



ST. EDWARD'S CATHOLIC PRIMARY AND NURSERY SCHOOL

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Dear Parents,

I hope you have had a restful summer, we look forward to welcoming the Children back on Wednesday, please see below the PE timetable and communication received from our new caterers, Aspens. This letter just covers those two things; a more extensive newsletter will follow once the Children return.

PE Timetable

Day	Year Groups
Monday	Year 1 and Year 5
Tuesday	Year 2, Year 3 and Year 4. Year 6 Swimming – start date to be confirmed.
Wednesday	Pre-School, Reception and Year 5
Thursday	Year 1, Year 2 and Year 3
Friday	Year 4 and Year 6

Communication from Aspens ...

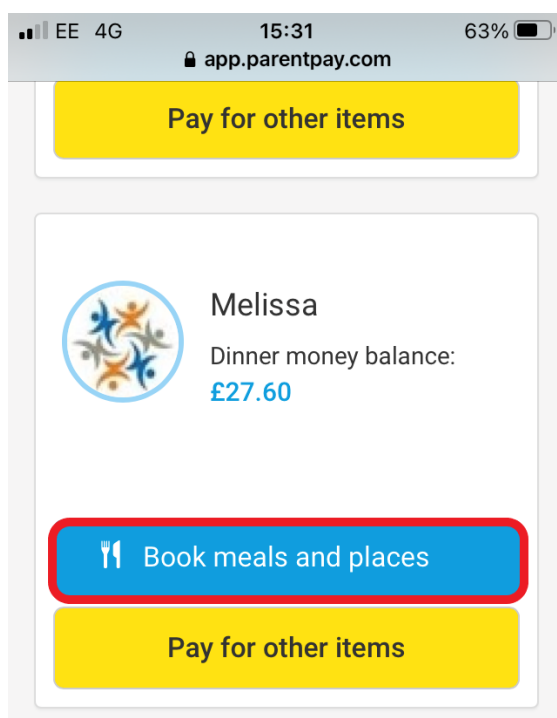
Dear Parents - from Wednesday there will be a different way of ordering meals for your child. All meals will need to be ordered and paid for via ParentPay. Below is step by step guidance on how to book meals and how to pay.

With any new system there may be teething problems. If you are having difficulty ordering a meal please contact the school office who will help resolve this issue for you.

If your child is joining us in Early years and you do not have a ParentPay account yet please go to the office to order your child's meals to begin with. You will receive Parentpay login details in the next two weeks.

Making bookings from a mobile device.

1. Login to www.parentpay.com
2. Select **Book meals and places** for the person you wish to make the booking for.



3. Select the time of day that you wish to make a booking for.

Make or view bookings

Make bookings for

Lunch time

Make or view bookings

4. Select **Make or view bookings**.

Make or view bookings

Make bookings for

Lunch time

Make or view bookings

5. You will then be presented with the booking screen.

6. Select the date you wish to book.

Jan Mo 31

Feb Tu 01

Feb We 02

Monday, 31 January

View today

7. Scroll and tap the **main meal choice** or **place** for your child (this will then be highlighted in orange).

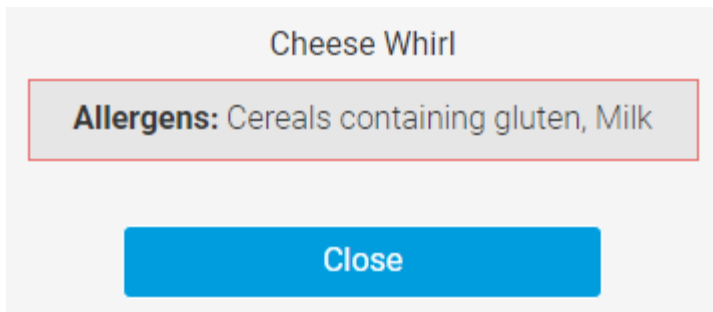
8. Tap the arrow to view Allergen or nutritional information (if available).

