

## Parent Mail Lunch Bookings

We hope the following guide will be of assistance. Please do not hesitate to contact the school office if further assistance is required. We would encourage parents to download the Parent Mail app, for ease and convenience.

Parent/Carers of Free School Meals or Key Stage 1 Universal Free School Meals, will need to make a booking for their child, however the cost will be covered by the relevant funding.

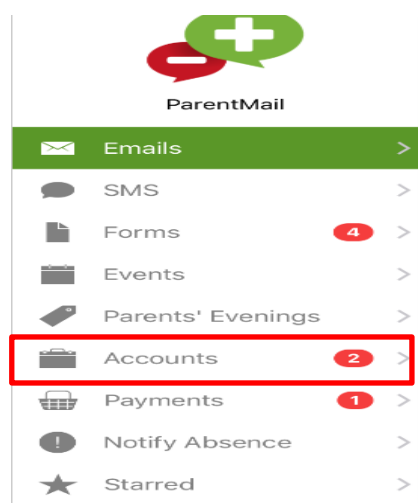
If your child has home packed lunches, you will not have to make bookings. However, please be aware the Parent Mail system will send out reminders as a default. Unfortunately, this is how their system is set up, so please disregard the messages. We are unable to disable them.

Bookings will not be possible until any arrears are cleared.

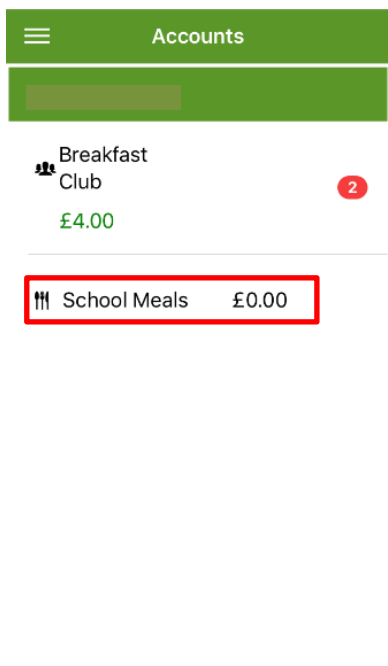
Thank you to all parent/carers for your continued support as we phase in Parent Mail. It provides the school with a cashless system and a more accurate record, whilst enabling parent/carers to have greater flexibility and control.

## Step by Step Guide

### 1. Select "Accounts"



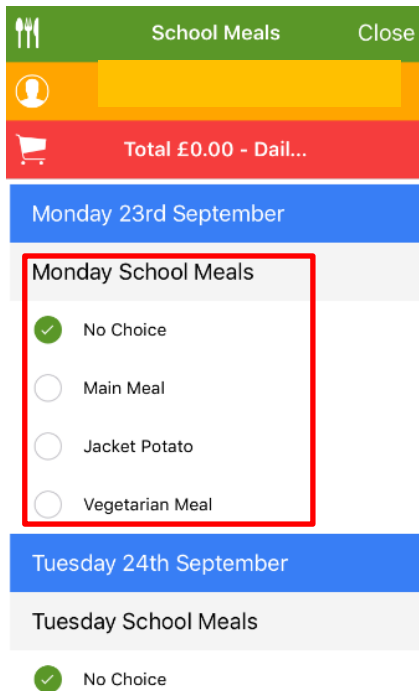
## 2. Select "School Meals"



