



## **RICHMOND HILL PRIMARY ACADEMY**

### **PARENTPAY MEAL BOOKING GUIDE FOR PARENTS**

If you would like your child to have a daily school provided hot meal you must complete your booking on Parentpay at least 5 days in advance.

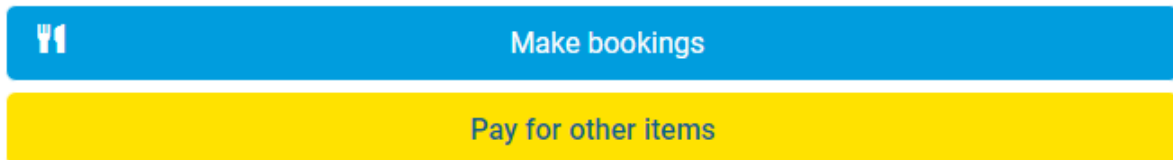
Even if your child is in receipt of Doncaster Council Free School Meals (FSM) or Universal Free School Meals (UFSM - applicable to all Reception/Y1/Y2 pupils), bookings need to be made in the same way, but for these pupils there will be no charge.

If you have not booked your child's meals please provide a packed lunch from home.

Please email [finance@richmond.doncaster.sch.uk](mailto:finance@richmond.doncaster.sch.uk) if you are unable to login to ParentPay.

If you pay for meals, the cost of the booked meals will be added to your basket. You will have two hours from the time of booking the meal to pay. If payment is not received after two hours, ParentPay will cancel the booking and you will restart the booking process.

1. When you login to Parentpay click on **'Make Bookings'**



2. Click **'Make or View Bookings'** for the week - this must be done at least 5 days in advance. You can book as many weeks in advance as you wish.

Make or view bookings

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

Make bookings for: Lunch time ▼

Week commencing: 28 Sep 2020 ▼

Make or view bookings

3. The full week's menu will appear – for each day click on the main meal box and the dessert box to make the selection.

You must commit to meals on Monday-Thursday with the **only exception** being Fridays as we recognise that some children do not include fish in their usual diet. If you do not wish to make a selection on Fridays only, then please provide a packed lunch from home.

Mon 28 Sep ✓	Tue 29 Sep
Pizza Potatoes Vegetables ✓	Roast Turkey Potatoes Vegetables
Chocolate Crunch ✓	Bun
<a href="#">Clear day</a>	

4. Then click on **'Confirm Bookings'**

**Payments** must be made within 2 hours of making your menu selection.

_____	1
_____	0
_____	£2.40
_____	<b>£2.40</b>
<div style="background-color: #007bff; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">Confirm bookings</div>	

## FSM/UFSM

If your child is in receipt of Free School Meals or is in Reception/Y1/Y2 and is eligible for Universal Free School Meals then no payment is required.

<input type="checkbox"/>	1
<input type="checkbox"/>	0
<input type="checkbox"/>	£0.00
<input type="checkbox"/>	<b>£0.00</b>

[Confirm bookings](#)

Your bookings have been successfully saved. There is no charge for these bookings.

[Return to child page](#)