



Scawsby Saltersgate Infant School
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Dear Parents/Carers,

Ordering Dinners on ParentPay

Saltersgate Infant School will be moving to ParentPay to order you child's school dinners, from 13th April 2026.

All parents/carers will need to ensure they are set up on ParentPay (if not already) before this way of ordering goes live – there will be no dinner registers in a morning.

How to book meals for each child;

1. Login to your ParentPay account
2. Click on "Book meals and places" which will show under your child's name
3. Click "Make or view bookings"
4. The menu will appear under each day of the week, simply select the option you want under the day of the week (scroll across the page for days of the week)
5. Click "next week"
6. Continue selecting your meals until the end of the half term
7. Scroll down the page
8. Click "**confirm bookings**"

PLEASE NOTE: Reception, Year 1 and Year 2 will need to book for the whole half term.

Please remember to click **confirm bookings** once you have made your selections.

If no bookings are made via ParentPay, your child will automatically be allocated a **red meal**.

There will be no options to choose from on school training days/school holidays.

Please see second page for examples if needed.

