



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.

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

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

Angus Add a c...

Payment items >

Transaction history +

Add a child >

View school and caterer +

ParentPay support +

Named 'top card' for under 18's by MoneySavingExpert.com

Get one for your child and WIN £500

Make sure your school can reach you - add alternative contact details in ParentPay.

Adding this information also helps you to recover your account quickly - should you lose access to your main email address.

Please go to: Profile Settings (or Person icon on mobile) > Account recovery

Angus

Dinner money balance: £0.00

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

Child's page >

Child profile +

Bookings +

View menus and choices >

View all payment items

Lunch meal activity

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

View menus and choices

Click on the link to the Make Bookings page

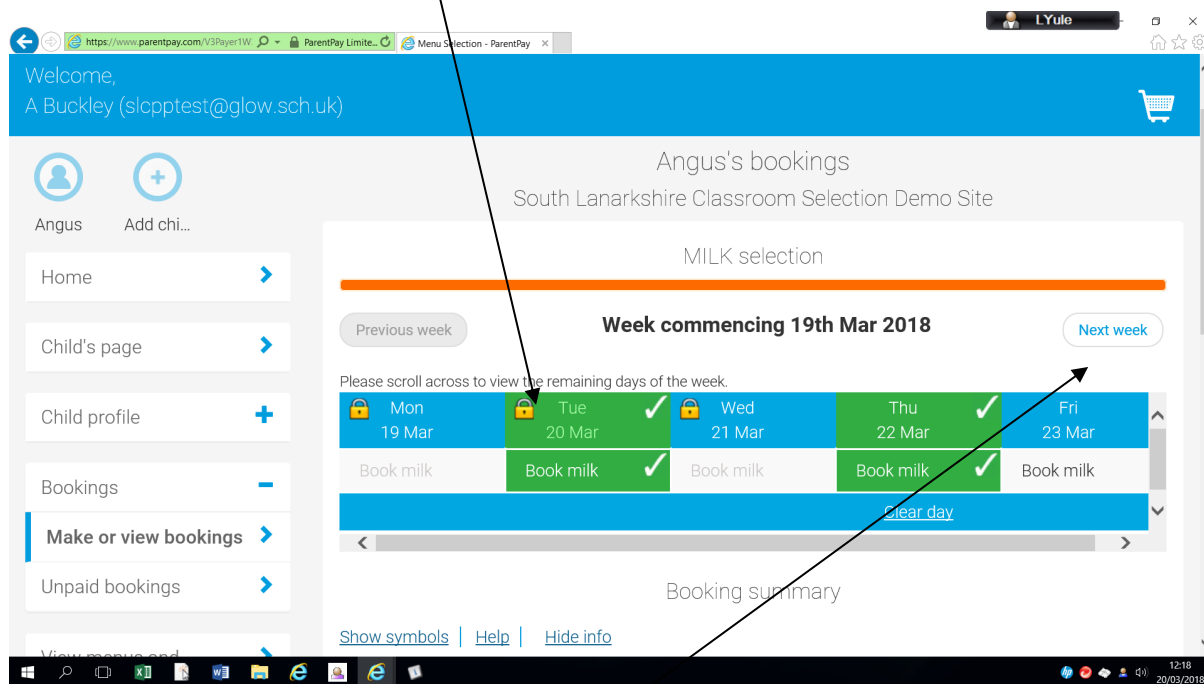
The screenshot shows the ParentPay website interface. At the top, there's a navigation bar with the ParentPay logo and links for Home, Parent Account, Communication, Profile Settings, and Help. A user is logged in as 'L.Yule'. Below the navigation bar, a welcome message says 'Welcome, A Buckley (slcptest@glow.sch.uk)'. The main content area is titled 'Angus' menus & choices' and 'South Lanarkshire Classroom Selection Demo Site'. It features a sidebar with links: Home, Child's page, Child profile, Bookings, and View menus and choices. The main content area has a section 'View menus and choices' with the text 'View weekly menus and choices below. Menu selections can be made on the [make bookings page](#).' Below this, there are fields for 'Event time' (Lunch time) and 'Week commencing' (19/03/2018), with a 'Show menu' button. At the bottom, it says 'Angus' menu for week beginning 19 Mar 2018' with buttons for '< View previous week' and 'View next week >'. An arrow points from the text 'Click on the link to the Make Bookings page' to the link 'make bookings page'.

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

The screenshot shows the 'Make or view bookings' page. The navigation bar is the same as the previous page. The main content area is titled 'Angus' bookings' and 'Make or view bookings'. It features a sidebar with links: Home, Child's page, Child profile, Bookings, Make or view bookings, and Unpaid bookings. The main content area has a section 'To book, please select from the options below and then select 'Make or view bookings.''. Below this, there are dropdown menus for 'Make bookings for:' (MILK) and 'Week commencing:' (19 Mar 2018), with a 'Make or view bookings' button. Below this, there's a section 'Add to bookings balance' with the text 'If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance'.' and an 'Add to bookings balance' button. Two arrows point from the text 'On the next screen, select the appropriate week and click on Make or View bookings' to the 'Week commencing:' dropdown and the 'Make or view bookings' button.

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.