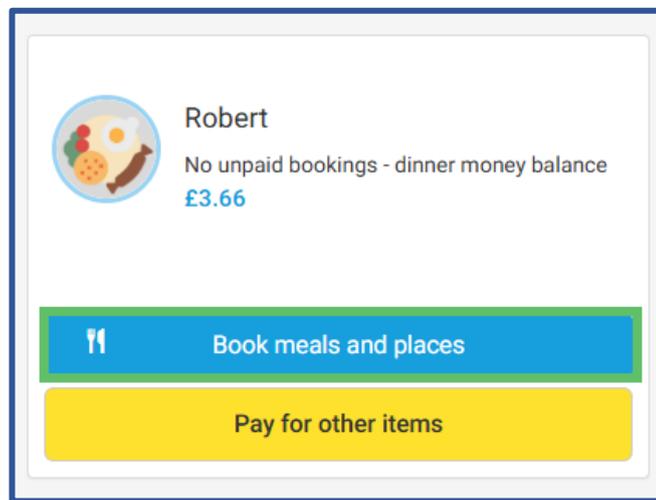




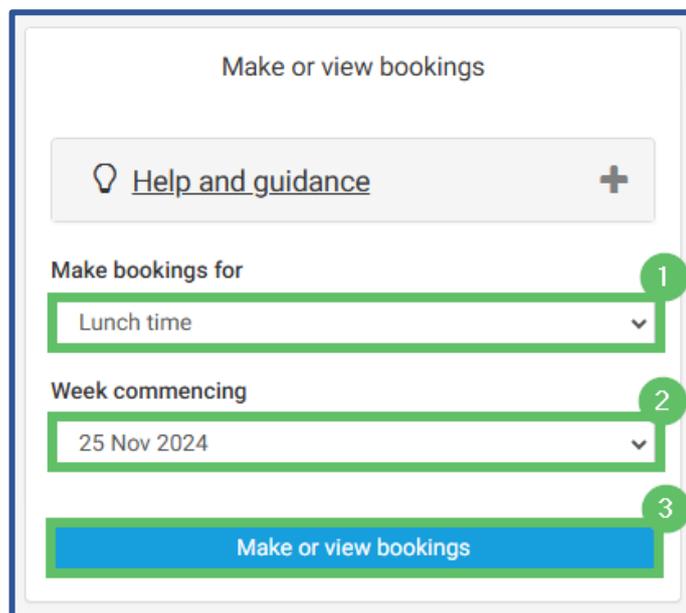
Cypad Instructions

Parent Pay- Pre-booking meals guide

1. Login to www.parentpay.com
2. Select Book meals and places for the person you wish to make the booking for.



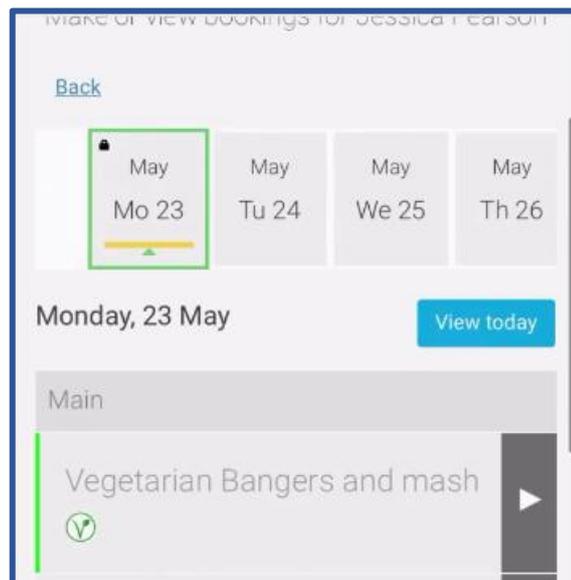
3. Select Lunch time[1] and, if available, the week[2] that you wish to make a booking for then Make or view bookings[3].





Cypad Instructions

4. You will now be presented with a booking screen.
5. Select the date you wish to book. You may need to swipe through the dates.

