

# Late Booking – Primary School Dinners



Late bookings for Primary dinners will occur after 8:00am on Monday. It is important to help with administration, that all dinners are booked for the incoming week by this time.

If you have to make a late payment, the cost per dinner is £2.80. Please see the information below on how to book a late school dinner.

The screenshot shows the school app's 'Bookings' section. On the left is a dark sidebar menu with options: Welcome/Refresh, Notifications, Bookings, Forms, Useful Information, Newsletters, and Website. The main screen displays a list of booking options under the 'Bookings' header. The options are: Breakfast Club Booking, Late Payments - Breakfast Club, Late Payments - Dinners (Nursery), Late Payments - Dinners (Primary) (highlighted with a red circle), School Dinner - Nursery Unit Pupil Booking, School Dinner - Primary School Pupil Booking, and School Dinner - Staff Booking. A blue arrow points from the 'Bookings' menu item in the sidebar to the 'Late Payments - Dinners (Primary)' option.

**1) Click on the Booking section of the school app.**

**2) Click on the Late Payments – Dinners (Primary).**

The screenshot shows the 'Late Dinner Payment' form. It has a title 'Late Dinner Payment' and a back arrow. The form contains the following fields: 'Parent's Name \*' (text input), 'Child's Name \*' (text input), 'Class \*' (dropdown menu with 'Please Select'), and 'Date / Date's of late payment \*' (text input). At the bottom, there is a 'My Products' section.

The screenshot shows the 'Credit Card Details' section of the form. It includes a checkbox for 'Late Dinner Payment' with a price of £2.80 and a 'Quantity' dropdown set to 1. Below this is a 'Total' of £0.00. The 'Credit Card Details' section has fields for: 'First Name', 'Last Name', 'Card Number' (with a masked number 1234 1234 1234 1234 and logos for VISA, Mastercard, American Express, and JCB), 'MM / YY', 'CVC', 'Country' (set to United Kingdom), and 'WS11 1DB'. A red 'Submit' button is at the bottom.

**3) Complete the form by putting in the following information: - Parent's name, Child's name, Class and Date/Dates of late payment.**

**4) Choose the number of dates that you are making a late payment for.  
Add your card details and click submit!**