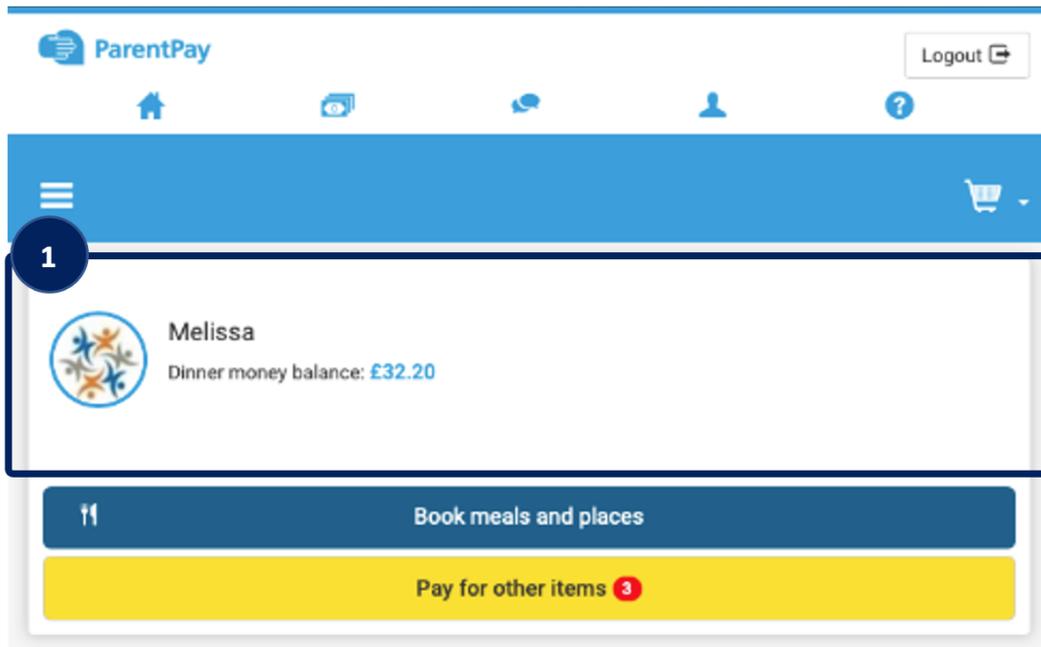


Making bookings on Parent Pay

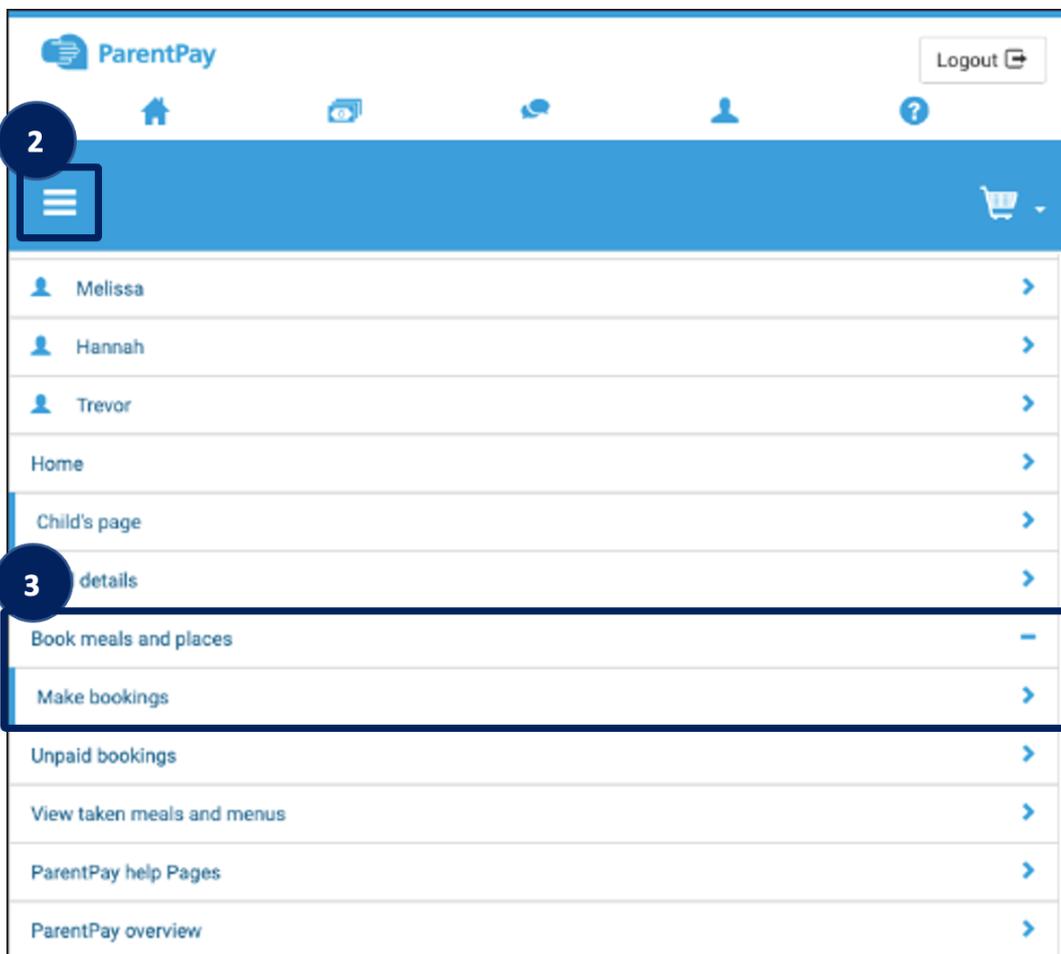
Luxulyan School would really appreciate your support in pre-booking your child's Sunrise and Treetops sessions, and also school lunches. We kindly ask that Sunrise, Treetops clubs and school lunches are booked for the week ahead, by each Thursday.