Main

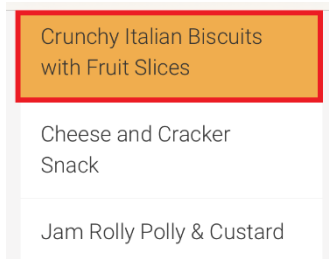
Cheese Whirl

Tomato & Basil Pasta

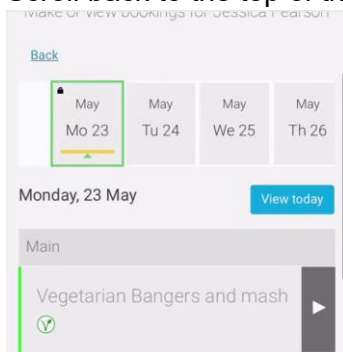
Information icons



9. Some menu's may require you to select a dessert. Scroll to view dessert options and tap the desired choice.

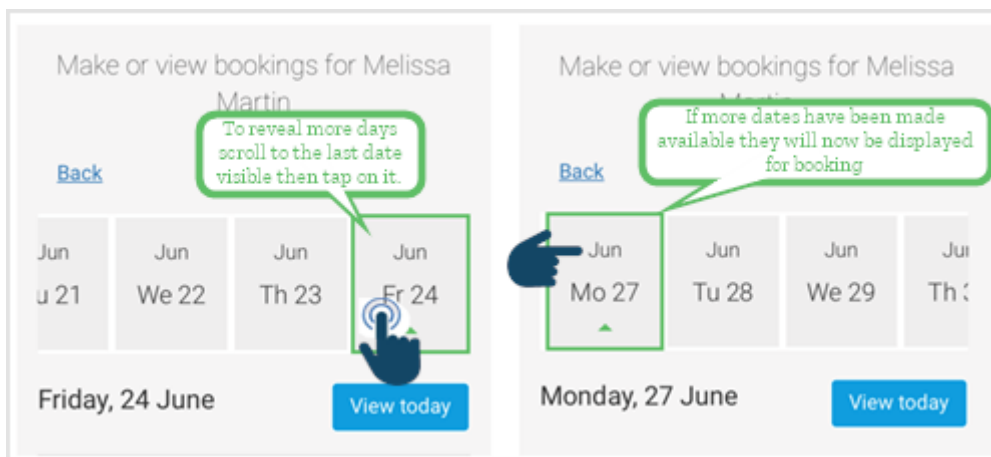


10. Scroll back to the top of the screen to choose another day.

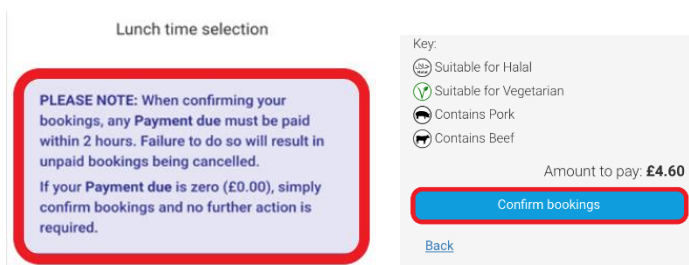


11. Repeat steps 7 through to 9 until you are ready to confirm your bookings.

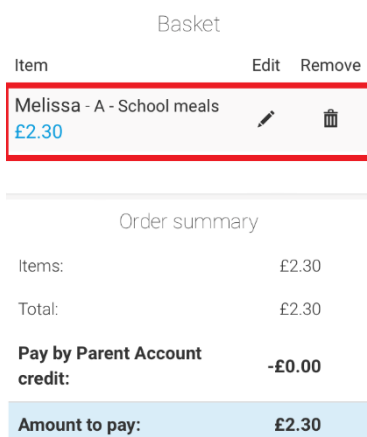
Note: You are able to scroll through the dates and choose meals for up to 10 weeks in advance (depending on your schools settings). You will need to select the last date that appears, to be able to see further dates.



