

## After School Club Policy

All children who attend Belton Primary School are eligible to attend the After School Club.

Parents are required to read the information sharing statement before enrolling their child.

- The children will be collected by either 2 or 3 teachers (wearing Playgroup Lanyards), who are familiar to them and the school staff, depending on numbers and ages of children.
- A committee member may step in if there are not two staff available.
- With agreement from Towergate Insurance a manager or deputy can collect up to 2 children from a school sport's club at 4.10 pm
- The teachers will have a list of children to collect and will liaise with the school staff if a child is not available to collect. We will take notice from the school that a child is not in school or has been sent home but will follow up with a call to the parents.
- If there is a child who is not on the list but does use the After School Club, we will ask school to contact the parents to see if they need to be collected. If the parents cannot be immediately contacted, we will take the child and both the school and After School Club will inform the parents where they are.
- Parents are requested to contact us if their child is unwell and not at school or is collected during the day.
- On arrival at the club children are able to have a light snack of Rice Cakes, Breadsticks, Crackers and Fruit and a drink.
- All children attending the After School Club must be booked in for the sessions that they will attend throughout the half term with prompt payment on receipt of invoice. They will need to be rebooked every half term unless they have specified that this is constant for the year.
- If the school clubs are cancelled and we have availability parents can ring on the morning, and we will do our utmost to accommodate them.

Belton Playgroup

- Parents are informed that the children may get muddy or covered in paint and have the option to send spare clothes.
- We liaise with the Foundation Teacher to ensure we share knowledge, learning and information of children in the Hedgehogs class at school as required by the EYFS.
- 

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2<sup>nd</sup> June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', is written over a light grey rectangular background.

Name and role of signatory: Anna Spencer, Chair of committee

Review date: April 2027