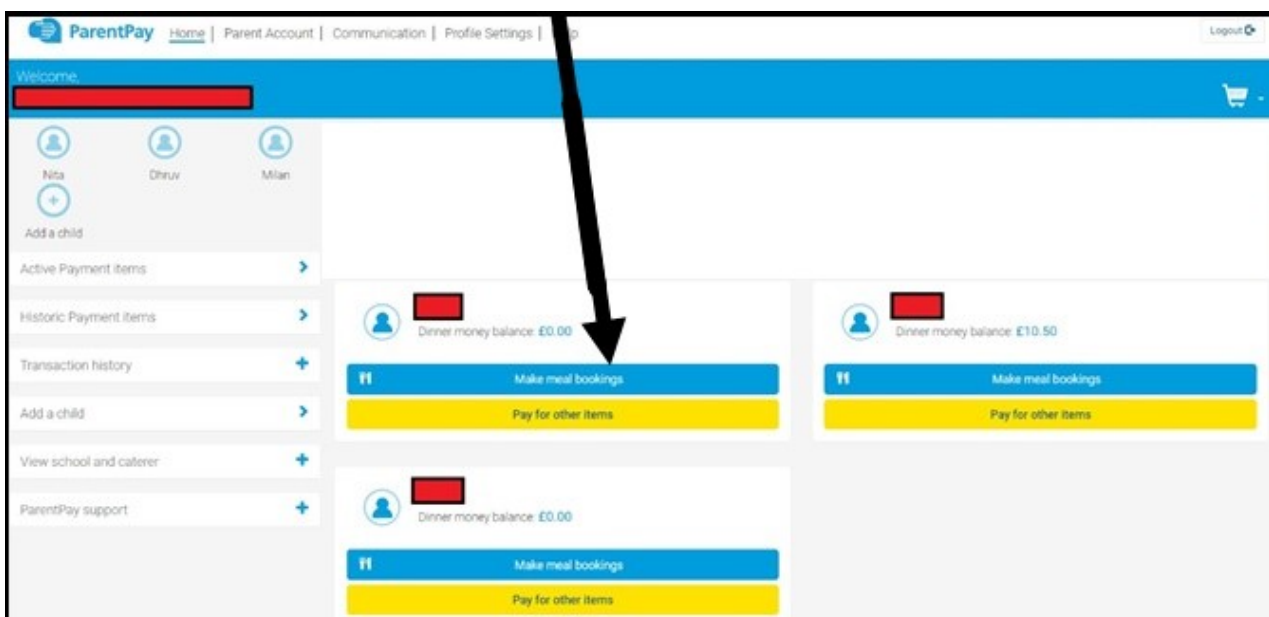


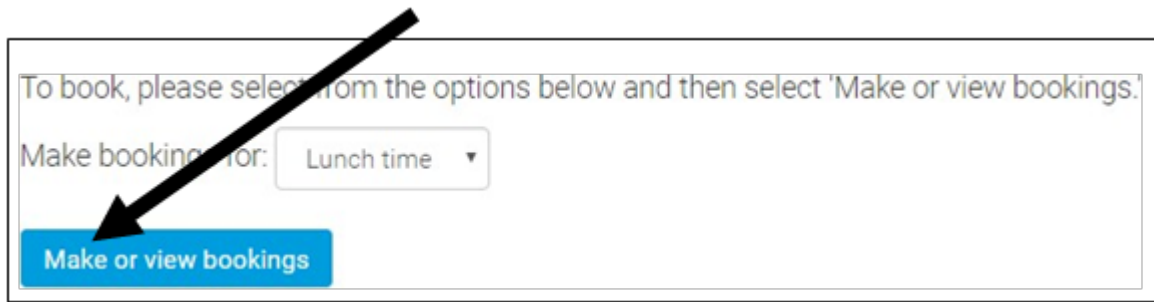


School Lunch and ParentPay User Guide

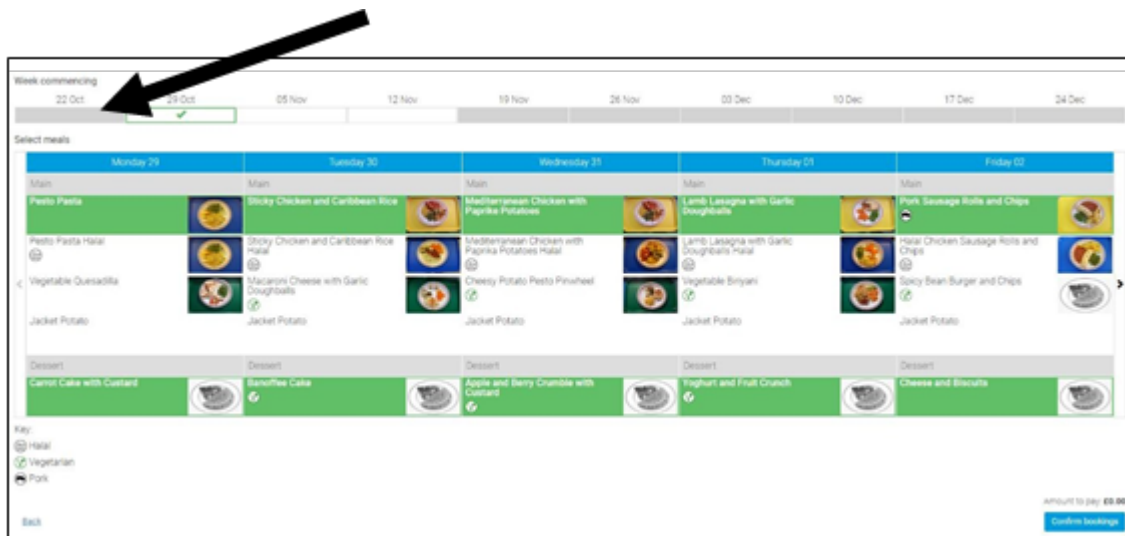
1. Log into ParentPay as normal. If you have not done this before you will need to obtain your login details from the school office.