12. If you pay for the bookings these will need to be paid within two hours of confirming.



13. Tap on the **Confirm bookings**, if payment is due you will be taken to the basket.



Payment method

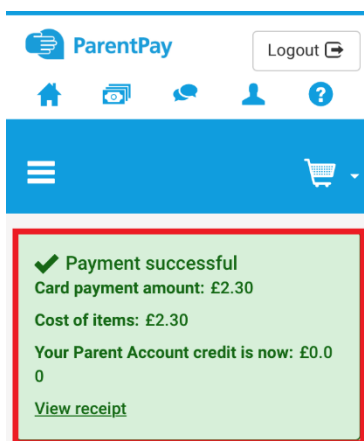
Set up One-click payments

One-click payments are faster and simpler. Simply set up a direct debit mandate that allows payments to be taken from your bank account. Payments will only be taken when you tell us to.

Other payment method

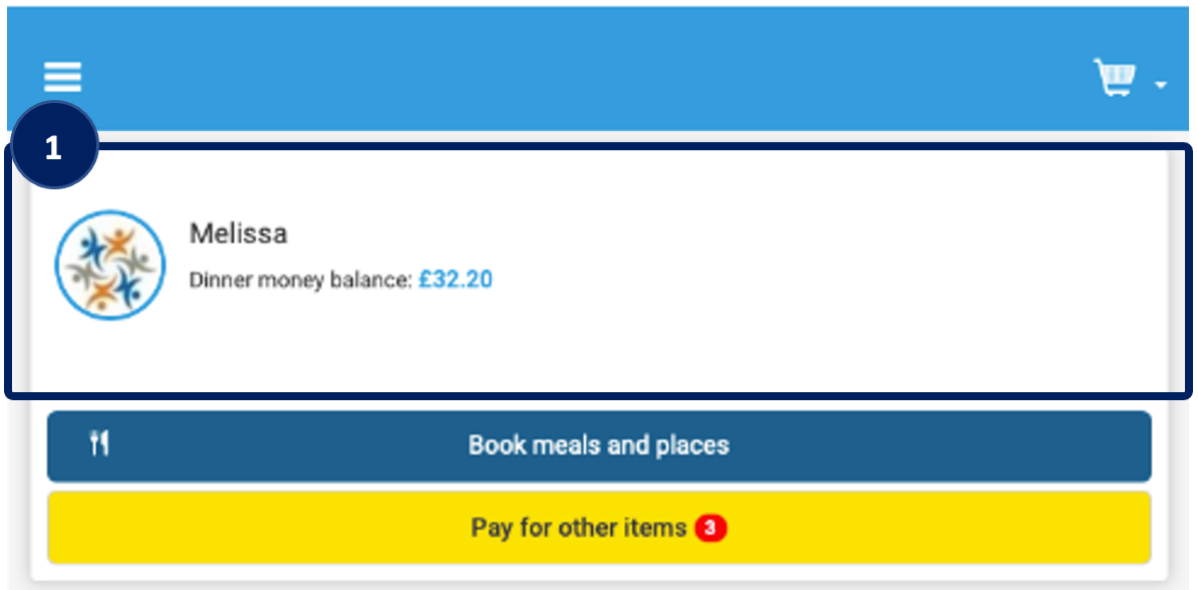
[Cancel](#)

14. Once you have completed your bookings return to the basket and choose the payment option that most suits you.
15. Confirmation of payment will appear on your mobile device and you meal or places bookings will have been sent to the school.



Making bookings from a laptop or computer.

