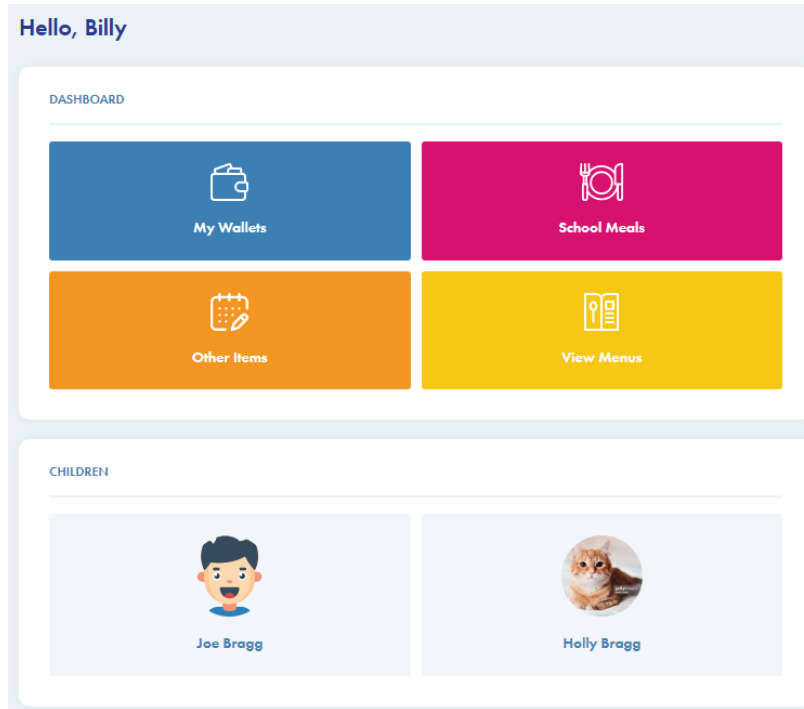


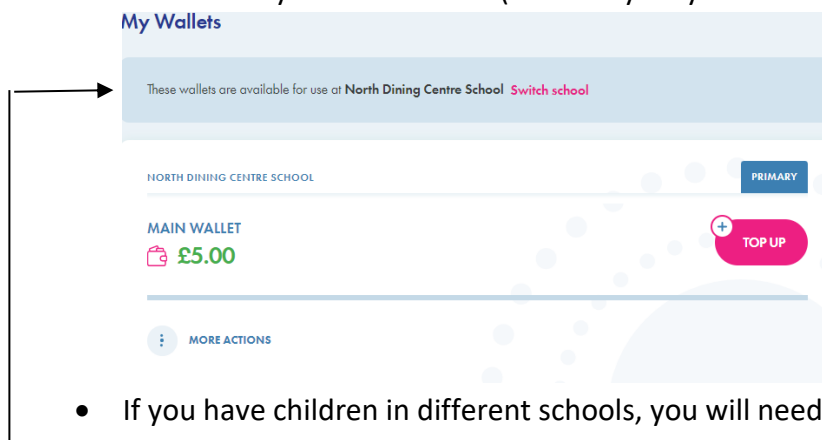
PARENT PROCEDURE ON SCHOOL HUB


- Log into www.schoolhub.co.uk
- Enter username/email and password (case sensitive)
- Check it is you and your child/children



Adding Funds

- Click the 'my wallets' button (necessary only for children whom you pay for)



- If you have children in different schools, you will need to select the school before making a payment
- Click on the  button
- Enter the amount you wish to credit your account with
- Click the box to agree the T&Cs
- Click 'make payment'
- Follow the instructions on screen to make your secure payment
- When completed, your wallet total will update

Pre-ordering meals

- Click on 'School Meals' button and choose a child as appropriate if you have more than one child. You will need to order for each child individually

Order School Meals

Who are you ordering meals for?

Joe Bragg

This week

Menus Current week Expand All Collapse All

Monday 22nd May DATE HAS PASSED CANNOT BOOK MEAL

Tuesday 23rd May BOOK MEAL

Wednesday 24th May BOOK MEAL

Thursday 25th May BOOK MEAL

Friday 26th May BOOK MEAL

The above screen will appear showing the meals available for that week. **You have until 9.30 each morning to order a meal for that day or you can pre-order 2 weeks in advance.**

- Click on the 'book meal' button

Book meal

For Joe Bragg on 26th May 2023

Free school meals

MAIN

+ Fish Fingers
With Chips, Garden Peas, Tomato Ketchup

+ Quorn Vegemince And Vegetable Chilli
With Rice

DESSERT

+ Cheese & Cream Crackers

+ Assorted Frozen Yoghurts

+ Fresh Fruit Pot

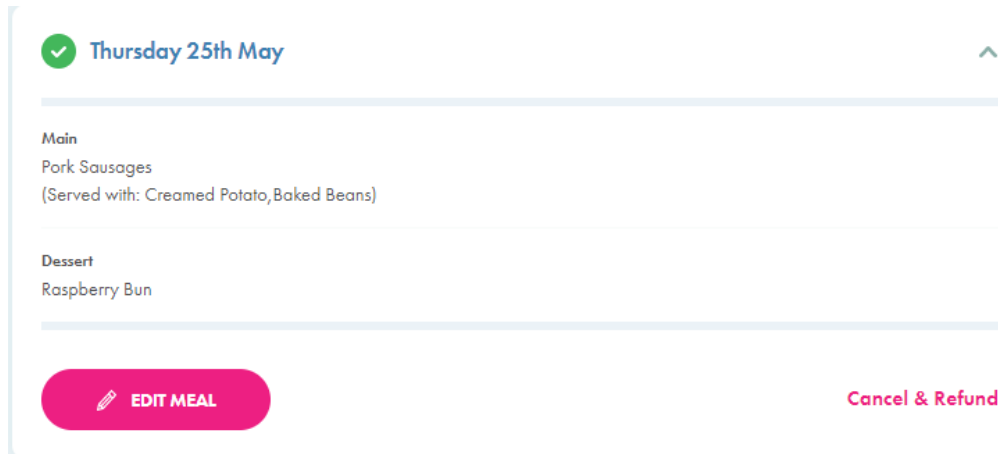
ALTERNATIVE LUNCH


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

Free school meals


CONFIRM MEAL

- Click on the chosen main and dessert option, or indicate if sending a packed lunch from home
- Click on the 'confirm meal' button. At this point your wallet will be debited if appropriate- you do require a credit balance to order meals for children you pay for
- Once chosen, the meal choice will be confirmed where you can edit or cancel & refund



- You may order two weeks in advance and look back at previous weeks by clicking the arrow buttons at the top of the menu page. If your child has ordered in school you can see what they have ordered here
- On the menu page, if you click on the  this will give you details of the allergens, nutrition and ingredients within the meal


My Account

Click on this symbol  at the top of the page to update your name, email, password, set up 2FA etc., as below

Please note that recurring payments are not yet available.

Accounts & Request a Refund

From the Wallets page (see above), click on 'MORE ACTIONS'. From here you can view all your transactions or request a refund for any monies on your primary account.

Please go to the Menu page at the top of the page  to download a full user guide.

If you are experiencing any problems please first speak with your school or contact schoolhubsupport@orian.co.uk