

Breakfast and Twilight Club

- 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.
- Breakfast club will run from 08:10 until the start of school.
- Twilight club will run from after school until 4.45pm.
- For bookings for the week beginning 14th September onwards you will need to make your bookings via the School Gateway. The system has currently been set up to take bookings until the end of this term.
- We realise that some of our new parents will not be set up on the School Gateway immediately. In such cases please email the school office and we can book sessions until you are active on the system. (Usually within 2 – 3 days)

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 and twilight there are 3 payment options depending on how many children you are booking on a single day as follows....
- Breakfast club:
 - Breakfast club 1st child: £3.50
 - Breakfast club 2nd child: £3.25
 - Breakfast club 3rd (and subsequent) children: £3
- Twilight club:
 - Twilight club 1st child: £6
 - Twilight club 2nd child: £5.50
 - Twilight club 3rd (and subsequent) children: £5
- 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 Friday morning of the week before the sessions are due to take place (this is the same as usual).
- For this reason we ask that parents do not book sessions online after midnight on a Thursday night before the following week's sessions. E.g. for week beginning 14th Sept we ask that you do not book sessions after midnight on Thursday 10th Sept.
- If you wish to book sessions after this cut off or at the last minute, you will need to phone the school office (01395 568300).

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. This is to ensure 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.
- **Please remember that the deadline for any bookings for any given week is midnight on the Thursday 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.