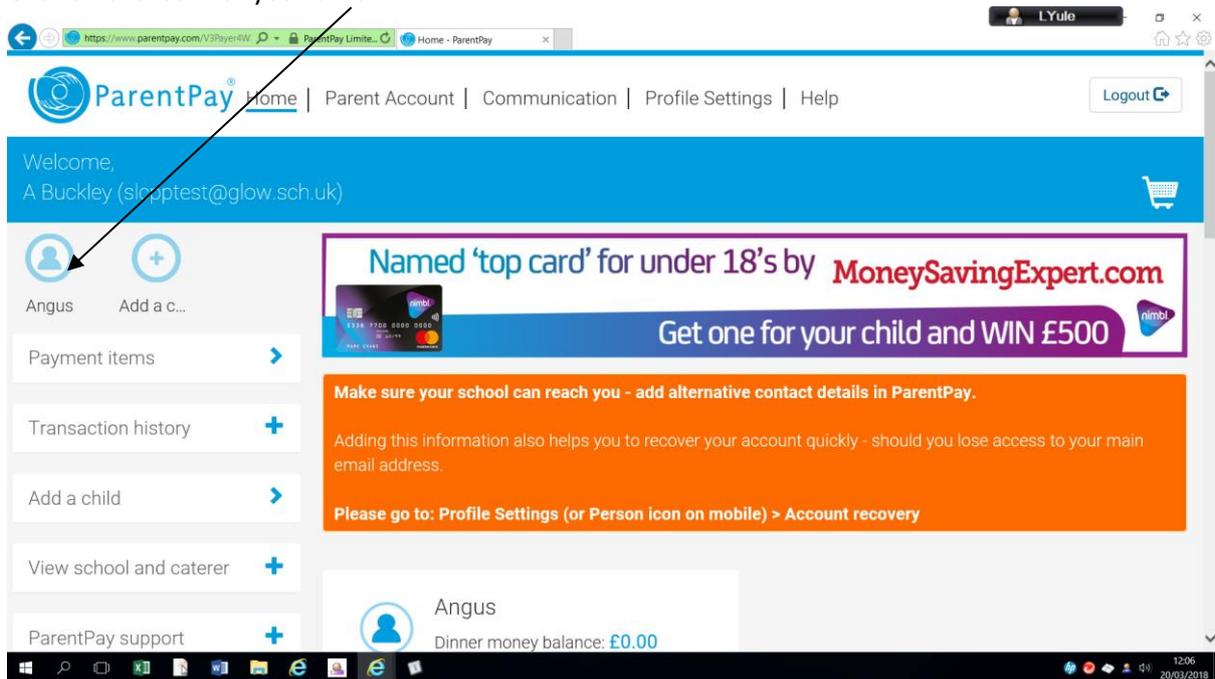


### Milk bookings – Instruction for Parents

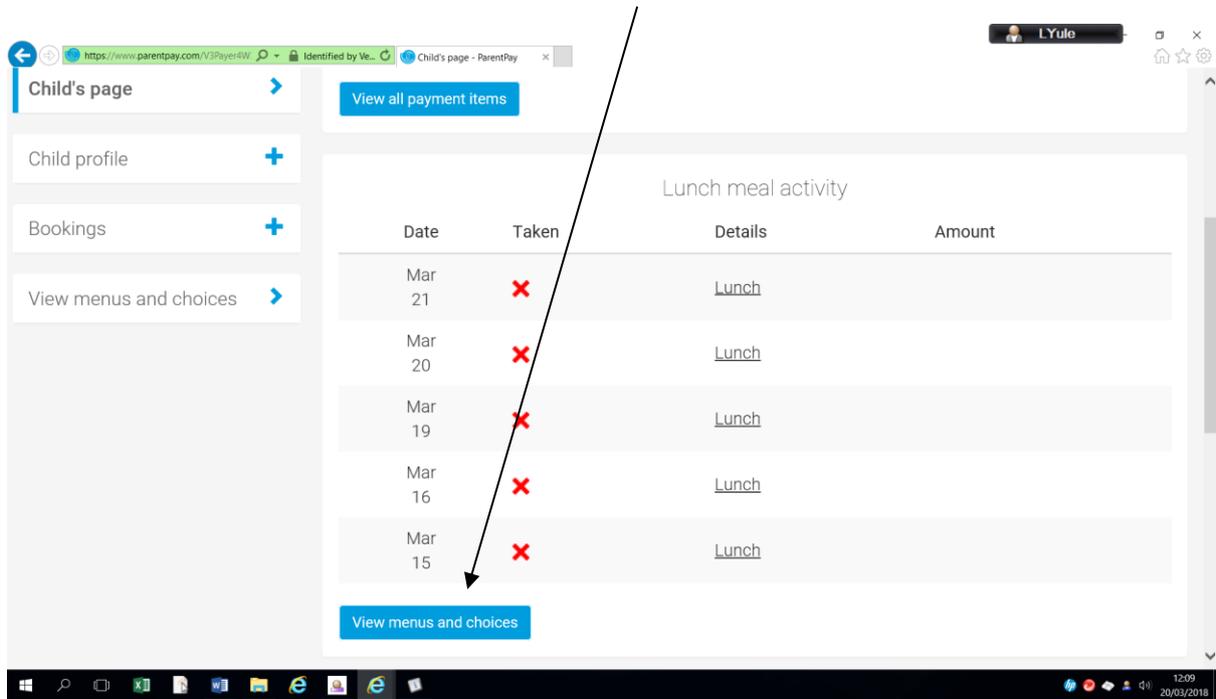
Due to COVID-19 and SLC trying to reduce the amount of cash handling within our schools, a decision has been made to implement milk bookings through ParentPay.

