



Education Resources

## Milk bookings – Instruction for Parents

Parents who have applied and been granted Free School Meals do not need to book milk for their child(ren) as milk is included as part of the free meal allowance.

Log onto your ParentPay account.  
Click on the icon for your child.

The screenshot shows the ParentPay home page for user A Buckley. The navigation menu includes Home, Parent Account, Communication, Profile Settings, and Help. A sidebar on the left contains icons for Angus, Add a child, Payment items, Transaction history, Add a child, View school and caterer, and ParentPay support. The main content area features a promotional banner for a Nimbly debit card, an orange notification box about alternative contact details, and a user profile for Angus with a dinner money balance of £0.00.

Scroll down the page and click on the link for Menus and choices

The screenshot shows the 'Child's page' in ParentPay. The left sidebar has links for Child's page, Child profile, Bookings, and View menus and choices. The main content area displays a table of lunch meal activity with columns for Date, Taken, Details, and Amount. The 'Taken' column shows red 'X' marks for dates from Mar 15 to Mar 21. A blue button 'View menus and choices' is located at the bottom of the table.

Date	Taken	Details	Amount
Mar 21	X	<a href="#">Lunch</a>	
Mar 20	X	<a href="#">Lunch</a>	
Mar 19	X	<a href="#">Lunch</a>	
Mar 16	X	<a href="#">Lunch</a>	
Mar 15	X	<a href="#">Lunch</a>	

Click on the link to the Make Bookings page

make bookings page.' Below this, there are input fields for 'Event time' (set to 'Lunch time') and 'Week commencing' (set to '19/03/2018'), followed by a 'Show menu' button. At the bottom, it displays 'Angus' menu for week beginning 19 Mar 2018' with navigation buttons for 'View previous week' and 'View next week'."/>

ParentPay Home | Parent Account | Communication | Profile Settings | Help Logout

Welcome, A Buckley (slcptest@glow.sch.uk)

Angus' menus & choices  
South Lanarkshire Classroom Selection Demo Site

View menus and choices  
View weekly menus and choices below. Menu selections can be made on the [make bookings page](#).

Event time: Lunch time Week commencing: 19/03/2018

Show menu

Angus' menu for week beginning 19 Mar 2018

< View previous week View next week >

On the next screen, select the appropriate week and click on Make or View bookings

ParentPay Limited Make or view bookings - Pa... X

Welcome, A Buckley (slcptest@glow.sch.uk)

Angus' bookings  
Make or view bookings

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for: MILK Week commencing: 19 Mar 2018

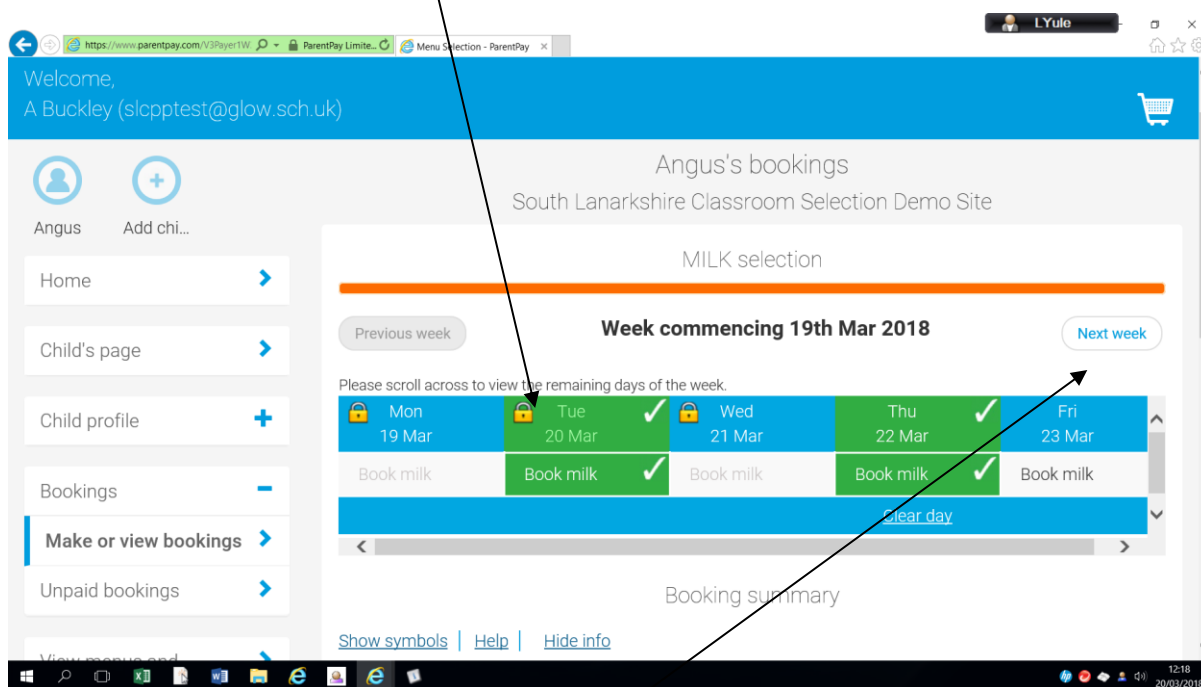
Make or view bookings

Add to bookings balance  
If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance.'

Add to bookings balance

The next screen will allow you to confirm which days you wish your child to take milk.

Select the dates by clicking on Book milk. The days you have booked milk will turn green.



You can book ahead by Clicking on Next Week.

Each booking will deduct 20p from your account.

Remember to credit the Milk Payment item, so that your account does not go into debt.