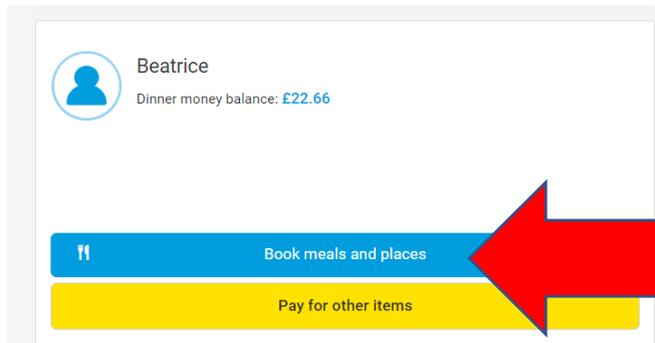
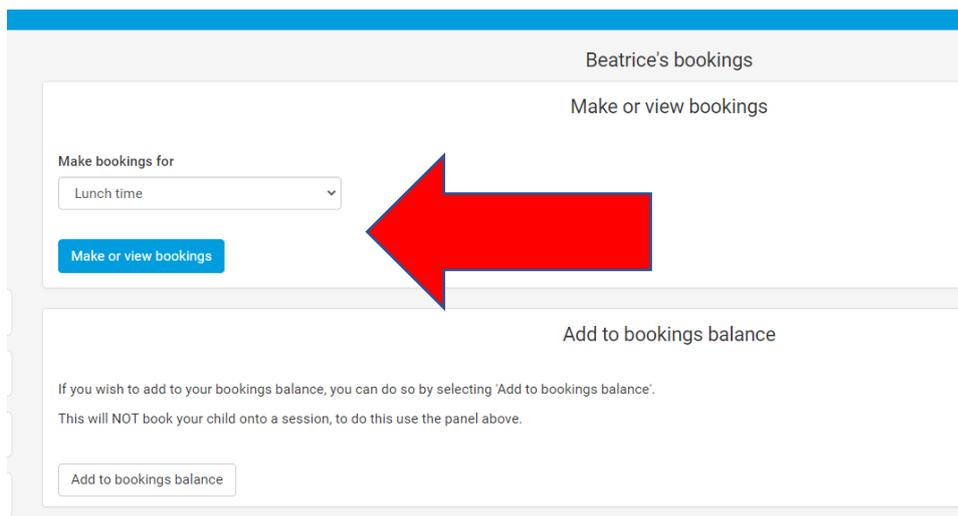


## How parents can view current & future meals ordered.

Parents should log in to their ParentPay accounts, and on the home screen, find the specific child that they would like to see current & future orders for. On the tile where the child is named, click on **Book Meals & Places**. (As below)



On the next screen (below), parents will need to ensure that the dropdown is set to **LUNCH**, then click **Make or View bookings**



The next screen that appears, will be the menu bookings screen. Here the parent can see what is available to be chosen, what has been chosen as well as moving through the available weeks

The screenshot shows a web interface for meal bookings. At the top, there is a navigation bar with a dropdown menu for 'Download meal selection report' and a language selector set to 'English'. Below this is a header area with the text 'Make or view bookings for Beatrice Davies'. A calendar navigation bar shows dates from 01 Aug to 05 Aug. The main content area displays a grid of meal options for Tuesday 19, Wednesday 20, Thursday 21, and Friday 22. The grid is organized into categories: Main, Dessert, and Biscuits. Some items are highlighted in green, indicating they are booked. Red arrows point to specific features: 'Download meal chosen report' points to the top navigation bar; 'Choose week to book/view' points to the calendar navigation bar; 'Available items - no colour' points to items in the grid that are not highlighted; and 'Booked items - green' points to items in the grid that are highlighted in green.

The parent can then chose to download the current meals booked as well as any future meals . When downloading future meals, the future week commencing date will have to be chosen, before then being able to download that particular week. Example of the download below.



**Your school meals 18 Jul to 23 Sep**

Beatrice Davies

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
18 Jul 22	No menu items	**Chicken and Sweetcorn Pie Mandarin Cheesecake	Vegetable Curry with Wholegrain Rice Biscuits	No menu items	No menu items

**Allergens**  
Biscuits: Cereals containing gluten, Milk;