



Warden Park Primary Academy
Reach for the Stars

ParentPay Booking School Meals/Trips

1. Log onto your account using your Username and Password. This will open up your home screen. Click the yellow box that says Book 'Child's name' Primary's Meals':

Welcome, [redacted] Parent Account: £0.00
Top up Parent Account

Please note you can currently see and make payments to your child's old and new schools. Please make sure you pay for the correct item, particularly dinner money

primary
Warden Park Primary Academy
No unpaid bookings
Book [redacted] primary's meals

Warden Park Academy
Dinner money balance: £0.00
Pay for [redacted] meals

My page
Transaction history
View school and caterer
ParentPay support

2. Then select the 'Week Commencing' tab for the correct date and press Make or View bookings:

primary's bookings
Warden Park Primary Academy

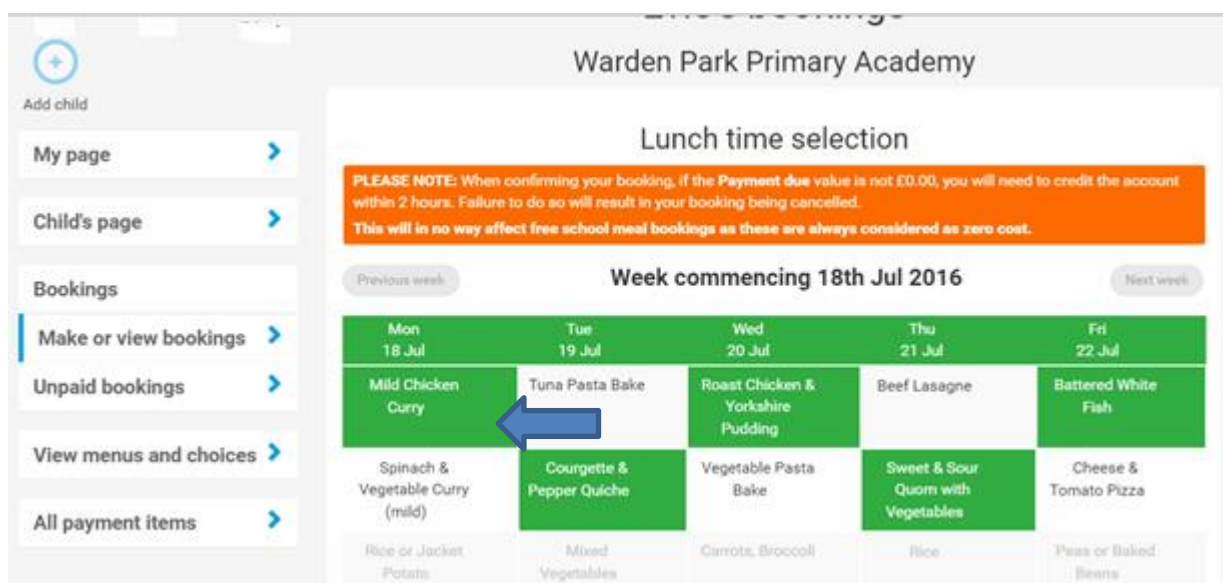
Make or view bookings

Booking type: Lunch time
Week commencing: 18 Jul 2016
Make or view bookings

My page
Child's page
Bookings
Make or view bookings
Unpaid bookings
View menus and choices

- This will show the menu for the week, you need to click on the meals that you would like to select for your children and they will show up green on your screen. **Note: you cannot book meals on the day, they must be booked at least 24 hours in advance.**

If you need to book a meal on the day, please contact Mrs Horan in the school office by 9am. Your child's meal will then be ordered directly from Parkes and it can be added to your ParentPay account for you.



- You will need to scroll down the screen after clicking the meals your child will like to Confirm your Bookings:

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Lunch time	
Bookings added	1
Bookings cancelled	0
Cost of new bookings	£2.30
Unpaid bookings	£2.30
Payment due	£4.60
Cancel	Confirm bookings

5. If you would like to pay for a school trip you will need to click the 'Pay for Items' button on the home page. The screen that will come up will look like this.

The screenshot shows a web interface titled "Payment items". On the left is a navigation menu with the following items: "My page", "Child's page", "Bookings", "View menus and choices", and "All payment items" (which is highlighted in blue). The main content area lists three items:

Item	Amount	Action
School Lunches Booking Payment Payment item for the booking of school lunches Provided by: Warden Park Primary Academy Balance: £0.00 Cost of bookings added: £0.00 Minimum payment: £2.30	-	View details and pay
KS2 School Disco The KS2 school disco will be held on Fri 8th July from 6pm until 7pm. There will be a tuck shop available so children may want to bring some money with them to purchase sweets/crisps/drinks etc. Provided by: Warden Park Primary Academy Cost: £2.00	£2.00	View details and pay
Reach for the Coins! Voluntary Donation to the PTA this is a voluntary donation to the school PTA. If you wish to donate at any time you can donate anything from £1. You can donate as many times during the year as you like. All donations via this payment item will go directly to the PTA and will be used to enhance our children's education. Thank you for your donations, WPPA PTA Provided by: Warden Park Primary Academy	£1.00	View details and pay

A blue arrow points to the "View details and pay" button for the "KS2 School Disco" item.

If you have any problems selecting meals or logging on, please contact Mrs Horan in the office or email office@wardenparkprimary.co.uk.