

## School Meals

We use pay+ for you to order and pay for school meals. This will also help us to be more environmentally friendly by not producing paper menus - reducing the paper we consume together with our school moving to be a cashless office.

We will be using the advance booking system. This will give you the option of ordering a hot dinner only for your child/children. This can be completed on a weekly or termly basis. Meals must be ordered at least one week in advance; therefore, orders must be in by the Monday of the previous week. The only exception to this is the first week back of any new term, when orders must be placed prior to breaking up. All the children in the school have been set up in their relevant categories. For example, children in KS1 will order their food and will not be charged. KS2 children will have a payment against any meal they have ordered and must be paid for when checking out. Free school meal children will not be charged.

If you have not ordered your child/children's' meals via the advance booking system then we will might not be able to provide a hot school lunch for them.

Please find below screen shots of instructions on how to order school meals. Further information can be found under the parent help button on you Parentmail account or on our school website under Parents, Parent Pay.



ParentMail has evolved! In an ever-changing social landscape, we have moved with the times and launched "Advance Bookings". You can now select meal patterns or pre-book a session for your child for clubs using the same log in detail that you currently use to access communications or payments at your school.

- To access and make choices- log into ParentMail as you usually do.
- When you have logged in- locate "Accounts" on the left side Menu- this is separate to anything else the school has on sale. Trips, uniform and any other item will be in "Payments> To Pay/Shop" area of ParentMail.
- If your child has been offered choices online, the process to book and pay for these have been made simple and clear.



ParentMail

-  **Emails** 14
-  SMS
-  Forms
-  Events
-  Parents' Evenings 3
-  **Accounts** 37
-  Payments
-  Notify Absence
-  Starred
-  Unread
-  Archive
-  Announcements

Select the "ACCOUNTS" tab

**Balance: £0.00**

Dinners- Sandy Lane Test  
ZZ\_Support Test Account  
Kathryn Adams

**£ TOP UP**

**Meal Selections (Daily Charge: £0.00)**

Week beginning 30/09/2019

30th Mon	1st Tue	2nd Wed	3rd Thu	4th Fri	5th Sat	6th Sun
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Week beginning 07/10/2019

7th Mon	8th Tue	9th Wed	10th Thu	11th Fri	12th Sat	13th Sun
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Week beginning 14/10/2019

14th Mon	15th Tue	16th Wed	17th Thu	18th Fri	19th Sat	20th Sun
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Week beginning 21/10/2019

21st Mon	22nd Tue	23rd Wed	24th Thu	25th Fri	26th Sat	27th Sun
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Week beginning 28/10/2019

28th Mon	29th Tue	30th Wed	31st Thu	1st Fri	2nd Sat	3rd Sun
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Week beginning 04/11/2019

4th Mon	5th Tue	6th Wed	7th Thu	8th Fri	9th Sat	10th Sun
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Week beginning 11/11/2019

11th Mon	12th Tue	13th Wed	14th Thu	15th Fri	16th Sat	17th Sun
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This is the first screen you will see. It is a simple calendar feature where you select days/weeks and make meal/club selections from the options the school has

**Advance Bookings Clubs- TEST** CLOSE

**Test Child**

**Total £9.00 - Daily Charge £4.50**

**Monday 7th October**

School Clubs

No Choice

07:45 - 08:45

**Tuesday 8th October**

School Clubs

No Choice

07:45 - 08:45

**Wednesday 9th October**

School Clubs

No Choice

07:45 - 08:45

**Thursday 10th October**

School Clubs

No Choice

07:45 - 08:45

**Friday 11th October**

School Clubs

No Choice

07:45 - 08:45

**PAY NOW**

provided.

