



INDIAN QUEENS COMMUNITY PRIMARY SCHOOL

Twilight Club

Twilight Club runs from 3.15pm - 5.30pm on each school day except for the last day of term, when there is no Twilight Club available. Booking is via the school office. To ensure your children have guaranteed provision, it is crucial that bookings are made before 3.00pm on the previous Friday. After that, we will be happy to offer places if any are available but this cannot be guaranteed.

3.15pm - 5.30pm in 'Kenda' (the building on the left as you enter the KS1 playground)

Mobile Phone Number: 07970133374 (*only available after 4.00pm during Twilight Club hours – at other times please use the school office number 01726 860540*)

£6.00 per session per child, payable in advance. *A single charge, regardless of the time spent at the club.*

£5.50 per session for additional siblings

£25.00 for a block booking of 1 week (Monday to Friday). *No further reduction for siblings.*

Late Collection Charge: £20.00 per child.

Frequently Asked Questions

How do I book sessions for my child?

Sessions need to be booked in the week *prior* to the day you wish your child to attend to help with staffing and organisation. In other words, you will have booked and paid for the session by the Friday of the previous week.* This is so that staffing can be sorted in advance, or not at all on a day when no one wishes to take up a place.

Late or emergency bookings will only be taken if the Club is already running on the day in question. The Office Staff will be pleased to advise you and if we can help, we will.

*During the first week of term bookings may be made by 9.00am each day.

Is Twilight Club open to all children?

All children attending the main school will be welcome as long as they do not require support above and beyond the usual supervision involved in this kind of club: it is not possible for Twilight staff to meet very specific additional needs or manage extreme behaviour. As at Earlybirds, the children's safety and wellbeing will be very closely monitored but there is an expectation that children will be independent in their choice of activity. The school reserves the right to refuse access, should there be concerns about health and safety or being able to meet the needs of your child. If your child is at Minpins a discussion will need to take place with your

child's key worker prior to any agreement for your child to stay on for Twilight Club. This is simply to ensure we can cater for their needs, particularly if your 3 or 4 year old has been at school since 9.00 am., and may have also attended Earlybirds.

Does my child need to be registered for this club?

An initial registration form will be filled in which will be available at the office, and, as soon as possible, online via the website. This will include information such as contact numbers which are specific to this time of the day and details of any allergies your child may have. Staff running Twilight Club will not have access to confidential documentation already securely held in school, hence the need to have all relevant information in a registration form. The form will be completed prior to the first time your child is booked to attend Twilight Club.

How and when do I pay?

Money may be sent into the office in a named envelope, clearly marked 'Twilight Club' at the time of the booking. Your child's place will be reserved once the payment has been received and processed. Cancellation can only be made up to and including the Friday of the previous week, as staffing will have been booked by then.

Do you have a registration number which I can use should I be able to reclaim child care costs?

Yes, this is available from the school office.

Does Twilight Club run every day this term (Spring 2017)?

Yes, as long as there are prior bookings. If there have been no prior bookings by the end of the previous week, when the staffing is organised, then the Club will not be open. Please enquire at the school office, though, and we will do what we can to help.

The only exception is on the very last day of term, when Twilight Club will not be open.

How will I collect my child from Twilight Club?

If it is at 5.30pm your child will be ready at the green gate (KS1) to be handed over to you. If it is your wish to collect your child earlier then you are asked to ring the dedicated Twilight Club mobile number (**07970133374**) to ensure your child is brought to the gate to meet you. This is for safety reasons.

What happens if my child is already attending a School Club?

Your child will attend their club and then be escorted to Twilight Club. Costs will remain the same.

What happens if I change my mind and don't want to send my child on a day that I have booked a place at Twilight Club?

Regrettably there will be no refund.

What will happen if I am late collecting my child?

An additional cost will be incurred, as at least one member of staff will need to be paid to look after your child until you collect him or her, and staff would need to be paid for at least an additional 30 minute period. You are very strongly advised not to let this happen. If the situation arises more than twice, then your child may not be given a further place at the club.

What if my child is sick when I have booked a place?

If, unfortunately, you have booked a space and your child is poorly and *not in school on that day*, the payment for this session will be carried forward to your next session. This is because staffing has already been allocated for the sessions and therefore we cannot offer a refund. If we do not have the evidence that a child is sick, the payment will stand.

What will my child be able to do at Twilight Club?

As much as is possible, we aim to create a feeling of 'home' at the end of the day – relaxing and having fun rather than 'more school'. The Kenda room has spaces for art and craft, puzzles, games, reading or just sitting on the sofa, watching TV. It is not intended or set up to be a homework club. If the weather is fine, the room has dedicated safe outdoor space and access to the adventure playground. On occasion, special activities may take place in other areas of the school.

What kinds of refreshment will be available?

Drinks, biscuits and fruit. Sometimes a special themed treat may be on offer – we will need you to let us know about any food allergies when you fill in a registration form the first time you use this provision.

Will Twilight Club ever be cancelled?

The only time Twilight Club will not take place will be in the event of extreme weather conditions or a severe weather forecast, or if the school needs to close due to lack of facilities – e.g. no water or electricity. But as with the school day itself, no child will ever be left without support and alternative arrangements will be negotiated with you to ensure your child is safe and well-cared for. A full refund will be given in these circumstances.

N.B. Please note the Club is not open on the last day of term.

Why is Twilight Club costing more than Earlybirds?

In the morning there are staff who are already contracted to be in school who provide support should the staff dedicated to run Earlybirds require it. In addition the office is open in the morning, but is not open during the Twilight Club. So much of the provision at Earlybirds is offered as 'goodwill' by staff in order to support parents who need to leave their children at school at 8.00 am.

We know it also helps some children to come into school and spend time playing before transferring into the classroom, so it is in our interests to help here as much as possible.

Twilight Club requires dedicated staff and cannot depend on additional staff being available as after-school clubs, meetings, training and other important commitments are also taking place, and there may be no staff available.

The costs and arrangements for Twilight Club have been based on information received from other child care providers offering a similar service elsewhere.

The answers to any further questions will be added to this document.