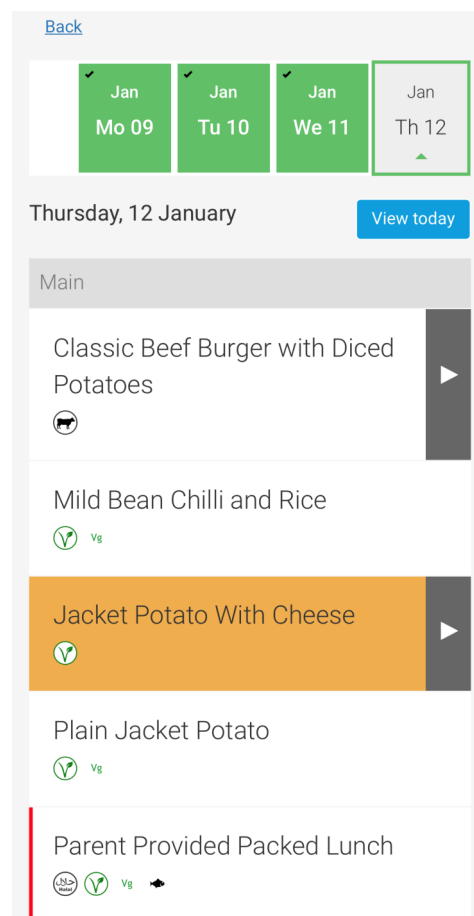Parent Provided Packed Lunch Ⓝ Ⓥ Vg 🐟

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12. Once you have selected hot meals for all of the dates you want to, go to the bottom of the page.

13. You should see 'Amount to Pay'. This will be £0.00 if your child receives Universal Free School meals at the Lower Site, if your child is eligible for Free School Meals at the Upper Site, or if you select Parent to provide Packed Lunch (as shown here).

14. Press the blue button 'Confirm bookings'.

15. Then you should see a screen which confirms your bookings.

Chicken Tikka Masala & Rice

Jacket Potato with Tuna Mayo

Plain Jacket Potato
Ⓥ Vg

Parent Provided Packed Lunch
Halal Ⓥ Vg 🐟

Chartwells Trip Lunch FREE SCHOOL MEALS ONLY
Halal Ⓥ Vg 🐟

Key:
Ⓥ Suitable for Vegetarian
🐟 Suitable for Pescatarian
Vg Suitable for Vegan
Halal Suitable for Halal

Amount to pay: **£0.00**

Confirm bookings

Back

ParentPay   Logout ➡

☰   🛒 ▾

✔ **Your bookings have been successfully saved. There is no charge for these bookings.** ✕

Return to child page

YOUR CHILD WILL ONLY RECEIVE A HOT SCHOOL DINNER IF YOU BOOK ONE FOR THEM, INCLUDING CHILDREN WHO RECEIVE FREE SCHOOL MEALS ON BOTH LOWER AND UPPER SITE.

Frequently asked questions

Q1) My child is on the lower site and they get free school meals, do I need to book?

A) Yes please. Please follow the steps above outlined in this document. Any parent who wants their child to have a hot meal, on both the lower and upper site, MUST book their child a meal.

Q2) My child is in Year 4 and receives Free School meals, do I need to book.

A) Yes please. Please follow the steps above outlined in this document. Any parent who wants their child to have a hot meal, on both the lower and upper site, MUST book their child a meal.

Q3) Can I book several meals at once?

A) Yes. Chose a date then select your meal. Go back to the dates at the top and select the next date, then again select your meal. Do this until you have select all the hot dinners, and press 'Confirm Bookings'.

Q4) If my child has a packed lunch do I need to choose that option?

A) No, you don't have to tell us via Parent Pay. Just provide your child with a packed lunch on the day you choose and they will eat that.

Q5) When is the cut off date for booking meals?

A) You have to book with a minimum of 2 weeks notice. If you do not book a meal for your child then please provide them a packed lunch. Please see the next page for the cut off dates.

Q6) How far in advance can I book hot meals?

A) You can book up to 10 weeks in advance. Please see the next page for the cut off dates.

If you have any problems booking hot school dinners please see a member of office staff who will be happy to help.

office@tbps.org.uk **01293 524 076**

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Cut off dates for ParentPay meal ordering

September Cut off Dates
Thursday 15/9 for w/c Monday 26/9
Thursday 22/9 for w/c Monday 3/10
Thursday 29/9 for w/c Monday 10/10

October Cut off Dates
Thursday 6/10 for w/c Monday 17/10
Thursday 20/10 for w/c Monday 31/10
Thursday 27/10 for w/c Monday 7/11

November Cut off Dates
Thursday 3/11 for w/c Monday 14/11
Thursday 10/11 for w/c Monday 21/11
Thursday 17/11 for w/c Monday 28/11
Thursday 24/11 for w/c Monday 5/12

December Cut off Dates
Thursday 1/12 for w/c Monday 12/12
Thursday 22/12 for w/c Tuesday 3/1
Thursday 29/12 for w/c Monday 9/1

January Cut off Dates
Thursday 5/1 for w/c Monday 16/1
Thursday 12/1 for w/c Monday 23/1
Thursday 19/1 for w/c Monday 30/1
Thursday 26/1 for w/c Monday 6/2

February Cut off Dates
Thursday 9/2 for w/c Monday 20/2
Thursday 16/2 for w/c Monday 27/2
Thursday 23/2 for w/c Monday 6/3

March Cut off Dates
Thursday 2/3 for w/c Monday 13/3
Thursday 9/3 for w/c Monday 20/3
Thursday 16/3 for w/c Monday 27/3

April Cut off Dates
Thursday 6/4 for w/c Monday 17/4
Thursday 13/4 for w/c Monday 24/4
Thursday 20/4 for w/c Tuesday 2/5
Thursday 27/4 for w/c Monday 8/5

May Cut off Dates
Thursday 4/5 for w/c Monday 15/5
Thursday 11/5 for w/c Monday 22/5
Thursday 25/5 for w/c Monday 5/6

June Cut off Dates
Thursday 1/6 for w/c Monday 12/6
Thursday 8/6 for w/c Monday 19/6
Thursday 15/6 for w/c Monday 26/6
Thursday 22/6 for w/c Monday 3/7
Thursday 29/6 for w/c Monday 10/7

July Cut off Dates
Thursday 6/7 for w/c Monday 17/7

August Cut off Dates TBC
Thursday 24/8 for w/c Monday 4/9

Bank and Public Holidays 2022/22

Christmas Holiday	27th December 2022 (in lieu of 25th)
Boxing Day	26th December 2022
New Year Day Holiday	2nd January 2023 (in lieu of 1st)
Good Friday	7th April 2023
May Day	1st May 2023
Spring Bank Holiday	29th May 2023
Summer Bank Holiday	8th August 202
Easter Monday	10th April 2023

Cut off date
School holida
Bank Holiday

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