

## Frequently asked questions

How do I pay for school lunches?

The Government have introduced a Universal Free School Meals Scheme which takes effect from September 2014 which enables all children in FS2 and KS1 to receive a free school meal. It will be assumed that all FS2 and KS1 children will be having a school lunch each day. If your child does not like the lunch on certain days a note must be sent on a Monday stating which days your child will be bringing a packed lunch from home. In KS2 all meals must be paid for except those eligible for Pupil Premium Free School Meals. All lunch money for KS2 children needs to be sent to the school office on a Monday morning, in a sealed envelope stating your child's name, class, amount enclosed and the days they are requiring lunch. Even if your child only requires a lunch on a Friday they would still need to send the money into school on the Monday morning. Cheques need to be made payable to Sheffield City Council or the correct cash must be enclosed.

Who do I make cheques payable to?

If you are paying for school lunches or milk the cheque needs to be made payable to Sheffield City Council. Any other money for things organised by the school, such as trips or residentials, needs to be made payable to Oughtibridge Primary School. If you are paying for after school clubs which are run by external agencies the details will be on the application form. Any monies intended for the Parents' Support Association (eg Lottery, sponsor money, Christmas puddings etc) cheques must be made payable to Supporters of Oughtibridge School.

How do I arrange for my child to be registered as a vegetarian or special diet meals?

If your child wishes to have the vegetarian option for school lunches you need to contact the school office and write a letter confirming the arrangements. Once your child is confirmed as wanting vegetarian lunches they will not be able to swap to the normal menu except on a permanent basis. If your child requires a special diet due to medical reasons please contact the school office.

What sorts of things are acceptable in a packed lunch from home?

We are a Healthy School and would insist that a packed lunch from home supports this initiative. No fizzy drinks or chocolate bars. Keep crisps to a minimum and do not over fill the lunch box as the contents may just be wasted.

What do I need to do if my child needs to be taken out of school for medical appointments?

Please look in the Virtual office tab of the website where the relevant form is available to download. The form needs to be returned to the school office at least 3 days before the appointment so the relevant authorisation can be obtained.

I would like to take my child out of school during term time for a holiday, what do I do?

The Government has introduced an 'Exceptional Leave During Term Time' Policy which states that children may only be taken out of school for exceptional circumstances. If leave is requested the form must be completed at least 20 days before the start date of requested leave. The relevant form can be found in the Virtual Office tab of the website.

What happens if my child becomes ill during the school day?

Occasionally children become ill whilst at school and if this should happen a member of staff will contact you for you to come and collect your child. It is important for any telephone contact details to be kept up to date on the schools system so that we can reach someone as soon as possible. On collection from school a member of staff will sign your child out of school. We would ask that no child who has been absent from school be sent to school until they are fully fit. If your child is taken ill after 10am and has ordered a hot school lunch unfortunately the lunch cannot be cancelled and you would still be charged.

What are the exclusion periods for illness?

Please look at our virtual office section of the website where a list of common illnesses and their exclusion periods are detailed.

When should I inform school that my child is too unwell to attend school?

An answer machine is available to leave a message overnight and the absence line (option 1) is available from 8am. All absences should be reported by 9am. Should your child not be marked in the school register as being present the school office will contact you to find out the reason for the absence. You need to leave a message each morning your child is absent unless you have spoken to a member of staff who is aware how long your child will be off school.

What should I do if my contact details change?

Amendment forms are available from the Coumes office or from the useful forms section of the website. Please complete the form and return to the Coumes office as soon as possible after the change so that our records can be updated and you can be contacted should there be an emergency.

How can I get school uniform for my child?

Details of the school dress code are available within the school prospectus on this website. There are two ways in which to order uniform. You can order via Logo Leisurewear and their order forms are available from either of the school offices or within the useful forms section of the website. Orders are received by the office are placed each Friday and Logo Leisurewear endeavour to deliver the order the following Friday. Any cheques should be made payable to Logo Leisurewear Ltd.

The second option is to order through Tesco Uniforms using this link

<http://www.clothingattesco.com/icat/embschoolwear>

Where can I park around school?

Parking is very limited around the school particularly during the main drop off and pick up times. We do operate a 'Park and Walk' system where you can park in the pub car park on Bridge Hill and walk up Church Street. If you choose to park around the school please ensure that you park considerately for the local residents. If using Naylor Road we operate a voluntary one way system entering Naylor Road from Haggstones Road and exiting onto Church Street. Please do not park on the zigzag lines directly outside the school gates or use this area to 'drop' children off as this is very dangerous. The police do monitor the parking around school and have issued fines in the past.

Are there After School Clubs that my child can attend?

We hold a variety of after school clubs, mainly run by outside providers.

Letters will be sent home 7 - 10 days before the club is due to start and it is best to return the reply slips and money straight away. Any payments must be by cash or cheque payable to the provider (detailed on the forms). You will not receive confirmation of a place as most clubs do not have an upper limit or if it does this will be stated on the letter. If your child has been unsuccessful in securing a place you will receive your money back via pupil post.