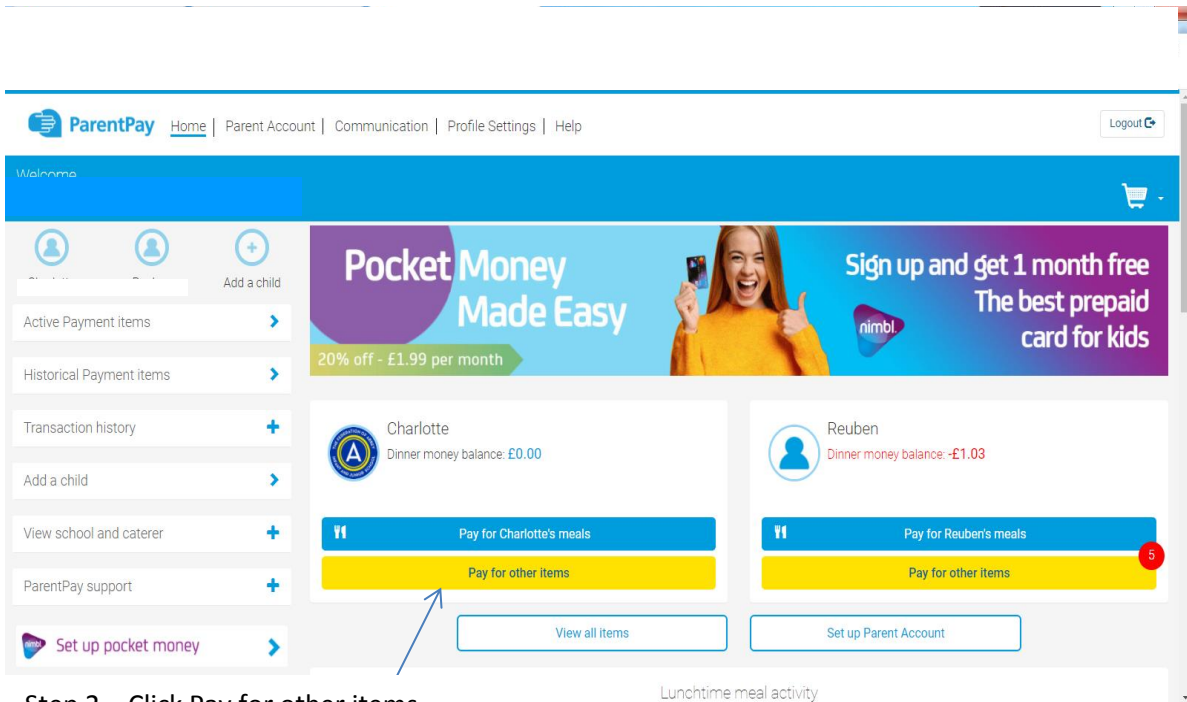


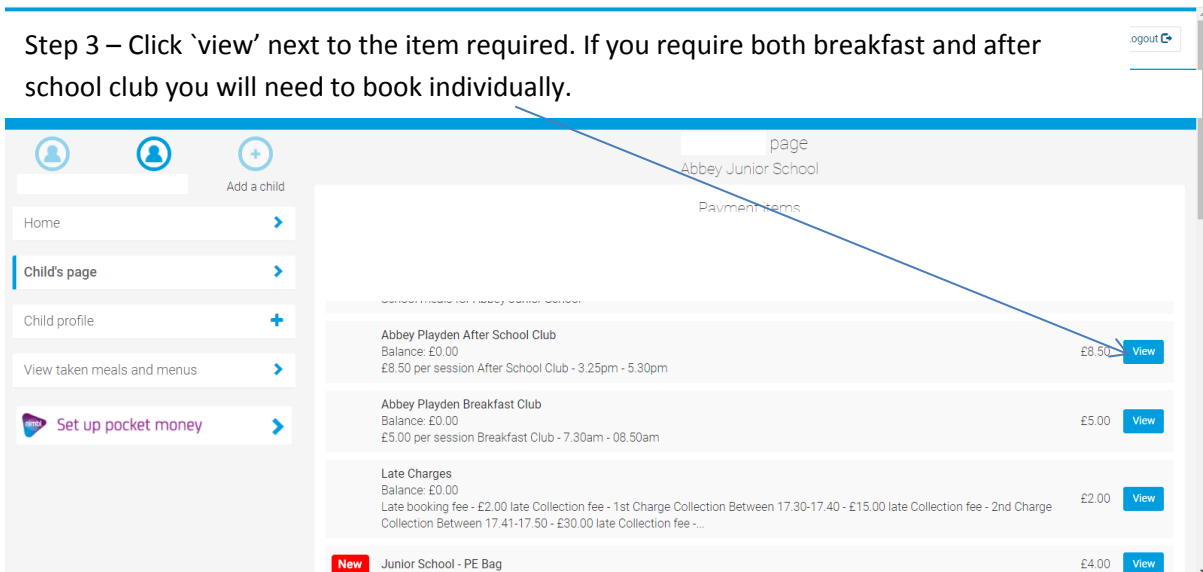
How to book sessions using ParentPay – Parent Guide

Step 1 – Log onto your child’s ParentPay account.

