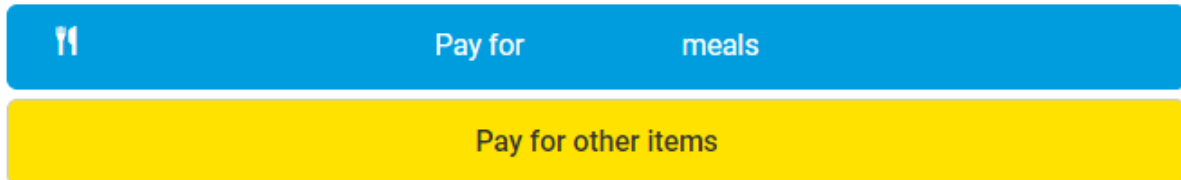


How to Make a booking for the Breakfast Club Session via ParentPay

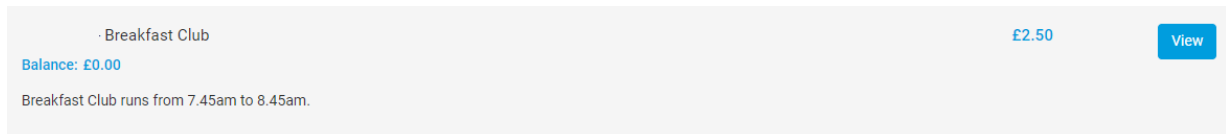
ALL Breakfast Club sessions **MUST** be booked and paid for on ParentPay in advance. To make a booking, visit www.parentpay.com and log-in to your account. If you haven't registered, please follow the instructions in **"How to Activate a new account on ParentPay"** before proceeding to the next step.

Please follow the below steps to make your booking.

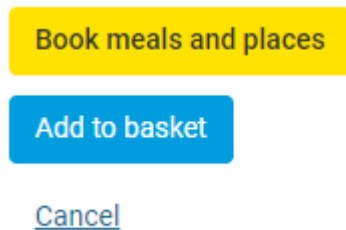
1. Click **"Pay for other items"** under the child's name you wish to make a booking for.



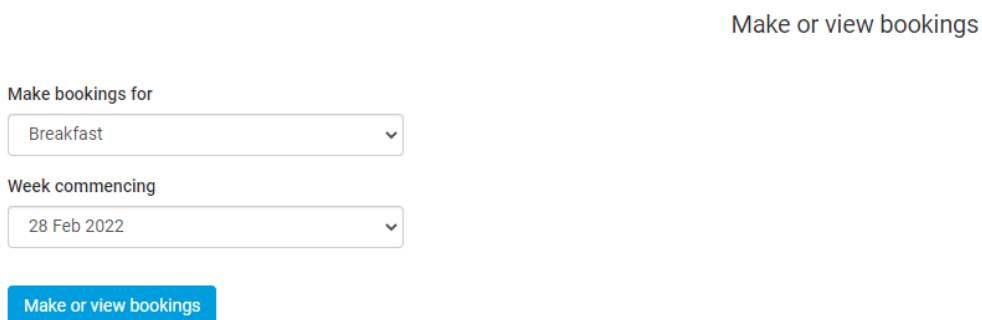
2. Then you need to click on **"View"** next to the item Breakfast Club



3. Firstly go to the **"Book meals and places"**



4. From the drop down menu select the week you wish to make your bookings for and click on **"make or view bookings"**:



How to Make a booking for the Breakfast Club Session via ParentPay

5. Click on the days you would like to book **“Book a session”**.

Breakfast 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.

Week commencing 28th Feb 2022

[< Previous week](#) [Next week >](#)

| Mon 28 Feb | Tue 1 Mar | Wed 2 Mar | Thu 3 Mar | Fri 4 Mar |
|----------------|----------------|----------------|----------------|----------------|
| Book a Session | Book a Session | Book a Session | Book a Session | Book a Session |
| | | | | |

This will highlight green once a selection has been. You can move to the **“next week”** and **“previous week”** buttons to move to a different week.