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

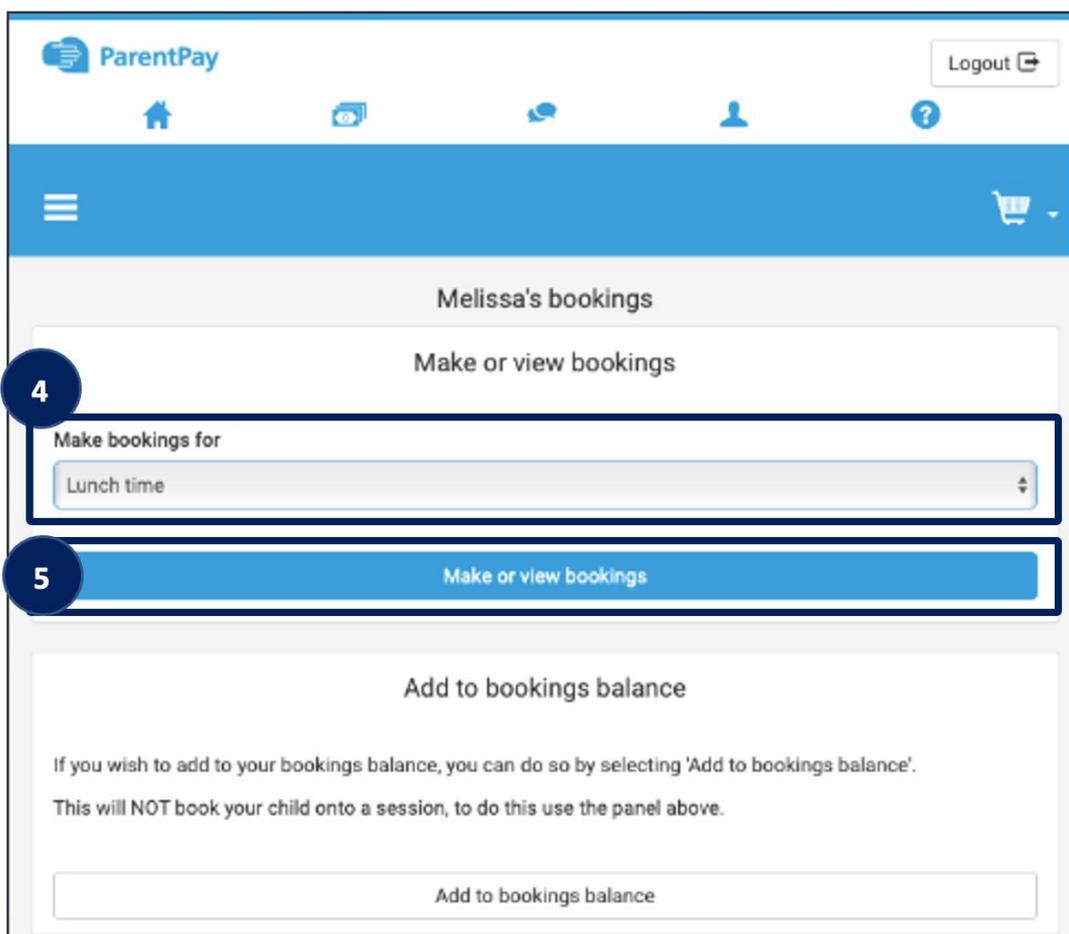
1. Go to www.parentpay.com and log in.
2. Select the child to make bookings for [1].



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



- 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].



- 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.



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



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), Visa Checkout or Other payment method.

The screenshot shows a shopping basket and order summary. The basket contains one item: 'Adam - Bookable school meal' for £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation button. The order summary shows a total of £9.20, with a credit of -£0.00 from the Parent Account, resulting in an amount to pay of £9.20. Payment options include Bank Transfer, VISA Checkout, and Other payment method. A 'Continue shopping' link is also present.

Basket			
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](#)
- [VISA Checkout](#)
Tell Me More
- [Other payment method](#)
- [Continue shopping](#)

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.