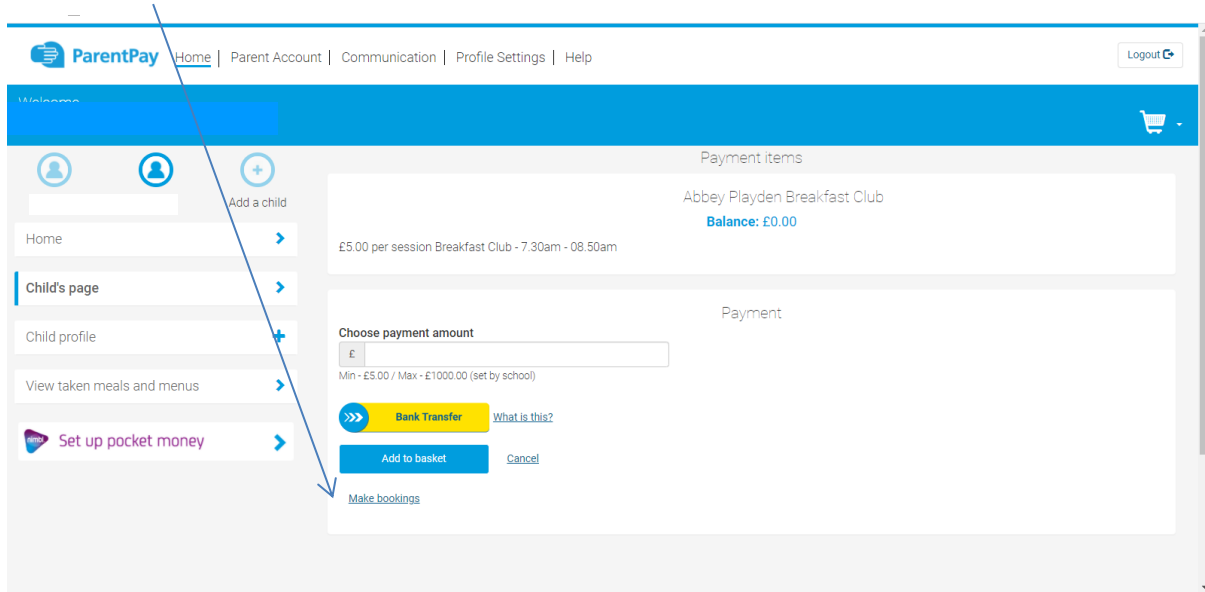


Step 2 – Click Pay for other items

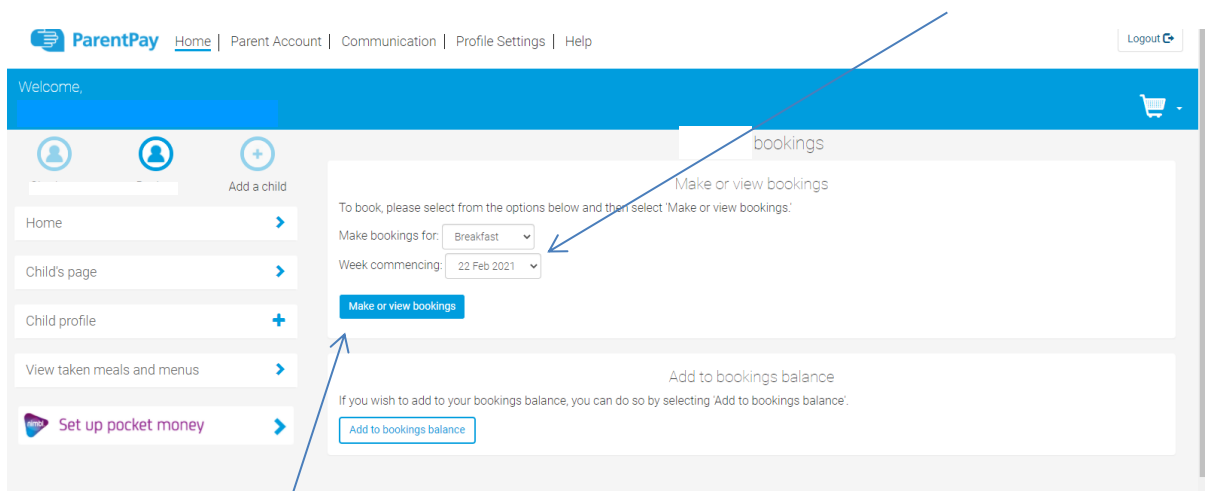
Step 3 – Click 'view' next to the item required. If you require both breakfast and after school club you will need to book individually.