**Parents who have applied and been granted Free School Meals do not need to book milk for their child(ren) as milk is included as part of the free meal allowance.**

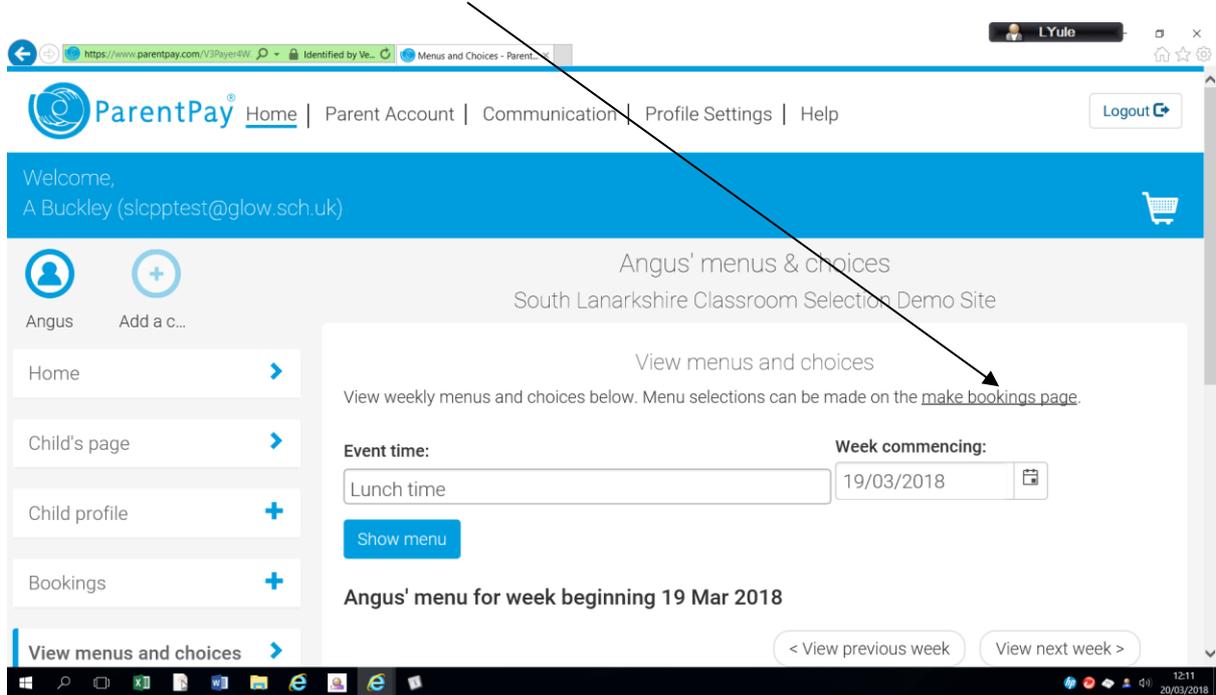
Log onto your ParentPay account.  
Click on the icon for your child.



