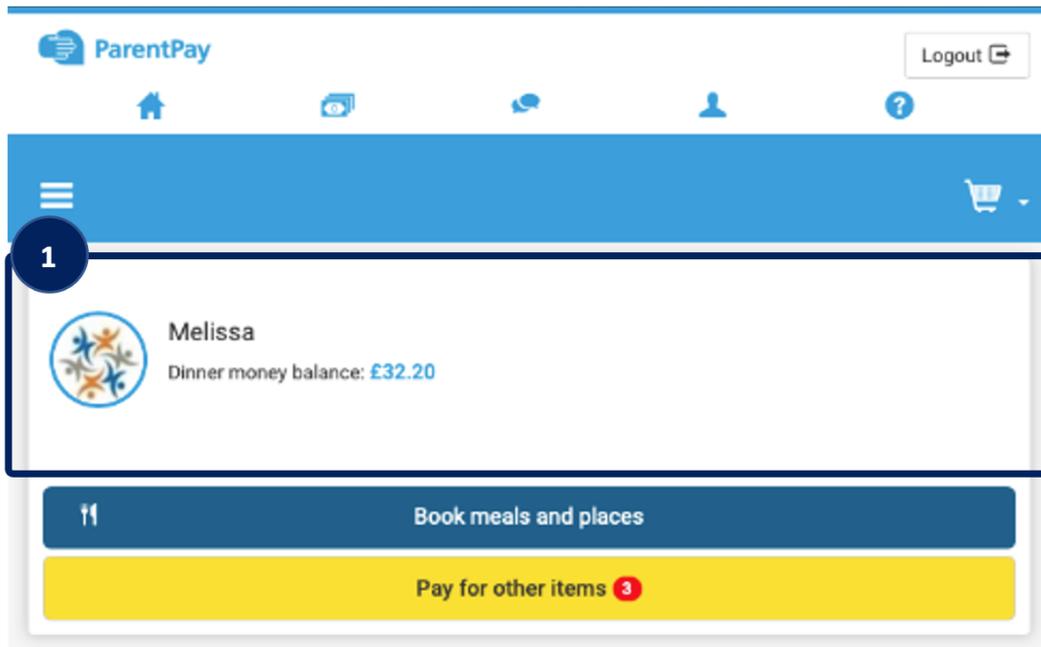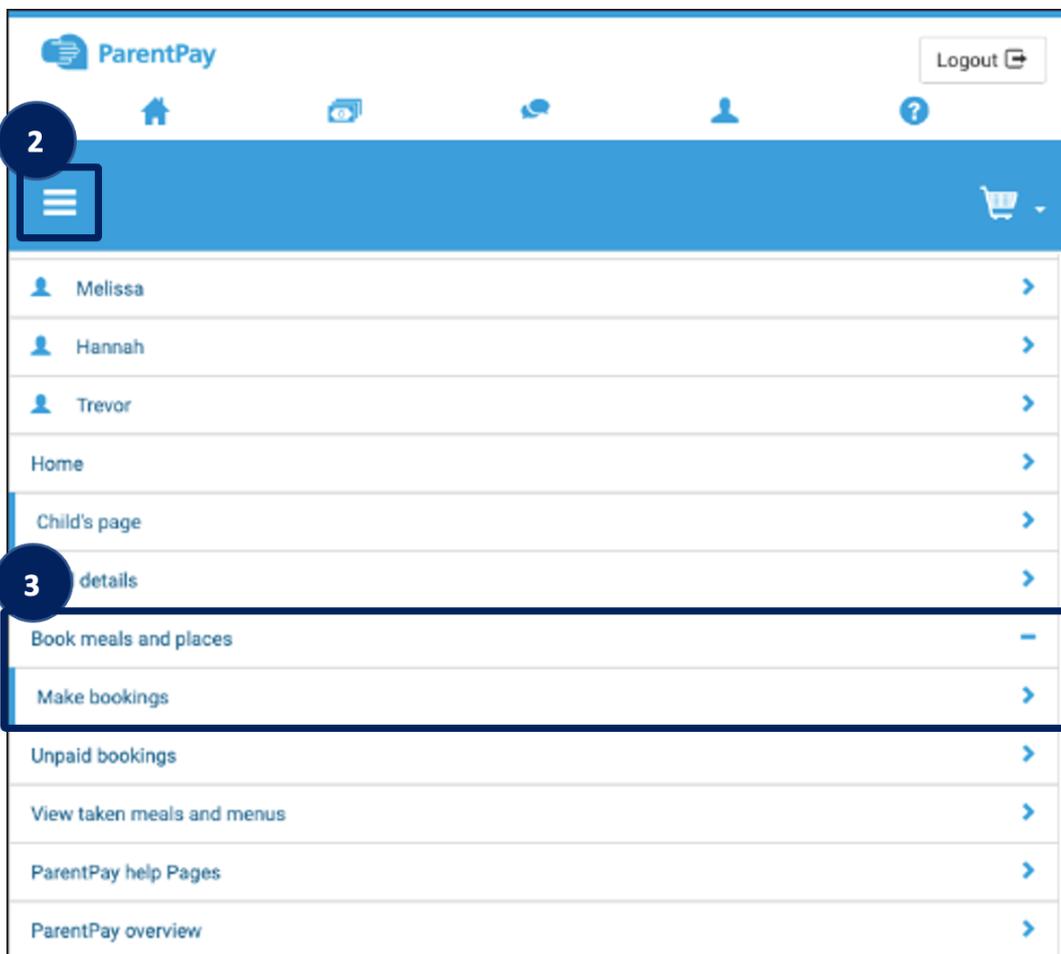# Making bookings on Parent Pay