Breakfast 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.

Week commencing 28th Feb 2022

[< Previous week](#) [Next week >](#)

| Mon 28 Feb ✓ | Tue 1 Mar | Wed 2 Mar | Thu 3 Mar | Fri 4 Mar |
|------------------|----------------|----------------|----------------|----------------|
| Book a Session ✓ | Book a Session | Book a Session | Book a Session | Book a Session |
| Clear day | | | | |

6. A summary will be displayed at the bottom of the page with the cost of new bookings:

Booking summary

| Breakfast | |
|----------------------|--------|
| Bookings added | 4 |
| Bookings cancelled | 0 |
| Cost of new bookings | £10.00 |
| Payment due | £10.00 |

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

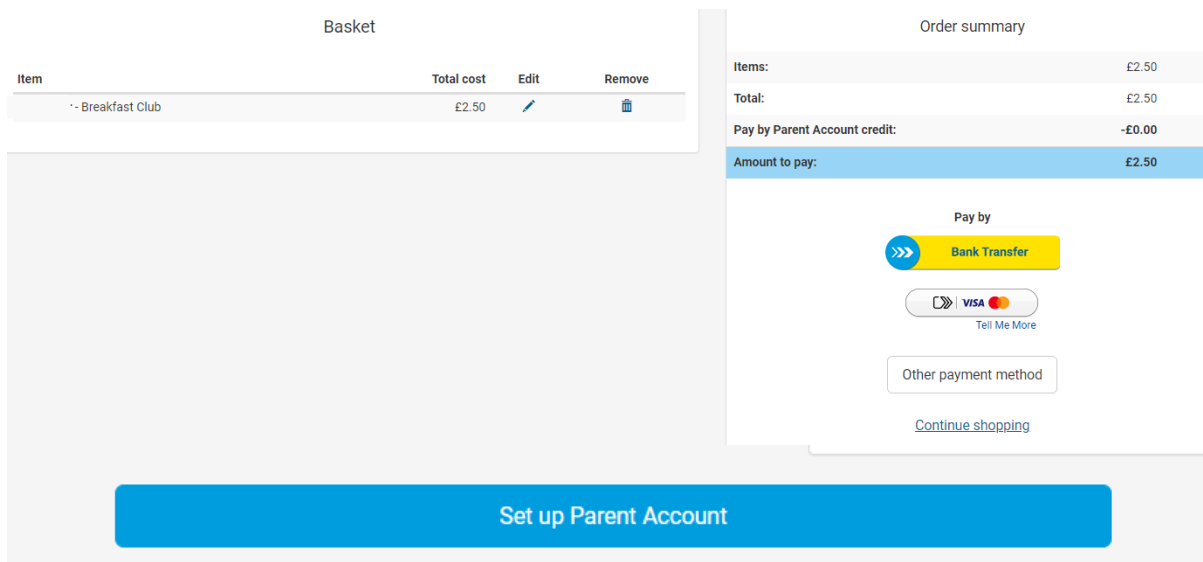
7. Review the booking summary, and select Confirm booking.

| | |
|----------------------|-------|
| Bookings added | 1 |
| Bookings cancelled | 0 |
| Cost of new bookings | £2.50 |
| Payment due | £2.50 |

[Confirm bookings](#) [Cancel](#)

How to Make a booking for the Breakfast Club Session via ParentPay

8. Once the booking has been confirmed it will take you to the basket for payment. If you need to amend your bookings you can click on “Edit” or alternatively remove the booking.



9. You can either pay via credit card or you can select “Parent Account”. This is where funds are kept in your Parent Account to make paying for items faster each time you visit. You can pay for individual items with Parent Account credit, with just one click. Any available Parent Account credit will be deducted from your basket at checkout.

- **You must pay within 2 hours of making your bookings. Failure to do so will result in your bookings being cancelled**

10. You will receive a confirmation of your payments only, if you need to see what bookings you have made you will need to login to your ParentPay account.