



WAVES Provision at WKPS

Headteacher: Mrs E Bailey
Senior Playcare Worker: Ms K English
Chair of Governors : Louise Wood

Document Control Box	
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West Kirby Primary School **WAVES** Provision is registered with Ofsted as part of our school (Registration No: 105023) and is open from **7:45-8:40am** and **3:20-5:45pm** on weekdays, during term time only.

You can view our latest Ofsted Report [here](#)

WAVES is based at the back of the main school building in The Skylight Room, which can be accessed by ringing the doorbell on the side-gate entrance to Foundation Stage. During operating hours, the children using our WAVES clubs have exclusive use of our Skylight Room as well as supervised access to the Trim Trail and main playground areas, including the soft surface Multi-Use Games Area.

Aims

WAVES aims to provide a safe, secure and relaxed environment, offering a range of enjoyable activities to reflect the interests of the children in our care, contributing to the fulfilment of our school vision.

At West Kirby Primary School, we aim to create a happy, caring community where all members are included, secure and confident; have an equal opportunity to fulfil their potential and to develop the skills necessary to make a valuable contribution to society; both now and in the future.

Organisation and Staffing

WAVES Provision is run as a part of West Kirby Primary School, employing a small team of permanent staff specifically for this provision, as well as drawing on other suitably qualified staff in our school to provide additional care and support when needed. **WAVES** forms an integral part of our school provision for the community of West Kirby Primary School and all of our staff work closely together in order to ensure continuity of care, and to maintain good communication links.

All of our staff have significant experience of working with children and undertake continual professional development training, including child protection and safeguarding and health and safety. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

What we offer

WAVES adheres to the policies and procedures of West Kirby Primary School and adopts the same ethos of care and respect. At **WAVES**, whilst staff will suggest and oversee games and activities, children are free to choose how they spend their time. There will always be a selection of activities and resources available, including: arts and crafts, board games, reading, construction, physical play, cushions and blankets.

WAVES are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any concern of possible abuse is promptly and appropriately responded to in line with our school child protection procedures and we ensure that all staff are appropriately trained. For further information, please access our Child Protection and Safeguarding Policy on our [website](#).

WAVES will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our school is a place of safety and security for the children who attend and the staff who work there, and we reserve the right to bar anyone exhibiting inappropriate behaviour from our premises.

Food

WAVES provides healthy snacks, including fresh fruit and vegetables and homemade food from our school kitchen. It **does not** provide a substitute for a main evening meal. Our school catering team provide the food for **WAVES**, following the same healthy eating guidance as during the school day. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times.

Policies and Procedures

At **WAVES**, the same clearly defined policies and procedures of West Kirby Primary School are followed. Copies of policies are available to download from our school website ([here](#)) or from the School Office on request.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please speak to the **WAVES** Senior Playcare Worker, or another member of staff. Verbal concerns will be discussed with relevant staff and any actions will be agreed and explained to you.

If you have any concerns about members of staff, please speak to Mrs Bailey, Headteacher.

If you feel you need to escalate this to a complaint, please adhere to our complaints procedures, which is available on our website [West Kirby Primary School - Policies](#)

TERMS AND CONDITIONS

Admissions

Our **WAVES** Provision is accessible to WKPS families of children aged between 4-11 years old.

Admission to our **WAVES** Provision is organised via the School Office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

As is our school policy, and as you would expect, we are committed to inclusion and equality of opportunity for all. We will endeavour to accommodate children of all needs and abilities, whilst working within the provision's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Places at our clubs **must** be booked for a half-term and **paid for in advance**. We may be able to offer occasional 'one-off' bookings if there are spaces available.

We require an online booking form to be completed before your child can attend **WAVES**. The booking form is sent out before the beginning of each half-term. This information will be treated as confidential and will be stored securely in line with GDPR and school policy. Re-enrolment for September will be required at the end of the summer term.

Charges

Before School Provision: 7:45am - 8:40am	£4.00 *PP £2.00
After School Provision: 3:20pm – 4:20pm	£4.50 *PP £2.25
After School Provision: 3:20pm to 4:20pm - 5:45pm	£12.00 *PP £6.00

**If you are in receipt of Pupil Premium, the costs are subsidised.*

Important Financial Information

Fees for **WAVES** are payable via Parent Pay.

Parents and Carers can also use childcare vouchers to pay for Waves, should they wish. If vouchers are going to be used, please email the School Office (schooloffice@westkirby-primary.wirral.sch.uk) with the following information:

- The name of the child being paid for;
- The amount being paid to the school by voucher / government tax free scheme;
- The name of the voucher care company being used and the reference number;
- The individual voucher number and
- What is being paid for.

All balances should be paid in full before the provision starts (we are aware there may be some delay for childcare voucher payments to show up on Parent Pay). Non-payment for half a term may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence to the Senior Playcare Worker, Business Manager or Headteacher.

Charges are for term time only.

When completing the **WAVES** booking form, the following financial commitment will be made:

- Places are booked on a session (for example, Monday a.m. Waves) for the whole half-term
- Payment is due in advance and there are no refunds unless your child is absent due to illness
- A child will not be able to attend **WAVES** unless payment has been received and they are on the register

Please note, for some families (service children, families with court orders, split families etc) we can offer a bespoke invoice where they do not have to be committed to a certain day of the week every week of the half-term, as this would not work for them. Please speak to the Business Manager if this applies to you before booking.

Changes to days and cancellations

Bookings

We will do our best to accommodate any last minute / occasional additional sessions requested, depending on spaces available, but these need to be paid for when booking. Please call the School Office with any last-minute changes – 0151 625 5561. Any queries that are not related to the day in question can be emailed directly to waves@westkirbyprimaryschool.co.uk

Absence

Please remember that we need to know if your child will not be attending **WAVES** for any reason. If you have informed school that your child is absent from school earlier in the day, we will assume they are also absent from **WAVES** that day.

If your child doesn't attend a booked session, we would have to treat them as a 'missing child' unless you have notified us of their absence. This means we would be trying to contact you or other emergency contacts for information as to the whereabouts of your child and if unable to ascertain the safety of your child, we would have to report your missing child to the police.

Arrivals and Departures

At the beginning of the day, we ask that an adult brings your child to the side-gate entrance to be met by a member of staff who will sign them in. **WAVES** staff will then take responsibility for your child and for seeing them safely into school at the start of the school day.

Please note that we cannot be responsible for children until they are registered on arrival in our care.

At the end of the school day, staff will escort children in F2, Year 1 and Year 2 from their classes and escort them to the Skylight Room where **WAVES** is based. Children in Year 3, Year 4, Year 5 and Year 6 are expected to make their own way to the room at 3:20pm.

We expect that your child will normally be collected by the people you have named on the **WAVES** registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation and your child's password.

**** Please Note ****

- Our **WAVES** provision finishes at 5:45pm.
- If you are delayed for any reason, please telephone the school on 0151 625 5561, selecting option 4 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 closed at 5.45pm. Late charges must be paid prior to attending **WAVES** for further sessions.
- The school is 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.
- Outstanding charges must be made in full each half term. Places at Clubs and **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 warned 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.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at WAVES we will contact you and ask you to make arrangements for them to be collected. Please inform the School Office of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please follow the 48-hour policy.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times, and WAVES is fully insured through our school. Our staff are trained in first aid and first aid kits and a defibrillator are kept on the school premises. If your child has an accident whilst in our care, you will be informed when you collect your child and it will be recorded and reported in line with school procedures.

Medication

Please let the School Office know if your child is taking prescribed medicine. If your child needs to take medicine whilst with us, you will need to complete a Permission to Administer Medication form and hand the medication to the WAVES Senior Playcare Worker or School Office in advance.

GDPR

At West Kirby Primary School, our wraparound care provision recognises the legal requirements regarding confidentiality of personal information under GDPR as covered by the Data Protection Act 2018.

Personal data relating to pupils at West Kirby Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

Our privacy statement for pupils and families can be found on our school website under the GDPR tab ([West Kirby Primary School - GDPR](#))

Contact Information

Email address: waves@westkirbyprimaryschool.co.uk

Correspondence Address

WAVES Provision,
West Kirby Primary School,
Anglesey Road,
West Kirby
CH48 5EQ

Telephone

0151 625 5561 (Please leave a voice message if there is no reply)

Option 4 for **WAVES**

Option 3 for the School Office (please note after 4:30pm there may be no office staff available)

Ofsted Registration No: 105023

Club Staff

- Senior Playcare Worker: Ms English
- Play Workers: Mrs Grey, Mr Hunter, Ms Morris & Miss Turnbull
- Additional staff: Mrs Gilbert, Mrs Kenyon & Mrs Davies

Designated Senior School Staff with overall responsibility

- Child Protection & Safeguarding: Mrs Bailey
- Designated Safeguarding Lead: Mrs Bailey
- Deputy Designated Safeguarding Leads: Mrs McCann, Mr Procter, Mrs Catt
- Health and Safety Lead including Fire Safety: Mrs Bailey
- EYFS Key Person: Mrs Catt
- SEND & Inclusion Lead: Mrs McCann
- Data Protection Officer: Ian Mylett (Techease)

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