



# Twilights



**Managers:** Miss Colairo, Mrs Hermanstein and Mrs Mutti  
**Telephone:** 07484906477 **Email:** [twilightsclub11@gmail.com](mailto:twilightsclub11@gmail.com)  
**Website:** [www.twilightsclub.yolasite.com](http://www.twilightsclub.yolasite.com)

Dear Parents/Carers,

Twilights Afterschool Provision look forward to a new academic year 2023/24 from September. Our dedicated and enthusiastic team provides a safe and welcoming end to the children's day and offers a relaxed environment where the children can eat together, enjoy planned activities and socialise with their friends after school.

Twilights is open from Monday – Friday 3:30pm – 6pm (term time only) at a rate of £15.00 per child, per session. The children will be collected when the school day ends by Twilights' staff members and taken to their allocated room. All children must have all of their belongings before leaving their classrooms, as they will not be permitted to return to the classroom. Please ensure your child is collected promptly from Twilights, as you will incur a late payment fee of £1 per minute, per child. Repeated lateness will also result in your child/children losing their space at Twilights.

Once your child is registered at Twilights, they are booked in until the end of the academic year. Should you decide to withdraw your child entirely from the provision or reduce their days, 2 weeks' notice must be given or you will continue to be charged. Any emergency days required is charged at £20.00 per child. Should you require such sessions, you must email your request to [twilightsclub11@gmail.com](mailto:twilightsclub11@gmail.com) or contact the school office before your child is due to attend and await confirmation. Payments must also be made prior to your child attending.

If your child will not be attending a session and you decide to collect them from school, please ensure the Twilights managers are informed; you can inform us by leaving a message in the Twilights book in the office, via text or email. If you do not notify us of their absence there is a possibility that they will be unable to attend Twilights as your child's whereabouts and safety is of the highest priority. Unfortunately, you will still be charged for the sessions your child does not attend even if your child is absent from school or unwell.





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Every child matters and the protection of your children is paramount. For this reason, we kindly ask parents/carers collecting their children to wait at the main gate and for you not to enter the school site. A Twilights' staff member will collect your child/children from their activity and accompany them to you at the gate.

If you wish to discuss anything, or have any other questions regarding Twilights, please email at [twilightsclub11@gmail.com](mailto:twilightsclub11@gmail.com) or contact the school office to be transferred to one of the Managers where we will be happy to help.

Kind regards,

Miss Colairo, Mrs Hermanstein and Mrs Mutti  
Twilights' Managers

*General Data Protection Regulation: The school is registered for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, the Diocese and with the DfE. Further details can be found on our Privacy Notice on the school website or via the School Office.*



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