

Dear Parent/Guardian,

Thank you to all those parents who have made meal bookings through ParentPay so far and to those who have given us feedback.

Some parents have been unsure of how to make meal bookings through ParentPay. The procedure appears to be slightly different for KS1 meal bookings than for KS2 meals.

- 1) Login to your ParentPay account
- 2) Click on your child's name
- 3) Click on 'Bookings' which should be on the left-hand side. If you are using a phone, you may have to click on the drop down menu first to see the Bookings tab
- 4) Click on the 'Make or view bookings' option
- 5) Ensure the 'Week commencing' is showing the correct week
- 6) Click on the 'Make or view bookings button'
- 7) Scroll down to the menu and make your weekly choices
- 8) Click on 'Next' in the top right to move to the next week. You are able to book meals all the way up to half term
- 9) When you are done, scroll down to below the menu and click on 'Confirm bookings' and you are done!
- 10) You can then go back in and book from week commencing 19th February right up until Easter by following from step 4.

If you have any problems booking your child's meals or you are yet to activate your account, please speak to us in the school office as soon as possible.

Kind regards,

Cheddar First School