

ParentPay

1. Activate your ParentPay account.
2. With your child, agree & book on-line which meals they would like to eat for the coming week/month/term/menu period etc.
3. You have to pay at the time of booking. Those entitled to free school meals will not be charged but have to confirm the booking.
4. Bookings MUST be done in advance i.e. beforehand. We would suggest that you do the booking on a Friday for the following week & if your child is free school meals, doing it for the whole term. Latest time to book is the day before.
5. If for any reason, you forget to book a meal you will need to bring a packed lunch in for your child.
6. If you know your child will be absent from school & you had booked a school meal you will need to cancel your booking the night before. If absent on the day you will need to contact school by 9am to make the cancellation. If you normally pay for dinners & do not cancel the booking or make contact with us, you will be charged for the meal.
7. If you wish to pay extra money to parentpay to cover future lunches you can do this at the time of booking, you just insert the amount you wish to pay. Alternatively you can do so by selecting the "pay for other items" tab, view the "lunch payments for St Chad's Patchway CofE Primary School" & insert the amount you wish to pay & add to basket & pay that way. We would suggest that extra money for lunches is paid by linking it to the lunches payment item rather than putting it in the parent account.
8. On special menu days i.e. Christmas or menu swaps, if you booked before the special menu was known, it will automatically be cancelled & you will have to go in & re-book.
9. Teachers will NO longer do any paper registers nor ask pupils what they are doing for lunch. We will use the on-line booking system for all meals ordered. It is the parent's responsibility to ensure they have either booked a meal on www.parentpay.com or provided a packed lunch for their child. For Reception & KS1 children we would ask that you remind your child what meal has been booked for them each day.
10. ParentPay is used for payment and permission for trips that take place too.