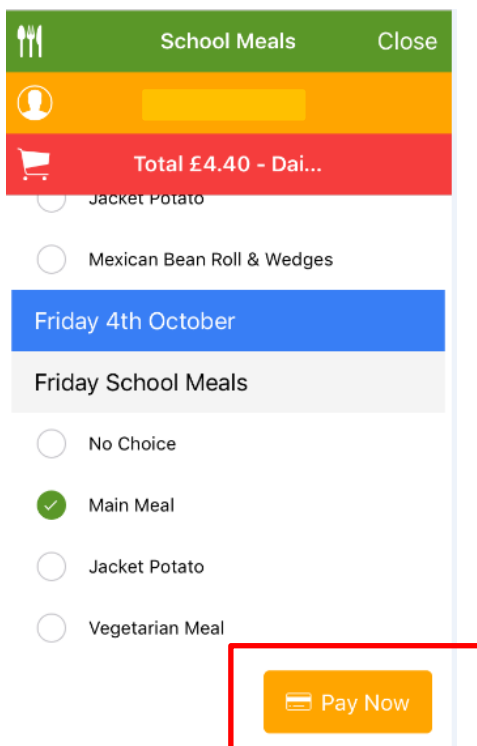
## 3. Select Week



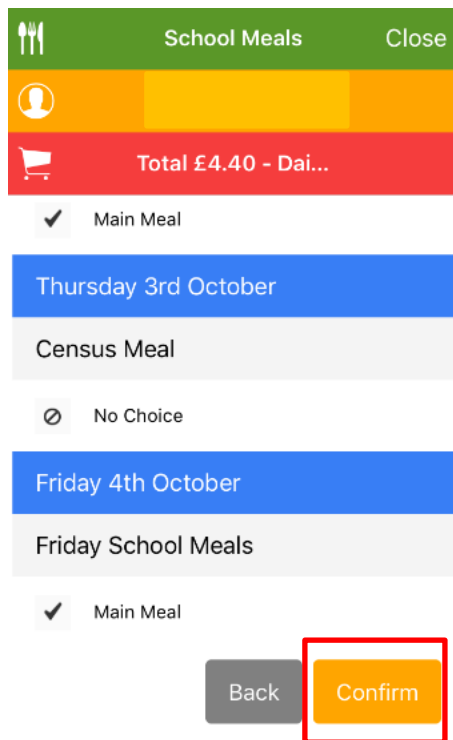
4. Select Meal Choice for each day. If you are providing a Home Packed Lunch please leave as default of "no choice"



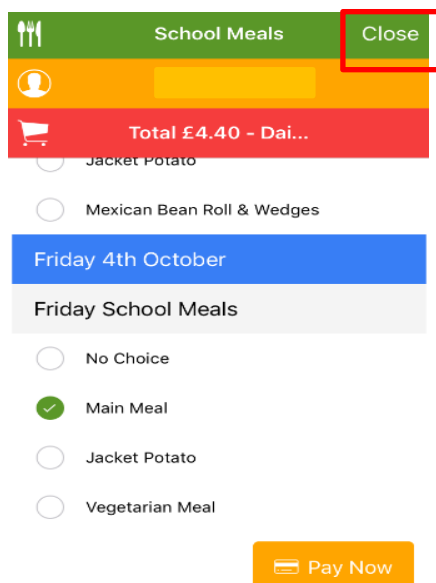
5. Scroll to the bottom of the page and press "Pay Now"



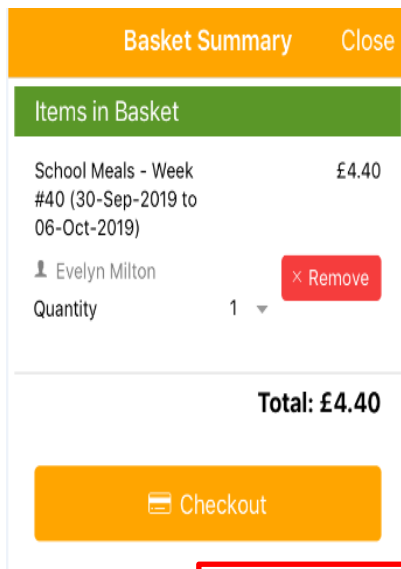
## 6. Confirm



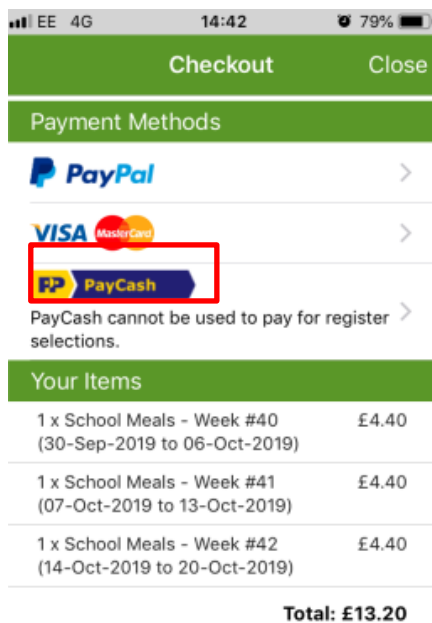
7. You can select more weeks by selecting “Close” and repeating steps 3 to 6



8. Once you have made all your bookings complete your transaction by selecting "Checkout"



9. Select your method of payment



10. Enter your card details, for card nickname, please enter child's surname and press "Pay Now"

**Card Details** Close

**PAY WITH NEW CARD**

Card Number (no spaces)

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Expiry Date

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CV2 (3 digits on back of card) Enter CV2

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Save Card

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Card Nickname

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