2. Once logged in, you will see the screen shown below.
Click on 'Make meal bookings'
This option is available for all children assigned to your ParentPay Account



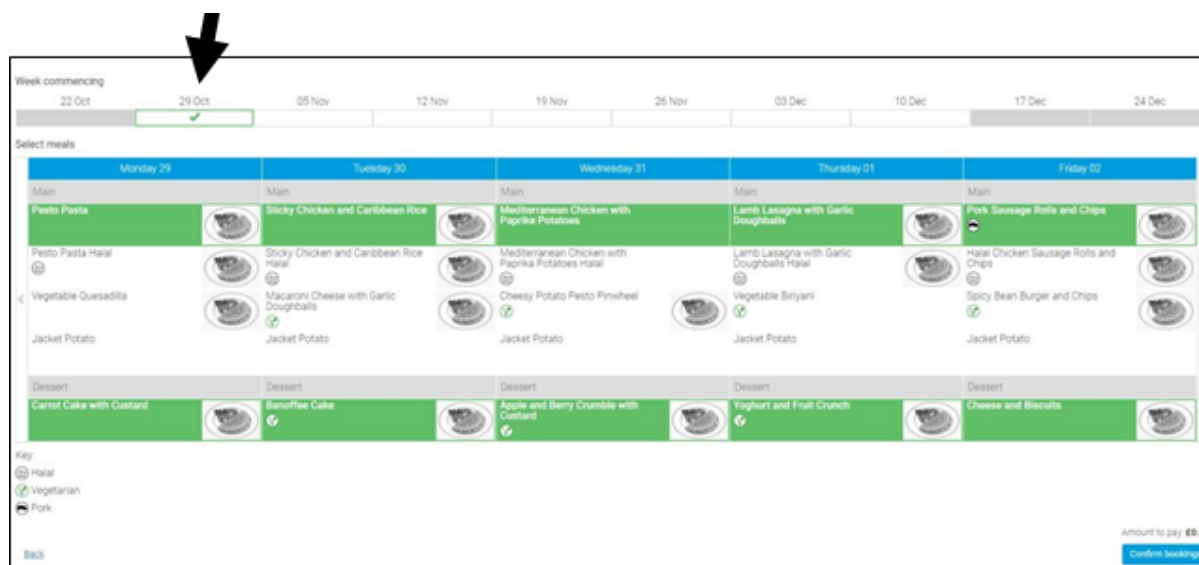
3. Click on the 'View or make bookings' button



