



Twilight and Breakfast Club guidelines

Breakfast and Twilight Club

General Information

- Breakfast and Twilight club are open to children in Reception up to Year 6. We are not currently able to offer this for pre-school children.
- Our Twilight and Breakfast clubs operate as an extended service primarily to assist parents.
- Breakfast club will run from 08:00 until the start of school.
- Twilight club will run from after school until 5:30pm except for Friday when we finish at 5:00pm.
- For any given week, bookings should be made via School Gateway up until midnight **on the Tuesday before the week of the session**. If you need to book a session after this time then please contact the school office. This enables us to adequately staff the provision.

Twilight

- 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).
- If you have booked a place and then realise that the place is no longer required, please notify us at the earliest opportunity so that we can cancel the session and refund your payment. However, please note that once staffing has been set for any given week, places for that week will not be refunded except in exceptional circumstances. This means that in order to receive a refund for any given week, cancellations will need to be received on the Tuesday of the week prior to the session taking place i.e. the same as the booking deadline. Even if you are unable to receive a refund we still need to know of cancellations so that we know which children we are expecting on any given night.
- Parents are unable to cancel booked sessions themselves on School Gateway. Places missed due to a child's illness (ie the child is absent from school on the day of the booking) are always credited. Please remind the school office of your child's booking when you notify them of your child's school absence.
- If you are late collecting then you will be charged a late collection fee. **Please see the 'Late Collection' policy.**
- Whilst at Twilight, children have the opportunity to do any homework, reading and play games. When the weather is fine they may be able to play on the school field or playground when sports clubs are not taking place.

Breakfast

- Opens at 08:00 and is aimed at helping working parents get to work on time.
- Children will remain in the care of a member of staff on breakfast club duty until they are due to be in their classroom.

- Please do not drop children off before 08:00 leaving them unsupervised – a member of school staff supervising breakfast club must be present before parents leave.

How to Book

- If you go to the Clubs tab in the School Gateway app you should see two clubs listed: 'Breakfast club' and 'Twilight club'.
- Select the club required and click on 'make a booking'. Select the dates required and click on 'make a booking'. Click on 'Pay now' and select the club payment option that is appropriate. Then 'Add to the Basket' and 'Checkout'.
- For Breakfast club there are 3 payment options and for Twilight club there are 6, depending on how many children you are booking on a single day as follows....
- Breakfast club:
 - Breakfast club 1st child: £3.75
 - Breakfast club 2nd child: £3.50
 - Breakfast club 3rd (and subsequent) children: £3.25
- Twilight club:
 - Twilight club 1st child up to 5pm: £6.50
 - Twilight club 2nd child up to 5pm: £6.00
 - Twilight club 3rd (and subsequent) children up to 5pm: £5.50
 - Twilight club 1st child up to 5.30pm: £8.00
 - Twilight club 2nd child up to 5.30pm: £7.50
 - Twilight club 3rd (and subsequent) children up to 5.30pm: £7
- You will need to select the correct payment option for each child you book onto each club each day. If you book at the incorrect cost level then you will need to email the school office and we will make an adjustment to the payment. We will monitor this to ensure that the correct payments options are being made.

Booking Deadlines

- In order to staff these clubs we need to know how many children, and from which year groups, are booked onto Breakfast or Twilight by the **end of the day on the Tuesday** of the week before the sessions are due to take place.
- For this reason **we ask that parents do not book sessions online after midnight on a Tuesday night** before the following week's sessions. E.g. for week beginning 26th Sept we ask that you do not book sessions after midnight on Tuesday 20th Sept.
- If you wish to book sessions after this deadline or at the last minute you will need to phone (01395 568300) or email (admin@newton-poppleford.devon.sch.uk) the

school office and we will do our best to accommodate the request but cannot guarantee a place.

Things to Note

- Sessions will need to be paid for at the time of booking. If you cannot pay electronically then you will need to ensure that you have given any cash or voucher details to the school office in advance so that you have funds available in your breakfast or twilight balance in order to pay for a session that you would like to book.
- If you need to cancel a session that you have booked you will need to contact the school office to delete the bookings as you will be unable to do this on the system. If you have missed the deadline for a refund, the booking will stay on the system.
- If your child attends an after-school club but needs to then attend Twilight until 5pm or 5:30pm we ask that you book them into Twilight as normal and they will be taken to Twilight after the school-club finishes. Unfortunately, we cannot offer a reduced rate as our staffing ratio would need to be the same for that period of attendance.
- If you plan to collect your child at 4.30pm after an after-school club, but that club is subsequently cancelled at short notice and you are unable to collect your child and require a place in Twilight: We would ask that you inform us of your need for a Twilight place as soon as possible. We will endeavour to meet your need. Unfortunately, we cannot guarantee this place and if you want to guarantee it you will need to book them into Twilight as normal in addition to them being booked into the after-school club.

Please remember that the deadline for any bookings AND notice of cancellation in order to receive a refund, for any given week, is midnight on the Tuesday before.

If you have any issues, please don't hesitate to contact the school office and we will help to resolve any issues that occur.