

Parsons Down Partnership of schools

Protocol for the Allocation of Places at Twilight Club.

There is a limit of 32 places available for before and after school care at Twilight Club from 8:00- 8:45am and between 3:15 and 6:00pm.

The Club is open for children who attend either school across the Partnership.

Staffing ratios and the location of the Club limit the expansion of the club at present.

Places at Twilight Club are very sought after as our Club is extremely popular with children and convenient for parents as it is situated within the Infant School. The club is currently running at full capacity with a waiting list.

1. Places are allocated on a first-come first served basis, when all the necessary registration and booking forms have been completed and received by the Club Manager.
2. The Club Manager will acknowledge receipt of the forms by telephone and advise whether a space is available or whether the child's name will be placed on the waiting list.
3. When a place becomes available the Manager will contact the parents of the first child on the waiting list to offer the place.
4. Where the place is accepted by the parent, this is confirmed and an invoice is issued for payment of fees once the child takes up the place.

Families who make use of the Clubs facilities as asked to ensure that they abide by the terms and conditions as circulated by the Club as non-compliance with them may result in the allocated space being withdrawn.

Mrs Catherine Bull
Head teacher Parsons Down Partnership of Schools

Date agreed: March 2019

Review date: March 2022