

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

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

24th September 2021

Dear Parents and Carers

Important changes to Booking Magpies Before & After School Clubs

Our Magpies Before and After School Club has grown considerably over the last few years which has brought us several challenges. We have always strived to be as flexible as possible with regards to booking sessions, but this has become increasingly difficult recently and very time consuming with many last minute changes being made on a daily basis. We have therefore come to the decision that we will have to change the system and bring it more in line with other providers. The changes will be as follows:

Everyone will be required to pre-book their child's place at the club for all the sessions they require. We will be arranging our staffing on this basis and therefore you will be charged for these sessions regardless of whether your child attends or not. We would still ask that you let us know if your child is not attending their session for any reason to avoid an unnecessary phone call home at the end of the day. If your child is off school sick or you have provided us with 24 hours written notice that your child will not be attending a session, the charge will be reduced by 50%. Please email all alterations to our Magpies email address:

Magpies@roundhouse.cambs.sch.uk, and not to the main school office account. The Magpies email account is only checked during office hours (9.00am – 4.00pm) during term time.

Once you have booked and received confirmation of your sessions, they will continue on the same days / hours for the whole of your child's time at The Round House or Wintringham, unless you send us a request for a change in writing or they leave the school. We will endeavour to accommodate any changes but cannot guarantee this. At least one week's notice of any change will be required.

We will be using the booking forms that you have already completed for this term to allocate places initially. If you have a routine booking starting before half-term that has already been confirmed, these places will start as agreed. If you need to make any amendments to these forms, please let us know by Friday 8th October.

If your work has a changeable shift pattern that we do not currently have on record, please contact us so that we can make the necessary arrangements with you.

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



There will be a maximum of 60 children in any session, and once a session is full, your child's name will be placed on a waiting list until a place becomes available, at which point we will notify you of the availability.

We will only be able to accept ad hoc bookings for sessions in exceptional circumstances.

Magpies Holiday Club will still be booked separately to Before and After School Club and booking forms will be sent out as usual. Please be aware that the Holiday Club booking forms will need to be returned to school at least 2 weeks before the start of the holiday. Once we have entered this two week period at the end of each half term, no cancellations of sessions can be made and extra sessions will only be available if there is sufficient staffing. Priority for places will be given to children from The Round House and Wintringham.

We are currently looking into a new intercom system for the club, to try and resolve some of the issues with the doorbell.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mrs Tracy Bryden', with a long horizontal line extending to the right.

Mrs Tracy Bryden

Executive Headteacher

On behalf of The Round House Primary Academy (part of TDLPT)