



# WEST KIRBY PRIMARY SCHOOL

Welcoming - Kind - Polite - Successful

Anglesey Road, West Kirby, Wirral, CH48 5EQ

Headteacher: Mrs E Bailey (BEd Hons, MSc, NPQH)

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[www.westkirbyprimaryschool.co.uk](http://www.westkirbyprimaryschool.co.uk)

19<sup>th</sup> January 2024

Dear Parents & Carers,

I would like to take the opportunity to share our [\*\*updated WAVES Provision Policy\*\*](#) with all of our families. It was approved by our Full Governing Body in December 2023.

This link takes you to our [\*\*WAVES\*\*](#) page on our School Website, which has the full Policy at the bottom of the page. [West Kirby Primary School - WAVES - Before & After School Provision](#)

**WAVES** is our before and after school provision, which operates on site by school staff.

I appreciate that not all families use **WAVES**. However, there is a particular part of the policy that I would like to draw your attention to in case you ever use the provision in the future.

- Our **WAVES** Provision finishes/closes at 5:45pm
- If you are delayed for any reason, please telephone the school on 0151 625 5561, selecting **Option 5** for **WAVES** to let us know.
- A late payment fee of £5.00 per 5 minutes will be charged if you collect your child after **WAVES** has finished/closed at 5:45pm
- Late charges must be paid for prior to attending **WAVES** for further sessions.
- School is completely closed and locked up at 6:00pm
- An additional £25 charge will be incurred for late collection after 6:00pm
- If your child is collected late more than once in a half term, you may be asked to find alternative provision and will be unable to have a place at **WAVES**. If this is the case, Mrs Bailey will contact you to discuss further.
- All outstanding charges must be made in full each half term. Places at after school clubs **WAVES** will not be allocated when there are outstanding charges on Parent Pay.

- In the unlikely event that your child remains uncollected after 6:00pm (15 minutes after **WAVES** closes) and you have not updated us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Protocol and contact the Wirral Social Care Team (Integrated Front Door)

From April 2024, we will be moving to a new management system in our School Office. One of the features of this new system will be to support the booking of **WAVES** and any before/after School Clubs using an app. Hopefully, this will remove the need to use Microsoft Forms Links to make bookings and will also mean you will be able to see if there is availability for **WAVES**. You should also be able to refer back to your account to see what you have booked. We will share more details with you over the coming months, but hope that this will be a positive change for both the school and our families.

Bookings for spring two (after February half term) will continue on our current system and these will be shared with you next week.

If you have any further questions in relation to **WAVES**, please email the School Office

Yours sincerely,

Mrs E Bailey  
Headteacher