

# The Round House Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

School Drive, St. Neots, Cambridgeshire PE19 6AW  
Tel: 01480 479890 email: [office@roundhouse.cambs.sch.uk](mailto:office@roundhouse.cambs.sch.uk)

CEO: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Executive Headteacher: Mrs Tracy Bryden BSc (Hons) PGCE

21<sup>st</sup> June 2024

Dear Parents/Carers,

We are starting to make the arrangements for our before/after school provisions for September 2024.

If your child already attends Magpies and you want their sessions to continue in the pattern that you already have booked, you do not need to take any action. All booked sessions will carry over to September unless we hear otherwise from parents.

If you would like to cancel any of the existing sessions from September, please send an email to [magpies@roundhouse.cambs.sch.uk](mailto:magpies@roundhouse.cambs.sch.uk) no later than Monday 1<sup>st</sup> July. If you would like to add any new sessions to an existing booking or add new sessions for a child who does not currently attend Magpies, please complete and return the attached form no later than Monday 8<sup>th</sup> July. All new sessions will be confirmed with parents before the end of term. Please remember that the new Magpies pricing takes effect from 22<sup>nd</sup> July 2024 as per our previous letter.

If your child is currently in Year 6 and will be leaving us at the end of term, they will automatically be removed from the Magpies registers and you do not need to ask us to remove them. The billing is currently being updated and all sessions will be on the system by the end of Monday 14<sup>th</sup> July, please can we ask that you clear any outstanding balance on your child's account by the end of term (Friday 19<sup>th</sup> July).

Yours sincerely



Mrs Tracy Bryden  
Executive Headteacher  
On behalf of The Round House Primary Academy (part of TDLPT)

The Diamond Learning Partnership Trust is a company registered in England and Wales.  
Registered Company No: 8062508. Registered Office: Andrew Road, Eynesbury, St. Neots, Cambs. PE19 2QE





**Magpies Before (BSC) and After School Club (ASC) Booking Form**  
**(Sept 2024 onwards)**

**Magpies Breakfast School Club (BSC) Booking Form**

Please use the form below to request dates and times for your child/ren to attend the Magpies Breakfast Club

Weekly Sessions requested

Monday	Y/N	Arrival time .....
Tuesday	Y/N	Arrival time .....
Wednesday	Y/N	Arrival time .....
Thursday	Y/N	Arrival time .....
Friday	Y/N	Arrival time .....

Name/s of Child/ren ..... Class .....

..... Class .....

..... Class .....

**Fees: 7.30am – 8.45am (inc Breakfast) £4.50**

Please provide details of any dietary/medical needs:

.....

.....

.....

Signed ..... Date .....

Parent/Carer

**If you would like to permanently remove any sessions from your child's schedule, we will require one month's notice in writing. Please send an email to [magpies@roundhouse.cambs.sch.uk](mailto:magpies@roundhouse.cambs.sch.uk)**

**Magpies After School Club Booking Form**

Please use the form below to request dates and times for your child/ren to attend the Magpies After School Club.

Weekly Sessions requested

Monday	Y/N	Collection time .....
Tuesday	Y/N	Collection time .....
Wednesday	Y/N	Collection time .....
Thursday	Y/N	Collection time .....
Friday	Y/N	Collection time .....

Name of Child/ren ..... Class .....

..... Class .....

..... Class .....

Please provide details of any dietary/medical needs:

.....

.....

Please provide names of the people authorised to collect your child/children at any time without further permission being given:

.....

.....

Please provide a password to be used if anyone other than the authorised people are collecting:

.....

<b>Fees: 3.15pm – 4.15pm</b>	<b>£ 4.50</b>
<b>3.15pm – 5.15pm</b>	<b>£ 8.50</b>
<b>3.15pm – 6.15pm</b>	<b>£11.50</b>

Magpies closes at 6.15pm, there is a late pick-up fee of £5.00 for every 5 minutes or part of thereafter, will be charged per child. Discounts do not apply to the late pick up fee.

Signed ..... Date .....

Parent/Carer

**If you would like to permanently remove any sessions from your child's schedule, we will require one month's notice in writing. Please send an email to [magpies@roundhouse.cambs.sch.uk](mailto:magpies@roundhouse.cambs.sch.uk)**