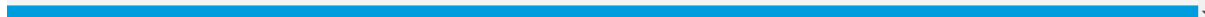
Step 4 – Click make bookings



Step 5 – Select required session and week required from drop down box (breakfast/after school)



Step 7 – Make or view bookings



Step 8 – Select days you require a session.

bookings
Abbey Junior School

Breakfast selection

Previous week **Week commencing 22nd Feb 2021** Next week

Mon 22 Feb	Tue 23 Feb	Wed 24 Feb	Thu 25 Feb	Fri 26 Feb
Book a Session	Book a Session	Book a Session	Book a Session	Book a Session

Booking summary

Show symbols | Help | Hide info

Reuben Barclay's Breakfast

Bookings added	0
Bookings cancelled	0
Cost of new bookings	£0.00
Payment due	£0.00

Cancel **Confirm bookings**

Date selected will then turn green

Child's page

Child profile

View taken meals and menus

Set up pocket money

Mon 22 Feb	Tue 23 Feb	Wed 24 Feb	Thu 25 Feb	Fri 26 Feb
Book a Session	Book a Session	Book a Session	Book a Session	Book a Session

Clear day

Booking summary

Show symbols | Help | Hide info

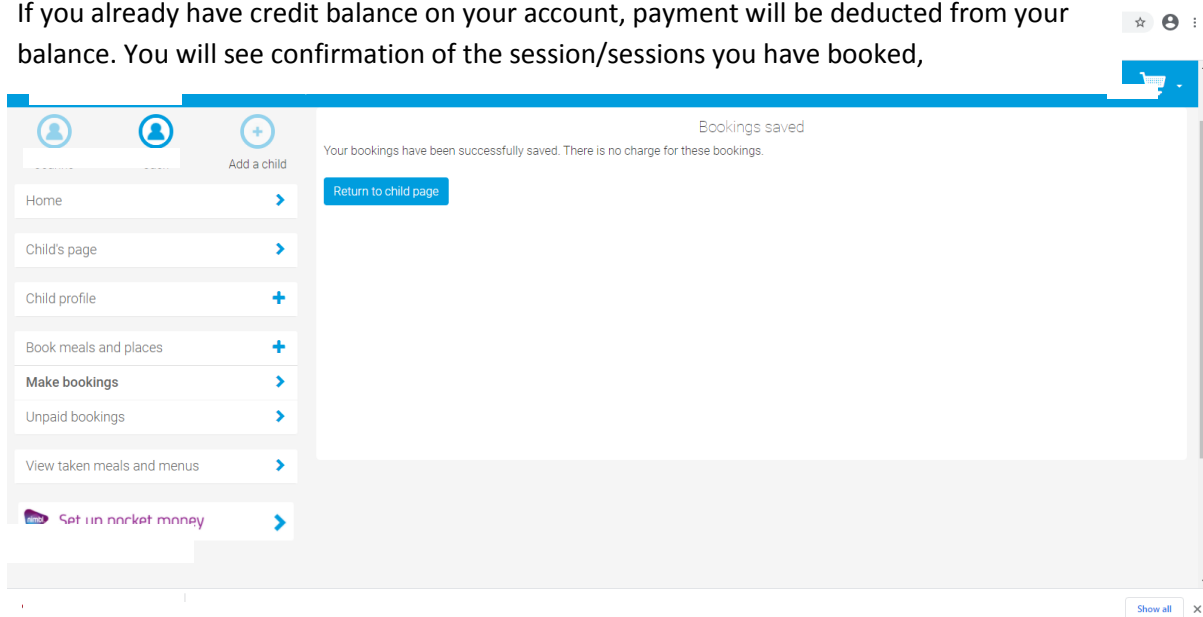
Reuben Barclay's Breakfast

Bookings added	1
Bookings cancelled	0
Cost of new bookings	£5.00
Payment due	£5.00

Cancel **Confirm bookings**

Step 9 – Once all days have been selected confirm bookings

If you already have credit balance on your account, payment will be deducted from your balance. You will see confirmation of the session/sessions you have booked,



Step 10 – If you do not have a credit balance in your account. You will be directed to payment page to make payment for the sessions you have requested.

