

## General Information

### Twilight Club

**Breakfast & Twilight sessions will take place in the school library unless otherwise notified.**

Our Twilight Club and Breakfast Clubs operate as self-funding, non-profit making extended service primarily to assist working parents.

Our charges represent excellent value for money, especially as we are aware of other schools charging significantly more for the equivalent.

Twilight Club is open each day from **3.15 – 5.00pm or 3.15 - 6.00pm**. *Please note that the 6pm facility will no longer be available from 23 April 2019 onwards.*

Our charging structure for this facility is available on the school website – [under the About Us tab](#). Payment can currently be made by cash or cheques (payable to Devon County Council) or via the School Gateway online payment facility – again, details are available on the School Website. Please note that cash and cheques will be 'phased out' as a payment option during the Autumn '17 term.

We specifically request that places are booked and paid for each **Monday morning** for the coming week – so that adequate staffing, and refreshments can be provided.

If you are paying online please can you ensure that this is done Sunday evening or early Monday morning so that payment is received in time for collating the register – a follow up email to the schools [admin@newton-poppleford.devon.sch.uk](mailto:admin@newton-poppleford.devon.sch.uk) address with your session requirements is preferred. **It is essential that all bookings and payments are in school before 9am Monday.**

Whilst at Twilight Club all children will be provided with a drink (water or juice) and a small snack (usually toast, biscuits and/or fruit).

For the children stopping until 6pm a light tea consisting of sandwiches, fruit, yoghurt and a dessert, can be provided for an additional £2.00 per child and these should be booked and paid for on a Monday along with actual Twilight sessions. (please note that as of 23 April 2019 packed teas will no longer be available.)

If you have booked a place at Twilight club and then realise that the place is no longer required, please notify us at the earliest opportunity; if 24 hours' notice is given the payment can be credited to another session. Unfortunately, if your child does not attend for a pre-booked place, or we receive less than 24 hours' notice of cancellation, credit cannot be given.

Places missed due to a child's illness are always credited – as long as parents have informed the School Office of this reason .

If your child is booked in until 5.00pm and you are late collecting them you will be charged the difference between the 5.00pm & 6.00pm rate.

If you are late collecting a child booked in until 6.00pm, further charges will be incurred to cover our costs.

Children attending another after school club (e.g. netball/Zumba) are able to go into twilight club afterwards if required – places should be booked in the usual way and the same charges apply, ie. dependent on pick up time.

The Twilight room telephone number is **07513269489\*** – please use this number if you are calling about anything to do with Twilight Club **after 3.15pm**. Before 3.15pm please phone the school number: 01395 568300.

Whilst at Twilight Club children will have the opportunity to do any homework, reading and play games. When the weather is fine they may also be able to play on the school field or playground when sports clubs are not taking place.

## **Breakfast Club**

Opens at 8.00am each school morning, and is aimed at helping working parents get to work on time!

Children will remain in the care of the member of staff on Breakfast Club duty until 8.45am, (i.e. School gates official opening time), after which they will be able to go to their cloakrooms and drop off coats and bags, ready for the start of the day.

Places should be booked *first thing* on a Monday morning as per Twilight Club and the cost includes breakfast – charges are on the school website as above\*\*.

If you need to contact the school during Breakfast Club opening times

(i.e. 8.00-8.40am) please use the Twilight room telephone number as above\*.

*We must request that children are not dropped off before 8.00am* and left unsupervised –i.e the member of school staff supervising breakfast club must be present before parents leave.