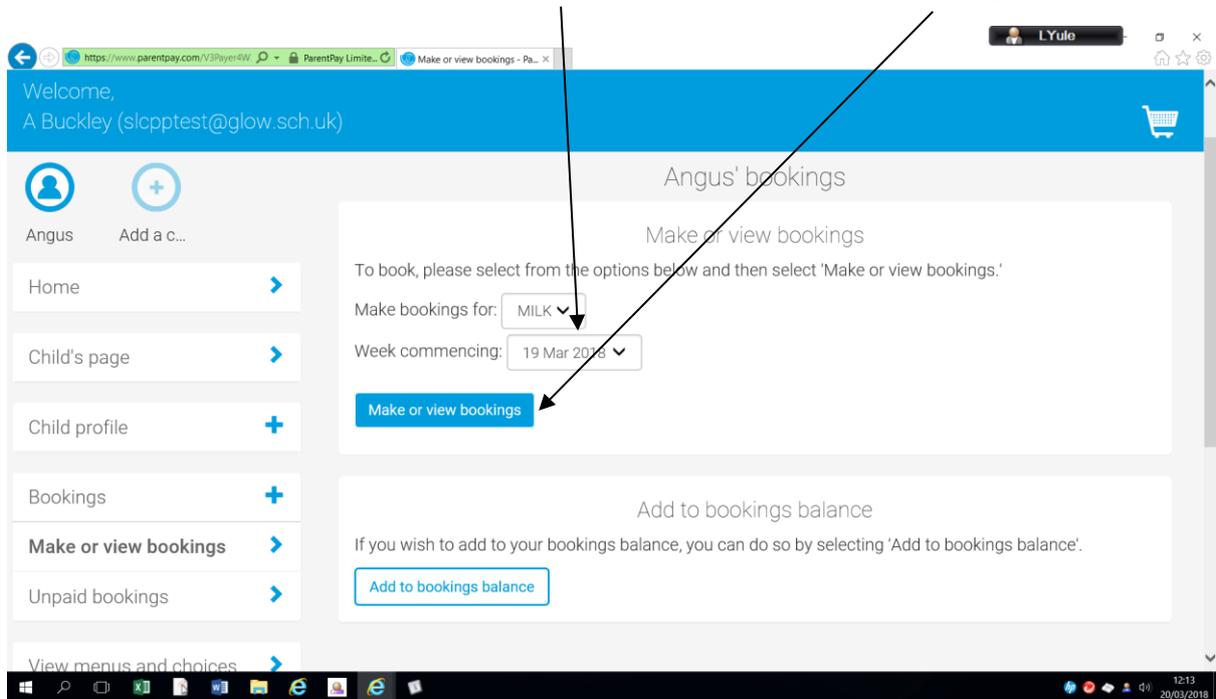
Scroll down the page and click on the link for Menus and choices



Click on the link to the Make Bookings page

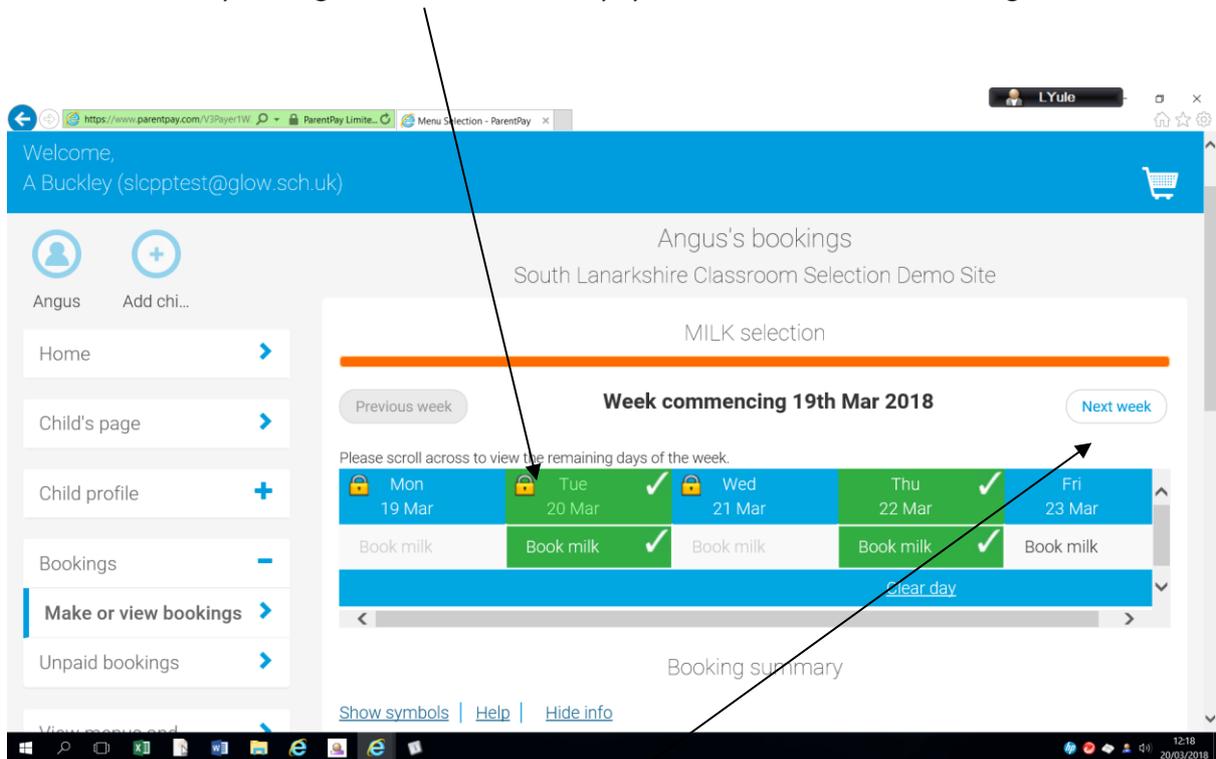


On the next screen, select the appropriate week and click on Make or View bookings



The next screen will allow you to confirm which days you wish your child to take milk.

Select the dates by clicking on Book milk. The days you have booked milk will turn green.



You can book ahead by Clicking on Next Week.

Each booking will deduct 20p from your account.

Remember to credit the Milk Payment item, so that your account does not go into debt.