

# School Meals


## How to Book and Pay for School Meals



- ➔ All school meals need to be booked and paid for in advance. Meals cost **£2.20**
- ➔ If your child is eligible for Free School Meals or your child is in F2, Year 1 or Year 2, no payment is required but you still need to book the meals on ParentMail.
- ➔ School meals can be booked up to 24 hours in advance. **Please book by Sunday at the latest for the following week.**
- ➔ You are able to book for the whole week, or for part of the week.
- ➔ In an emergency, if the booking window has closed and you need to order a meal, contact the School Office.



Book on ParentMail by **Sunday** for the following week

1. Use the ParentMail app or log in to your ParentMail account at <https://pmx.parentmail.co.uk>
2. On the app, click  in the top left corner to access the full ParentMail menu
3. Select **Accounts**
4. Select **School Meals**
5. Select the week for which you want to make a booking, click on any date in the week

Week beginning 29/08/2022						
29th	30th	31st	1st	2nd	3rd	4th
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 05/09/2022						
5th	6th	7th	8th	9th	10th	11th
Mon	Tue	Wed	Thu	Fri	Sat	Sun



6. Select the days you wish to book – select **Order a School Meal** on each day that a school meal is required. The total payment due and daily charge information is displayed at the top of the screen. When you have selected your options, click **Pay Now**.
7. The **Review Selections** window is displayed. Click **OK** and then **Confirm** to confirm and proceed to payment.
8. Your **Basket** is displayed. *If you wish to book for more than one child, click **Close** (top-right) and repeat the steps above.* Click **Checkout** to enter your payment details. If your child is eligible for Free School Meals or is in F2, Year 1 or Year 2, the total will show as £0.00, click **Continue** to confirm.

School Meals Close

Child's Name

Total £8.60 - Daily Charge £2.00...

Wednesday 31st August

Click below to order a School Meal

No Choice

Order a School Meal ⓘ

Thursday 1st September

Click below to order a School Meal

No Choice

Order a School Meal ⓘ

Friday 2nd September

Click below to order a School Meal

No Choice

Order a School Meal ⓘ

Pay Now

If you need to cancel a booking, follow the steps above, in Step 6 change your option back to **No Choice**. Follow the remaining steps.

If you need any help with ParentMail or have any queries please contact the School Office:



**Infants:** office@humberstoneinfantacademy.co.uk  
**Juniors:** office@humberstoneacademy.co.uk



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