

10<sup>th</sup> October, 2025

Dear Parents and Carers

**Buttsbury Explorers Before and After School Club - Logistics**

Thank you for registering for our Before and After School Club. We currently have spaces in all sessions so, if you have not yet booked any slots, it's not too late to do so.

This letter is to explain some of the logistics so that we can run as smoothly as possible –

**Staff Team:**

Supervisor – Alyson Butler

Assistant Supervisor – Helen Simnett

Cook – Tracy Burrett

**Play Leaders:**

Isobel Rogers – all sessions

Antony Dean – mornings

Maria Mannas – afternoons

Natalie Weston – Tues, Weds, Thurs afternoons

Izzy Cheesman – Tues, Weds, Thurs – mornings and afternoons

**Drop Off/Pick Up:**

Please use the Norsey View Drive entrance for drop off and pick up. There is parking in the street at this time and there may be spaces in the visitors' bays – please don't come into the staff car park. Please use the side gate by the Year 6 classes.

We have a buzzer installed on the gate, please press the Buttsbury Explorers button and you will be buzzed in. Please press the exit button to be buzzed out.

Please note that we will request a password to collect your child – can you share this with staff when dropping off and ensure that anyone who is collecting your child is aware of the password. If your child's first session is in the afternoon, please contact Mrs Sage – [ksage@buttsburyprimary.essex.sch.uk](mailto:ksage@buttsburyprimary.essex.sch.uk) – so we can set up the password.

### **Before and After School Arrangements:**

In the mornings, the children in Years 3 – 6, will be able to go directly to their classrooms at 8.30am. The children in the infant site, will be walked across and taken to their classrooms; the team will hand the children directly over to their teacher.

After school, the children in Years 3 – 6, will go directly to the Small Hall after school. The children in the infant site, will be taken to the infant site hall by their teachers, and will be collected from there by the Before/After school staff.

### **Health and Safety:**

Whilst outside – whether that be playing – or walking from one site to the other – the children will wear lime-coloured hi-viz jackets, so they are distinct from CAT Club and Tree House. Staff will also wear hi-viz jackets in the same colour.

### **Food:**

In the morning, children will be offered breakfast which will be cereal and/or toast, with either milk, squash or water to drink. We will follow the school's nutritional standards, which means that we won't be serving sugar-coated cereals. After school, the children will be given a drink of either milk, squash or water, and a snack, when they arrive at the club. Dinner will be served in the School Hall, at 4.45pm each day. When they have tea, the children go to the Main Hall, so the staff are not able to hear the buzzer on the main gate.

Ideally, we would prefer you not to collect between 4.45pm and 5.15pm as it disturbs teatime; however, if you do need to collect at this time, please press the doorbell at the front office – it is labelled 'hall' and a member of the WrapAround Team will answer the door and then go and collect your child. Please allow extra time if you do pick up during teatime, as we then have to go and collect your child's belongings.

### **Timetable:**

In the mornings, the children will initially stay inside, and have the opportunity to play board games, read etc. Once we are established, we may consider taking the children out to play for a short while – if we think this will work. After school, the children will be able to play inside, undertake art and craft activities, or play outside. The activities will all be structured. There will also be the chance to complete homework if your child is booked to stay beyond 4.30pm.

### **Contact:**

If you need to contact the club directly, if, for example, you are running late, please call 07541 732131, to speak to the club supervisor.

Yours sincerely,

Ann Robinson  
Headteacher