4. The screen that is now displayed will show you what meal choices have been made, if any, and will allow you to add and change bookings. The system will not let you book a school meal when the school is closed for holidays.



- The **GREEN** tick in the week commencing 29th Oct shows that meal choices have been made for that week.



- The green items are the items that have been chosen and the white / grey items are those that have not been selected.

- Click in the box along the top to select the week to book
- Select your meal option by clicking once on the main meal option; move the mouse away;
- You will notice that the selection has turned orange
- Click once to select vegetable option if required
- move the mouse away
- Click once to select dessert option
- move the mouse away

The options selected will turn orange at this stage.

If you wish to change your selection, click once on the main option for the date in question and entire day's selection will disappear. If you wish to re-select, you will need to re-select main option; vegetable and dessert.

Click on "i" to display allergens for each meal.

Any child who has specific dietary requirements or allergies which are certified by a medical practitioner will be given a specific menu and parents should email Mrs Doyle on: kitchen@stjeromebilingual.org to establish a personalised menu. Parents should only select the "Allergy Meal" option on the ParentPay portal once this is in place.

- Once all selections have been made click on the 'Confirm bookings' button.

If you don't click on the 'Confirm bookings' button your choices will not be recorded.

You can book your child(ren)'s meals for the whole half-term.

Week commencing: 22 Oct, 29 Oct, 05 Nov, 12 Nov, 19 Nov, 26 Nov, 03 Dec, 10 Dec, 17 Dec, 24 Dec

Select meals

Monday 29	Tuesday 30	Wednesday 31	Thursday 01	Friday 02
Main Pesto Pasta Pesto Pasta Halal Vegetable Quesadilla Jacket Potato	Main Sticky Chicken and Caribbean Rice Sticky Chicken and Caribbean Rice Halal Macaroni Cheese with Garlic Doughballs Jacket Potato	Main Mediterranean Chicken with Paprika Potatoes Mediterranean Chicken with Paprika Potatoes Halal Cheesy Potato Pesto Pinwheel Jacket Potato	Main Lamb Lasagna with Garlic Doughballs Lamb Lasagna with Garlic Doughballs Halal Vegetable Biryani Jacket Potato	Main Pork Sausage Rolls and Chips Pork Sausage Rolls and Chips Halal Spicy Bean Burger and Chips Jacket Potato
Dessert Carrot Cake with Custard	Dessert Banoffee Cake	Dessert Apple and Berry Crumble with Custard	Dessert Yoghurt and Fruit Crunch	Dessert Cheese and Biscuits

Key:
Halal
Vegetarian
Pork

Amount to pay: £0.00
Confirm bookings

- If your child is in Reception, Year 1 or Year 2 you still need to make menu choices, but the amount shown just above the 'Confirm bookings' button will show a zero balance as your child is eligible for free school meals under the present government's Universal Infant Free School Meal (UIFSM) programme and you do not have to pay.

If your child is in Year 3 or above (Key Stage 2) the system will calculate the cost for you, currently £2.20 per day. Once your booking is in your basket please proceed to payment within 2 hours to ensure the booking is saved. If your family is in receipt of Universal Credit and your child is in Year 3 or above, then the balance due will also show as zero as your child will be eligible to receive a free school meal each day due to financial eligibility.

If you pay for school meals and there is insufficient credit in your account, the system will not let you order school meals until you have topped up your credit.

Childcare vouchers or Childcare Choices cannot be used to pay for school meals

If you have any questions, please speak to the school office.