An example of a Club Booking Screen

Advance Booking Menu Register- TEST
CLOSE

Joel Jacob

Total £0.00 - Daily Charge £0.00

Monday 11th November

Main

- No Choice
- Beef Burger with Chips
- Quorn Burger with Mashed Potato

Dessert

- No Choice
- Ice Cream
- Pineapple Upside Down Cake

Tuesday 12th November

Main

- No Choice
- BBQ Chicken Pizza
- 4 Cheese Pizza

Dessert

- No Choice
- Fresh Fruit and Yogurt
- Pound Cake

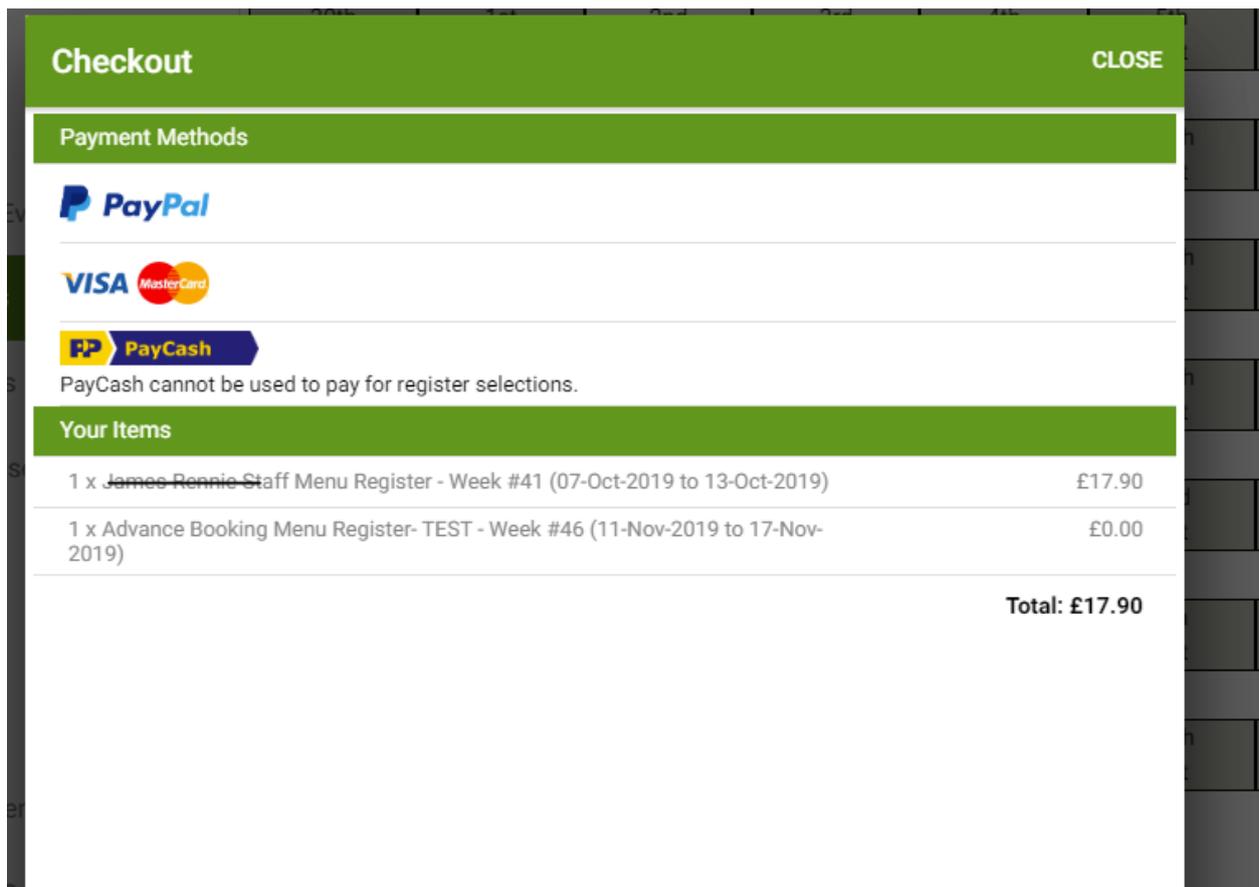
Wednesday 13th November

Main

- No Choice
- Pasta Shapes with Minced Beef
- Tomato and Basil Pasta

### An example of a Menu Booking Screen

Once a date is clicked, you will be able to make selections for the entire week- costs are clearly displayed at the top of the page. An example of what the school may offer as meal options- you can see clearly the costs and options available. Tick the box relevant to your selection- click checkout to pay.



At checkout you can pay via PayPal, Card or produce a barcode via PayCash (if this is an option at your school) to take to a shop to pay if you do not wish to place card details online.

From the "Accounts" area, you will be able to see all historical purchases/ selections by clicking on History at the bottom right of the page.

