



How to order and pay for school lunches via your Parentmail App from your mobile phone or tablet

Download Parentmail App and register an account.

Open Parentmail App.

Click on three lines in top left-hand corner.

Scroll down to Accounts and click on Accounts to open.

Click on School Lunches, this should open a calendar.

Click on relevant week and menu will open.

Click on your menu choice and then scroll down to the next day etc.

After Friday it should ask you to make payment.

Click on Make Payment and this should either take you to the payment screen or for those UIFM (Reception to Year 2) and Free School Meal pupils, there will be no payment needed, but you still need to click on Make Payment to ensure that your menu choices are submitted for the week.

How to order and pay for school lunches via your web browser on PC or tablet

Type in pmx.parentmail.co.uk into your web browser.

Scroll down to Accounts and click on Accounts to open.

Click on School Lunches, this should open a calendar.

Click on relevant week and menu will open.

After Friday it should ask you to make payment.

Click on Make Payment and this should either take you to the payment screen or for those UIFM (Reception to Year 2) and Free School Meal pupils, there will be no payment needed, but you still need to click on Make Payment to ensure that your menu choices are submitted for the week.