1. Go to www.parentpay.com and log in.
2. Select the child to make bookings for **[1]**.



The screenshot shows the ParentPay interface. At the top left is the ParentPay logo. At the top right is a 'Logout' button with an external link icon. Below the header is a blue navigation bar containing a hamburger menu icon on the left and a shopping cart icon on the right. A dark blue circle with the number '1' is positioned over the hamburger menu icon. Below the navigation bar is a white card with a dark blue border. Inside this card, on the left, is a circular profile picture icon with a blue border and colorful abstract shapes. To the right of the icon, the name 'Melissa' is displayed in bold, followed by 'Dinner money balance: £32.20'. Below the white card are two buttons: a dark blue button with a fork and knife icon and the text 'Book meals and places', and a yellow button with the text 'Pay for other items' and a red circle with the number '3'.

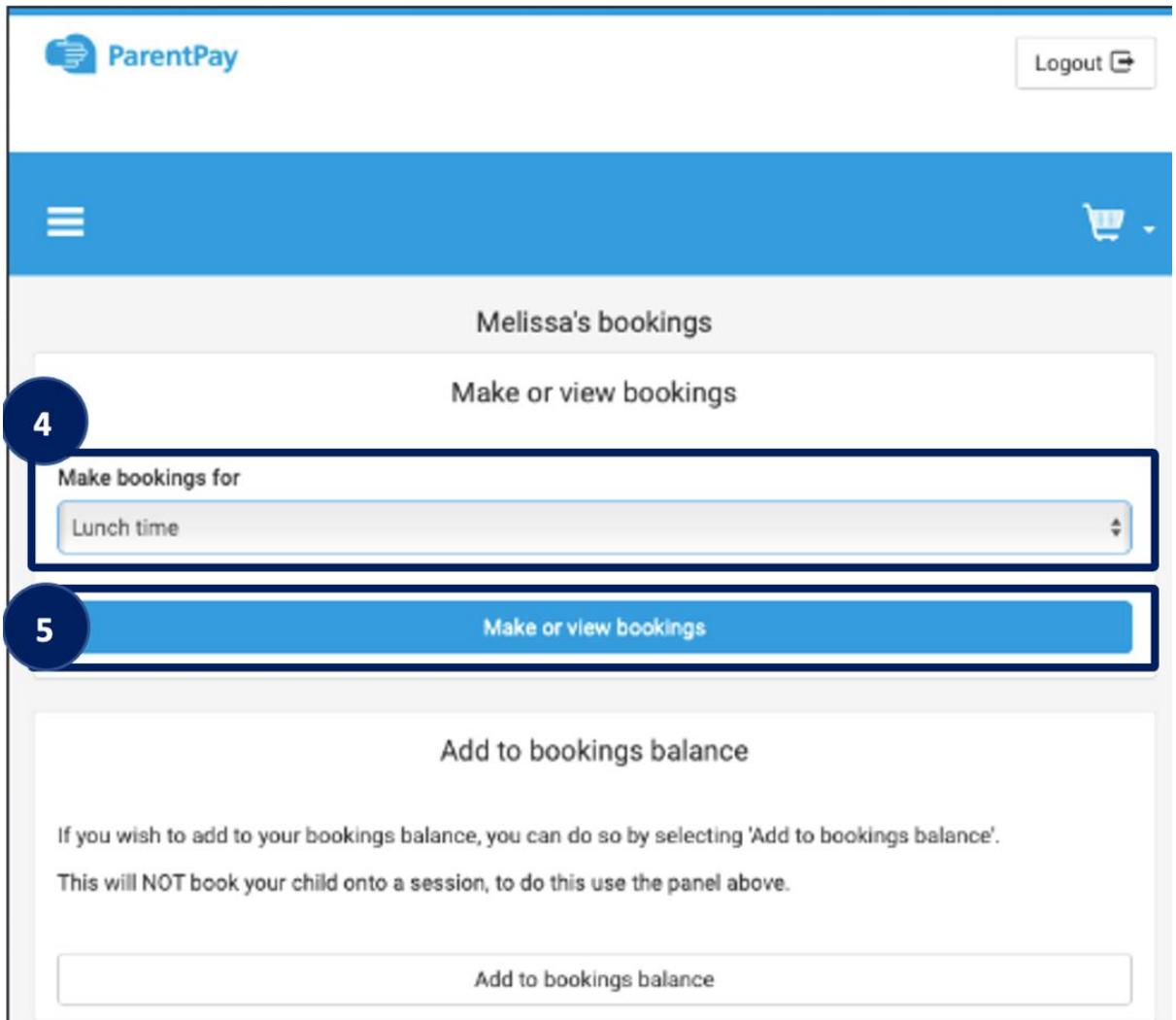
3. From the menu [2] select **Book meals and places** > **Make bookings** [3].

