



Oughtibridge Primary School

Naylor Road, Sheffield, S35 0HG | tel: (0114) 286 3167 | fax: (0114) 286 4867
email: enquiries@oughtibridge.sheffield.sch.uk | web: www.oughtibridgeschool.co.uk

Headteacher: Jim Dugmore | Deputy Headteacher: Gemma Higgins



Larks and Foxes Out of School Club Terms and conditions

Larks and Foxes is for pupils of Oughtibridge Primary School. It operates from 7:30am until the start of school and then again from 3.20-6.00pm each term-time day.

Session costs and provision are detailed below:

7.30 – 8.45am	Regular bookings	Ad hoc bookings
	£5.50	£6.50

Includes a breakfast of toast, jam and cereal along with fruit juice served by Taylor Shaw

3.20 - 4.30pm	Regular bookings	Ad hoc bookings
	£6.50	£8.00

Includes biscuit or fruit and water

3.20-6.00pm	Regular bookings	Ad hoc bookings
	£11.50	£13.50

Includes a Grab Bag meal of sandwich, vegetable sticks and homemade biscuit/sponge. Fruit and water will be available. Provided by Taylor Shaw

4.30 – 6.00pm	(for arrivals after attending a school based club such as rugby/football/choir)	
	Regular bookings	Ad hoc bookings
	£6.50	£8.00

Includes a Grab Bag meal of sandwich, vegetable sticks and homemade biscuit/sponge. Fruit and water will be available. Provided by Taylor Shaw.

Activities will be organised and will include a quiet area for reading, construction play, art and craft and physical activities.

At 8.40am, the end of each session, children in FS2 and KS1 will be accompanied to their class and KS2 children will be allowed onto the Don playground to line up ready for the start of school as usual.

At the end of the school day Infant and Y4 children will be collected from their classrooms and taken to the Don Building where the remaining KS2 children will meet them in the MFL Room.

Larks and Foxes will be run by school employed staff who are fully trained and DBS checked.

All members of staff are first aid trained.





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Staffing ratios will be at least 1:15 with a minimum number of 2 staff members in each session irrespective of the number of children attending.

The maximum number of children in a session will be 40.

Childcare vouchers

Please use the following details when using childcare vouchers through your employer:

Oughtibridge Primary School
Naylor Road
Oughtibridge
Sheffield
S35 0HG

Ofsted number: 107061

DFE number: 2313

LEA number: 373

Tax credits

Oughtibridge Breakfast Club is registered as a childcare provider through Oughtibridge Primary School. Therefore, when claiming tax credits please use the school's Ofsted registration number: 107061

Booking procedure

Booking forms are available on our school website under virtual office or from the main school office in the Coumes building.

Booking forms must be returned to the Coumes office and will be dealt with on a first come, first served basis.

Cancellations

Unfortunately, cancellations due to child absence cannot be refunded.

Permanent cancellations of prebooked places would require a month's notice and will be invoiced accordingly if the place is cancelled with immediate effect.





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Changes to confirmed bookings

Requests for changes to pre-booked sessions must be made in writing to the Larks and Foxes Co-ordinator at least 48 hours in advance. Changes will only be accommodated if there is availability in the session requested. Unfortunately, cancellations due to the non-availability of spaces within requested sessions cannot be refunded.

Payments

Invoices will be sent via pupil post. Payment can be made by SIMs Agora, cash or cheque (payable to SCC Oughtibridge School) or by childcare vouchers. A receipt will be provided if requested on the booking form.

If paying by cash or cheque the payment must be sent to school in a clearly marked envelope with your child's full name, class, amount and 'Larks and Foxes' written on the envelope.

Payments for the Oughtibridge Breakfast Club must be in dedicated envelopes, separate from money for other school activities.

Advanced bookings

For pre-booked sessions, invoices will be raised on the first day of each half term for sessions booked during that half term.

Advanced bookings must be paid within 10 calendar days of the date on the invoice. By making payment within 10 days, the parent will benefit from the lower regular booking session fee.

If payment is not received within 10 calendar days of the invoice date, booked sessions are no longer eligible for the reduced rate.

Payment at the ad hoc session rate must then be made within 7 calendar days. Any non-payments after the 7 additional days will lead to cancellation of your booking.

Ad-hoc bookings (bookings within 7 calendar days of session)

Invoices for ad-hoc bookings will be raised the day after the session. These must be paid within 7 calendar days. If payment is not received within 7 calendar days, no further advanced or ad-hoc bookings will be accepted.



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Registration

All children must be registered by a member of staff when arriving at the Dining Pod or collected from the classroom.

On arrival at the breakfast club you should not leave your child until they have been registered. On collection you will need have your child signed out by a member of staff.

Health and Safety

Children will be expected to follow school rules. Please be assured that these rules are in place to protect the children and ensure their health and safety while attending Larks and Foxes.

Conduct

Larks and Foxes offers an informal and recreational atmosphere whilst ensuring a clear code of conduct. The children are expected to show consideration to their peers, the building, equipment and the staff. Aggressive, disruptive or discriminatory behaviour will not be tolerated.

Illness, accidents and medical consent

All illnesses and accidents will be dealt with in line with Oughtibridge Primary School procedures. If any medicines need to be administered or passed on to the school office these must be given to a member of staff on arrival at the breakfast club with a completed form. Medicines should then be collected from the relevant school office at the end of the school day.

Management

The club is governed by the policies and procedures of Oughtibridge Primary School. The club is managed by the Larks and Foxes Co-ordinator who reports to the School Business Manager, who in turn reports to the Headteacher and Governing body of the school.

Contact details

You can contact the Larks and Foxes team via email: larksandfoxes@oughtibridge.sheffield.sch.uk or the main school office number: 0114 2863167