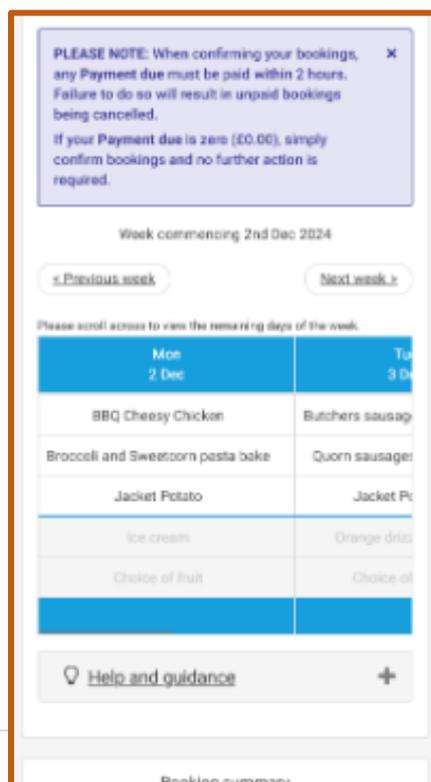
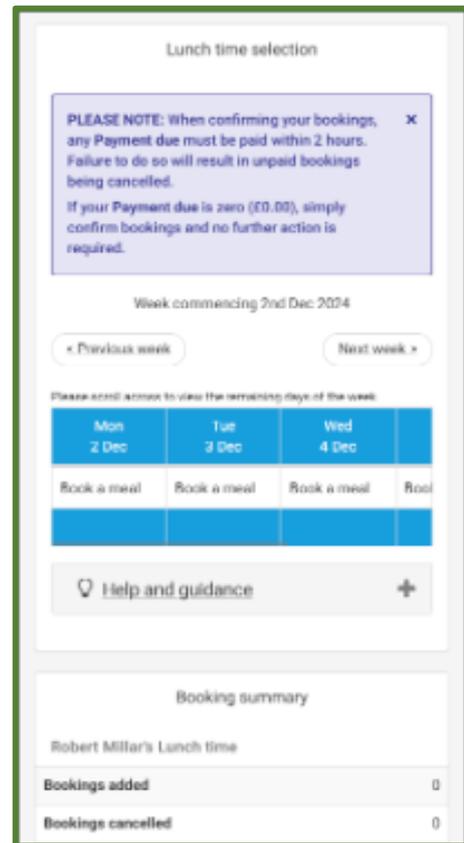
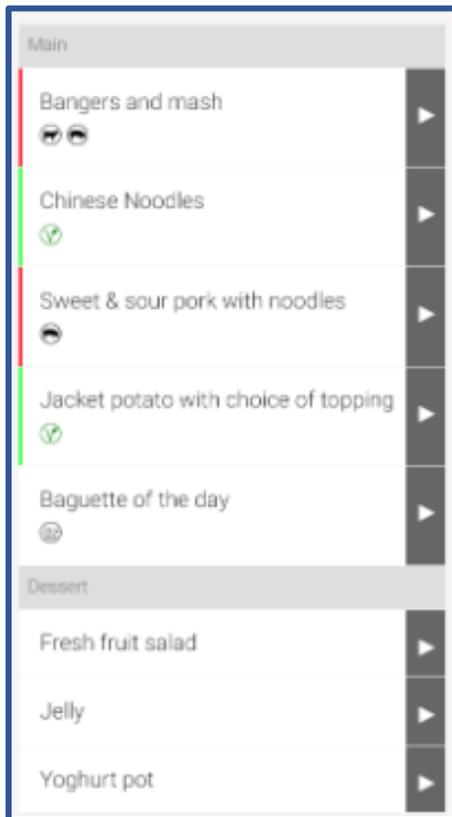


*Please note that cut off time to pre-book your child's school meals is 8am every morning.



Cypad Instructions

6. Scroll and tap the booking choices e.g. main meal choice or place for your child (this will then be highlighted).
 - o Depending on your school's setup, you may see one of the screens below:



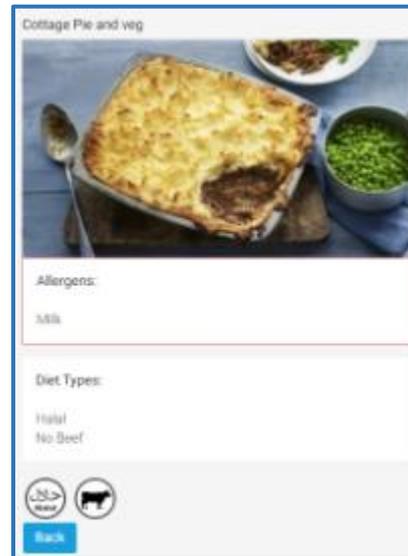
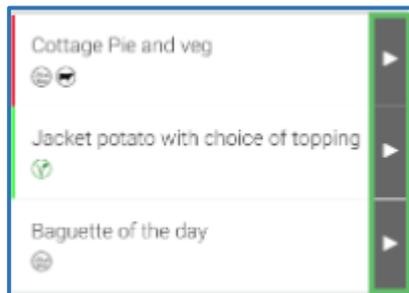
Note from Parent Pay

If the parent sees red crosses when trying to make bookings, they have selected View taken meals and menus instead of Book meals and places and are therefore on the incorrect screen. The parent must click on the child's tab then select Book meals and places then Make bookings from the menu on the left.

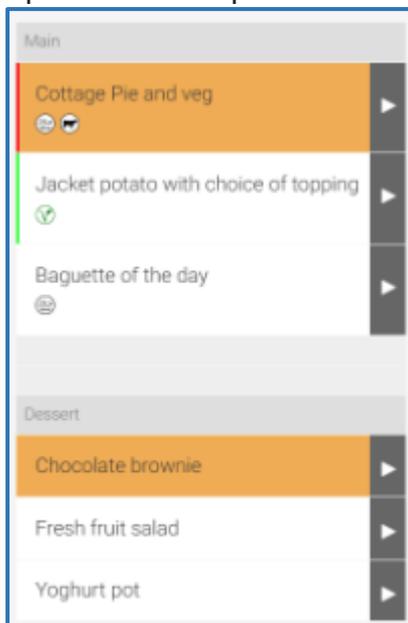


Cypad Instructions

If available, tap the arrow to view any allergen, dietary or nutritional information:



7. Some menus may require you to select a dessert. Scroll to view dessert options and tap the desired choice.

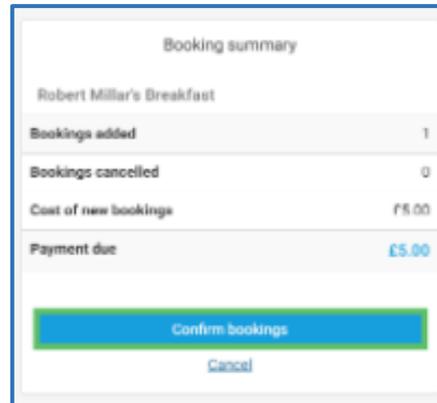
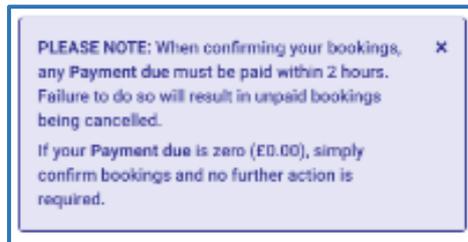


8. Repeat steps 5-8 until you are ready to confirm your bookings.
9. Now click Confirm,
 - o If you need to pay for the bookings these will need to be paid within two hours of confirming.



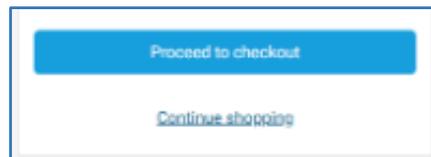
Cypad Instructions

- If you receive Free School Meals or have credit available no further action is needed.



10. If payment is required, the next screen will direct you to checkout where you can then make payment.

****This is not applicable to Reception- Year 6 pupils as they receive Free School Meals.***



Note to Parents:

- Please note that all children in Reception-Year 6 are entitled to Free School Meals this year therefore, no payment is required/will be taken from your account. You will still need to confirm your meal bookings in order for your choices to be registered.
- If parents see the menu with a red crossing along the top, this means that the parent is in the wrong section of their Parent Account.
- If your child would like to bring in a packed lunch on certain days, we simply ask that you do not pre-book a school dinner on the day/s your child is bringing in a packed lunch.
- If your child is absent from school, we kindly ask that you cancel any pre-bookings as soon as possible.