ParentPay Logout

2

- Melissa >
- Hannah >
- Trevor >
- Home >
- Child's page >
- 3** details >
- Book meals and places -
- Make bookings** >
- Unpaid bookings >
- View taken meals and menus >
- ParentPay help Pages >
- ParentPay overview >

4. Select the **Event** that you wish to make a booking for **[4]** and If required choose a week. Then select **Make or view bookings [5]**.



5. A booking screen will be presented:

NOTE Several possible bookings screens are available based on the options chosen by the child's school setup. Each of these options are displayed below:

- **OPTION 1:** Full menu choices are displayed with images (where available) for each item for each day. Nutritional information may also be available. Additional weeks can be viewed by using the **Next week** button [X].

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week **Week commencing 6th Jan 2020** Next week

Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	Thu 9 Jan	Fri 10 Jan
Lasagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole	Fishfingers with chips
vegetarian lasagne with salad	Quorn Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
Jelly and ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
		Clear day	Clear day	Clear day

- **OPTION 2:** Individual choices are available to select for example main, side, and dessert for each day [X]. Additional weeks can be viewed by using the **Next week** button [X].

Lunch time selection

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		Clear day	Clear day	Clear day

- **OPTION 3:** View the available options shown on a fixed menu and then book a meal or event for each day. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Macaroni Cheese	Chicken Pie served with Gravy & Mashed Potatoes	Roast Chicken served with Baked Potatoes	Homemade Beef Burger served with Potatoes Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion pie served with crushed potato	Vegetable Casserole served with Baked Potatoes	Vegetarian Sausage served with Mashed Potatoes & Gravy	Sweet & Sour Vegetables served with Rice	Creamy Lamb & Cheese Potato Boats
Jacket Potatoes with choice of Beans, Cheese or Colislaw	Jacket Potatoes with choice of Beans, Cheese or Colislaw	Jacket Potatoes with choice of Beans, Cheese or Colislaw	Jacket Potatoes with choice of Beans, Cheese or Colislaw	Jacket Potatoes with choice of Beans, Cheese or Colislaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Crunch	Eat's Pudding & Custard	Jelly & Panna Cotta	Panna Cotta	Orange Shortbread
Clear day				

- **OPTION 4:** Book a meal or event with no menu to view. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

6. Make all desired bookings.
7. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red.

Booking summary	
Show symbols Help Hide info	
Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20
Cancel	Confirm bookings

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

8. Review the booking summary, and select Confirm booking.
9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled) or Other payment method.

The screenshot shows a 'Basket' section on the left and an 'Order summary' section on the right. The basket contains one item: 'Adam - Bookable school meal' with a total cost of £9.20. Below the basket is a yellow banner for 'Children in Need' with a '50p' donation and an 'Add donation' button. The order summary shows 'Items: £9.20' and 'Total: £9.20'. It also indicates 'Pay by Parent Account credit: -£0.00' and 'Amount to pay: £9.20'. Payment options include 'Bank Transfer' (highlighted) and 'Other payment method'. A 'Continue shopping' link is at the bottom.

Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

Order summary	
Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
Amount to pay:	£9.20

Children in Need 50p
Tell me more [Add donation](#)

Pay by
[Bank Transfer](#)
[Other payment method](#)
[Continue shopping](#)

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Head of School

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