



# Oughtibridge Primary School

Naylor Road, Sheffield, S35 0HG | tel: (0114) 286 3167

email: [enquiries@oughtibridge.sheffield.sch.uk](mailto:enquiries@oughtibridge.sheffield.sch.uk) | web: [www.oughtibridgeschool.co.uk](http://www.oughtibridgeschool.co.uk)

Headteacher: Helen Adams | Deputy Headteacher: Gemma Shelton



## 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	Cost	From	To	
Larks	£6.00	07:30	08:45	Toast, Jam, Fruit, Cereal and drink
Foxes	£7.00	15:20	16:30	Biscuit and drink
Foxes	£7.00	16:30	18:00	Collection from after clubs & Sandwich, Fruit vegetable sticks and homemade biscuit/sponge
Foxes	£12.00	15:20	18:00	Sandwich, Fruit vegetable sticks and homemade biscuit/sponge

Breakfast and grab bags are provided by Taylor Shaw

Activities will be organised and will include a quiet area for reading, construction play, art and craft and physical activities. There will also be opportunity for outdoor play weather permitting.

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 to go to their classrooms for the start of school as usual.

At the end of the school day Infant and Y3 children will be collected from their classrooms and taken to the Dining Pod or Coumes Hall where the remaining KS2 children will meet them.

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.

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 60.

### 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





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## Tax credits

Larks and Foxes Out of School 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

Bookings can be made through the peak edge app. We understand that from time to time you may need to book on the day in which case please contact the office.

## Late collection fee

We reserve the right to charge a late collection fee of £4.50 per 15 minutes after the booked pick up time e.g 4.30pm or 6.00pm

## 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.

## Changes to confirmed bookings

Requests for changes to pre-booked sessions must be made via email to [enquiries@oughtibridge.sheffield.sch.uk](mailto:enquiries@oughtibridge.sheffield.sch.uk)

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

Payments can be made upon booking using credit or debit card or for child care vouchers pay later.

## 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 the staff will sign your child out by making a note of the time and who has collected them.

## Contact

Should you need to contact the Larks and Foxes team please call them on 0114 286 3167 ext 220. Please only use this during Larks & Foxes hours.

## 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.





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## Management

The club is governed by the policies and procedures of Oughtibridge Primary School.

## Contact details

You can contact the Larks and Foxes team via email: [enquiries@oughtibridge.sheffield.sch.uk](mailto:enquiries@oughtibridge.sheffield.sch.uk) or the main school office number: 0114 2863167

