School Meals

How to Book and Pay for School Meals



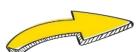
- → All school meals need to be booked and paid for in advance. Meals cost £2.20
- → If your child is eligible for Free School Meals or your child is in F2, Year 1 or Year 2, no payment is required but you still need to book the meals on ParentMail.
- School meals can be booked up to 24 hours in advance. 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 <u>any</u> 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



- 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.



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:

