



WEST KIRBY PRIMARY SCHOOL

Welcoming - Kind - Polite - Successful

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15th March 2024

Dear Parents & Carers,



Thank you to those who joined us for the Fairtrade tea/coffee event this morning. The Fairtrade Class Reps have been working hard with Mrs Hughes to prepare the information that they shared with you today. A big thank you to Louise, our school cook, who made just over 200 Fairtrade Cookies, using Fairtrade ingredients. Over the course of this week, the children have been learning more about Fairtrade and how by buying Fairtrade products can ensure better prices, safe working conditions, local sustainability and fair terms of trade for farmers and workers.

Many Parents and Carers joined us for our Year 3 Come Dine With Me event on Wednesday this week. We hope you enjoyed our WKPS Roast Dinner. We look forward to seeing Year 4 Parents/Carers on 20th March and EYFS Parents/Carers on 27th March. Parents and Carers need to book and pay for their meal in advance on Parent Pay.

Class 6 completed their five sessions of swimming last week. Once again, it was brilliant to see so many determined, talented and capable swimmers. Well done Class 6!

EYFS had an Educational Visit to Ness Gardens this week to enhance their learning for their Let's Grow topic. The children enjoyed a minibeast hunt, identified different plants and trees, looked at the different types of art work at Ness Gardens and learnt about the weather station. I was very proud to receive an email from Ness Gardens who shared with me that the ***'EYFS children were a delight, so engaged and polite – a credit to WKPS.'*** Well done EYFS, what superstars you are! Thank you to the Parents and Carers who joined EYFS for the day. Without your support, we wouldn't be able to carry out Educational Visits in EYFS.

Year 5 and Year 6 also had an exciting Educational Visit this week. UKS2 went to Chester Zoo to support their Geography learning about Rainforests. During their day they took part in one of Chester Zoo's Educational Workshops and had the opportunity to explore the animals and the type of habitat that they live in.

Our Eco Councillors delivered an Eco Themed assembly on Monday 11th March to introduce The Big Plastic Count to Year 1 – Year 6. The Eco Councillors have been working with Mrs Sadler to deepen their understanding about what we can all do to protect and look after Planet Earth. You should have received an email from the school office last Friday with more information about this. Your child was also given a recording sheet to bring home. If you are able to take part in this and record your use of plastic, this would be really valuable towards our whole school data for The Big Plastic Count.

Easter Competition



**If you wish your child to enter the competition, please
make your £1 payment/s through Parent Pay.**

PTA

Thank you to our PTA who organised our Someone Special Table last week. The children really enjoyed being able to visit the table and make their special purchases.

In addition, thank you for bringing a smile to many of us at home time today with your kind gift of a colourful spring flower.

Collection of Children

I would like to bring your attention to a new policy, which has been approved by WKPS Governors and is now on our website. I would like to draw your attention to some of the main points from within the policy. However, if you would like to refer to the full policy, it can be found [here](#)

In order to safeguard all of our pupils at West Kirby Primary School it is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there may be one-off arrangements. For this reason, we have set out clear procedures within our policy, which all staff and Parents/Carers must adhere to, to ensure the safeguarding and wellbeing of all pupils.

Within the policy it states that WKPS **Parents/Carers** are responsible for;

- Adhering to the principles outlined in the Collection of Children Policy.
- Communicating to the school, via the school office if they are going to be late to collect their child.
- Informing school when their child has not returned home from school.
- Ensuring their child/children is aware of, and adheres to, the established route for travelling to and from school (this mainly applies to Year 5 and Year 6 who may walk home on their own).

Within the policy it states that WKPS **Pupils** are responsible for;

- Behaving appropriately when travelling from school.
- Letting staff know if they do not recognise the person who is collecting them.
- Letting staff know if they are worried about anything connected to collection.

The policy further states;

- Children are to be collected at the end of the school day (3:20pm) from their child's class teacher or the member of staff supervising the class at the time.
- Children must inform their teacher or member of staff when their agreed adult has arrived.
- The school gates will be locked at 3:30pm by a member of WKPS Staff. When possible, a member of staff, usually a member of SLT, will be present on the exit gate at the end of the school day. At times this is not reasonably practicable; therefore, Parents/Carers are reminded that all children are the responsibility of the person who is collecting once they have been dismissed from their class/staff member.
- In EYFS (F1 & F2) and Year 1 & Year 2 a password system will be used if staff do not know/recognise the person who is collecting.
- **Children in EYFS (F1 & F2) and Year 1 and Year 2 must be collected by a responsible person who is 18 years or older.**
- **Children in Year 3, Year 4, Year 5 and Year 6 must be collected by a responsible person who is 16 years or older.**
- If a child is to be collected by someone who is not a familiar adult or on the emergency contact list, then the school office must be contacted and informed in advance of the new arrangements.

- Year 5 and Year 6 are allowed to leave school at 3:20pm and walk home without an adult as long as they have permission. Pupils will only be allowed to travel home on their own when they are in Year 5 and/or Year 6. All requests to walk home unaccompanied must be completed through the Microsoft Form, which can be requested from the school office.
- The permission for Year 5 and Year 6 only apply to children leaving school at the end of the school day. Any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.
- West Kirby Primary School will not allow children to leave the school premises after 4:30pm on their own. For example, if an event has taken place at school and finished at 5:00pm, they would need to be collected.
- Staff members will not release a pupil if it is felt that the Parents/Carers/Adult are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.
- With the exception of Year 5 and Year 6, children should not be dropped off and left on the school playground unsupervised. If this happens, the children may be placed in WAVES and Parents/Carers will be billed accordingly. Year 5 and Year 6 children who may walk on their own to school should not arrive at school with a younger sibling to supervise until 8:40am. All children in F1 – Year 4 should have an adult with them until 8:40am.
- The school will allow for a 10-minute window for late arrival. If a pupil has not been collected by 3.30pm, a staff member will escort them to the school's main office. Staff will then aim to contact the pupil's Parents/Carers.
- If the pupil's Parents/Carers cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the Parents/Carers. If the Parents/Carers and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in the non-collection procedure section of this policy. The school will hold at least one emergency contact for each pupil and will have more than one where reasonably possible. All staff members, including those in charge of after-school activities, will be aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.
- It is possible that the child may need to be put into our after-school provision, WAVES. Every case will be reviewed independently and Parents/Carers may be charged for their child's time in WAVES to cover the cost of staffing and food.

Year 4 Residential

The Year 4 residential is nearly here. Our Year 4 children will head to Robinwood in Wrexham on Monday 25th March until Wednesday 27th March. If there are any further questions, please email Lower Key Stage Two and they will get back to you. Please make sure you have paid in full on Parent Pay. lks2@westkirbyprimaryschool.co.uk

Special Request from EYFS

EYFS would like to continue to enhance their outdoor area and their latest project is the stage area! They are asking for donations of any of the following;

- Chest/storage box for dress up
- Plastic crowns
- Wings
- Wands
- Animal ears/masks
- Capes
- Hats (e.g. plastic crowns, cow boy hats, etc).
- Plastic glasses
- Walking stick

If you have any of the above items that you no longer need/require, we would be more than grateful. They are not looking for costumes at this time - many thanks, EYFS Team

Important Dates

These are some upcoming dates...

- Wednesday 20th March: Scholastic Book Fair (8:15am – 9:00am)
- Wednesday 20th March: Year 1 and Year 2 Knowsley Safari Park – item on Parent Pay
- Wednesday 20th March: Come Dine With Year 4 (11:30am) – place to be booked if required
- Thursday 21st March: World Poetry Day
- Thursday 21st March: Visiting (virtually) Poet - James Carter
- Friday 22nd March: WKPS Choir Singing at Caldy Manor Care Home
- Friday 22nd March: Scholastic Book Fair (8:15am – 9:00am)
- Friday 22nd March: Scholastic Book Fair (3:20-4:00pm)
- Monday 25th -Wednesday 27th March: Year 4 Residential
- Tuesday 26th March: Year 3 Activity For All (All Day) – item on Parent Pay
- Tuesday 26th March: Year 2 Share a Story (Garden Playground)
- Wednesday 27th March: Come Dine With EYFS (11:30am) – place to be booked if required
- **Thursday 28th March: School Closes for Spring Break (3:20pm)**
- **Monday 15th April: School Reopens for Summer Term (8:40am)**
- Monday 22nd April: Spring Interim Report to Parents via Marvellous Me
- Tuesday 23rd April: Year 4 MTC Parent/Carer Meeting 6pm via Teams
- Monday 29th April: Parents' Evening (In School)
- Tuesday 30th April: Parents' Evening (Online Via Teams)
- Wednesday 1st May: Class Photographs

**Please note this is not all the dates, please keep checking the online calendar on our school website for added dates/events. [West Kirby Primary School - Calendar](#)*

Parent Pay

Please ensure that you credit your child's Parent Pay account **prior** to requesting a lunch in school. Your account should not be in debt. All costs for WAVES and Clubs should be settled in advance. If you are experiencing any financial difficulties or challenges, please contact me directly and we can work together to devise a payment plan.

Contact us

If you have any further questions or queries, please contact our phase leaders using the key stage emails. We will do our best to get back to you as soon as we can.

Phase	Phase Leader	Phase Email address
EYFS	Mrs Catt	eyfs@westkirbyprimaryschool.co.uk
KS1	Mrs Hughes	ks1@westkirbyprimaryschool.co.uk
LKS2	Mr Procter	lks2@westkirbyprimaryschool.co.uk
UKS2	Mrs McCann	uks2@westkirbyprimaryschool.co.uk
	School Office	schooloffice@westkirby-primary.wirral.sch.uk

Have a lovely weekend – thank you for your continued support.

Yours sincerely,

Mrs E Bailey
(Headteacher)