



**Head of School: Mrs J Gibbons**

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office@imp.theheathfamily.org.uk

## Litherland Moss Primary School School Hub

At Litherland Moss, we use School Hub to manage our every day running of school provision — from School Meals to booking Breakfast Club & After School Club. We are a Cashless School — School Hub allows all our payments to be processed online. Please find below, a basic overview of how to use the School Hub site.

### LOGGING IN

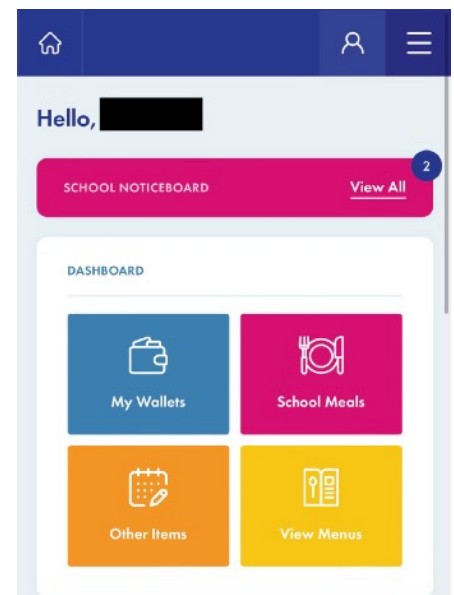
The image shows the login interface for School Hub. At the top is the School Hub logo, which consists of colorful stylized figures holding hands in a circle. Below the logo are two white input fields on a dark blue background. The first field is labeled 'Username or email address' and the second is labeled 'Password' with an eye icon for toggling visibility. Below these fields is a prominent pink 'LOGIN' button.

Using the website link ( [www.schoolhub.co.uk](http://www.schoolhub.co.uk) ), log into School Hub using the username and password provided by School Admin.

If you have any issues with this, please see Mrs Keenan in the main office, or email Mrs Hughes on [ehughes@imp.theheathfamily.org.uk](mailto:ehughes@imp.theheathfamily.org.uk).

When you have logged in, you will be greeted with your Dashboard. This shows all the options available on School Hub.

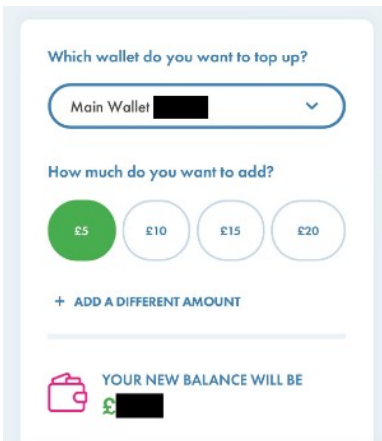
Firstly, you will need to top up your wallets — do this by tapping on the 'My Wallets' icon and tapping 'Top Up'. Please top up your Main Wallet.



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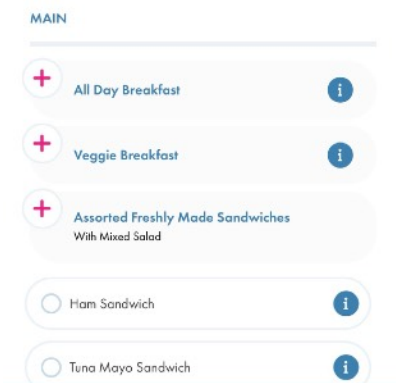


You can top up your wallet by any given amount. You can choose to Top Up a larger amount to cover a half term/term or top up as and when you need to pay for items. You can see what your new balance will be at the bottom of the screen.

## ORDERING SCHOOL MEALS

From the Dashboard, tap on the School Meals icon. Here, you will be able to order your child's school meals. Meals can be ordered up to 3 weeks in advance. Please ensure you have ordered your child's meal before 9:30am on each day (if you order in bulk, in advance, you do not need to reconfirm).

(Where this picture shows the yellow 'no menu for this date' bar — it would usually have 'book meal for this date'.)



Each time you order a meal, you will be given multiple options to choose from for mains and desserts. If your child has any allergies or dietary requirements, please ensure you have informed School Admin, so that this can be added to your account. When allergies/dietary requirements are added to your account, any unsuitable options will be removed. You can check ingredients by tapping the blue 'I' button next to each item.

**PLEASE NOTE:** You should still go through this process if your child is bringing a Packed Lunch — simply select this option at the bottom of the list, under 'Alternative Lunch'.

If this option is not selected when a Packed Lunch is brought, you may be charged for a meal in error.

### ALTERNATIVE LUNCH

**+** Bringing own packed lunch from home  
no charge will be applied for today



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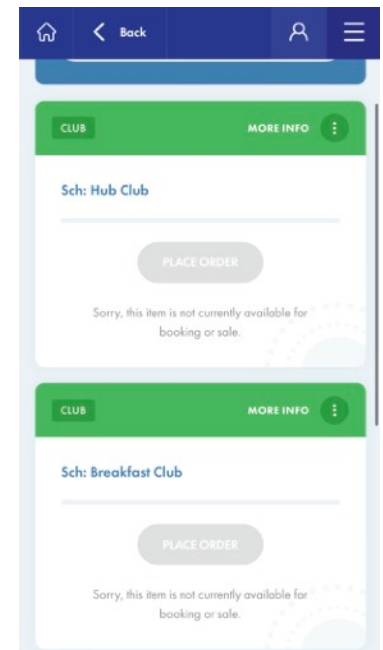
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## BOOKING CLUBS & PAYING FOR TRIPS

Back on the Dashboard (return to it by tapping the house icon in the top left corner of your school), you will see an 'Other Items' icon. Tapping this will take you to the options for booking extra provision. For EYFS children (Nursery & Reception), this is where you can pay for EYFS Snack.

If you require the use of Breakfast Club and/or After School Club, you can book your child onto these clubs via the Other Items icon too.

PLEASE NOTE: these clubs must be booked in advance — there is a time cut off, and will show as unavailable if all spaces have been allocated.



## OTHER INFORMATION

- As noted, if you need any assistance or information, please see Mrs Keenan in the main office, or email Mrs Hughes on [ehughes@lmp.theheathfamily.org.uk](mailto:ehughes@lmp.theheathfamily.org.uk).
- If your child is in Reception, Year 1 or Year 2, they are automatically allocated Universal Free School Meals — you will not be charged.
- If you believe you are entitled to free school meals for Year 3 onwards, please apply via [sefton.gov.uk](http://sefton.gov.uk) website, using their online form.
- If trips are planned, payment should be made via School Hub. It will be listed in 'Other Items'.
- If you are eligible to pay Nursery Fees, they will also be listed in 'Other Items'.
- If you have multiple children in school, you can change the child you book for by selecting their name from a drop down menu on each page.