Luxulyan School would really appreciate your support in pre-booking your child's Sunrise and Treetops sessions, and also school lunches. We kindly ask that Sunrise,Treetops clubs and school lunches are booked for the week ahead, by <u>each Thursday</u>.

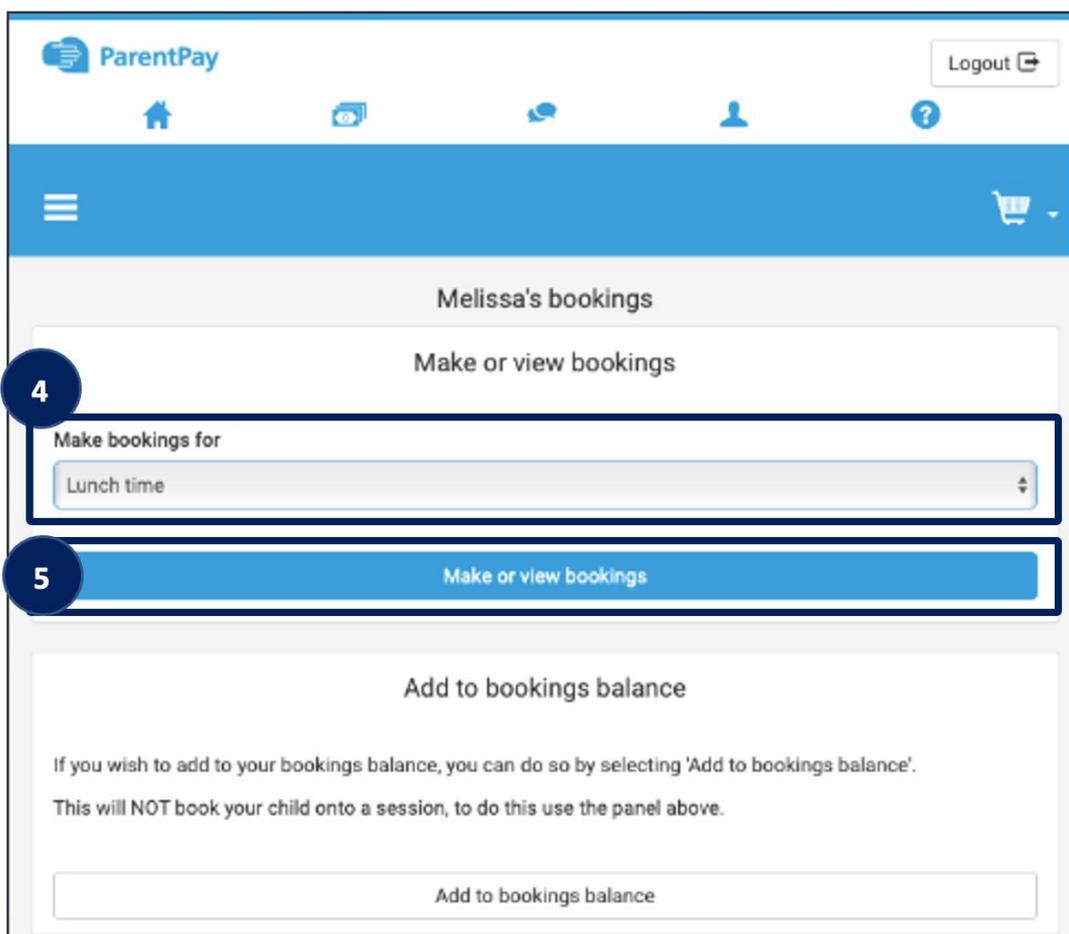**You can book a week, month or half term in advance.**

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

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

4. Select the **Event (Lunchtime/Sunrise Club/Treetops Club)** 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: Book a meal or event by clicking the day of the week it is required for. Use the **Next week** button to make further bookings.

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.

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), Visa Checkout or Other payment method.

To view your bookings

From the homepage select the three lines on the top left hand side, select payer dashboard, transaction history then payment history. This will show you everything you have paid for, you just need to amend the date to your specific request.