

How to make a booking for Breakfast Club

You will now be able to pre book your child(ren) to attend Breakfast Club. All sessions must now be **booked and paid for in advance**, via ParentPay, by midnight of the day before.

There are many advantages of the new booking system including knowing who to expect for breakfast club on a particular day and it will enable the school to more effectively budget and minimise food wastage.

Date	Taken	Lunch meal activity Details	Amount
Aug 05	✗	Lunch	
Aug 04	✓	Lunch	

To make/edit a booking:

1. Select the child you wish to make bookings for
2. From the navigation panel select **Bookings > Make or view bookings**
3. Select the appropriate 'Booking type' e.g Breakfast Club.
4. Choose the period you wish to make or edit a booking for using 'Week commencing' then select **Make or view bookings**

Select Breakfast Club from the dropdown box

Make bookings for: Lunch time ▼

Week commencing: 5 Sep 2016 ▼

Make or view bookings or Add to bookings balance

6. Review the *Booking summary* screen and select **Confirm bookings**. Any credit from your Parent Account will be deducted from the balance to pay. If there is a value in the 'Payment due' section, select **Pay Now** and you will be taken to the payment screen to complete your booking.

Welcome, Mrs Shelley (supporttest110@parentpay.com)

Parent Account credit available: £7.50

Basket

Item	Total cost	Edit	Remove
Ellie - Bookable School Meals	£20.00		

Order summary

Items:	£20.00
Total:	£20.00
Pay by Parent Account credit:	-£7.50
Pay by card:	£12.50

My page >

Payment items >

Pay now Continue shopping

FAQs

Q. I have made a booking which I no longer need.

A. The booking can be amended by the parent until midnight of the day before.

Q. I made a booking but my child was ill in the morning and did not attend school.

A. If a child does not attend, the booking will be cancelled by school and you will not be charged.

Q. I forgot to make a booking but I would like my child to attend.

A. The school office can make a manual booking in the morning and you can log onto ParentPay later that day to make the payment.