

# 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

16<sup>th</sup> July 2021

Dear Parents & Carers

## Year 6 Hilltop Residential Trip – 20<sup>th</sup> – 22<sup>nd</sup> July 2021

I know that both the children and staff are looking forward to the Hilltop residential trip next week. Here are a few reminders of the arrangements on Tuesday:

The coach will be collecting the children from St Neots Football Club's car park at 8.30am on Tuesday 20<sup>th</sup> July. Please ensure your child is at the collection point by 8.15am as the coach will not be able to wait for anyone who is late arriving. Please note that **the children will need to bring a packed lunch** with them for the first day of the trip as the first meal being provided by Hilltop will be that evening.

The children are expected to be dropped off at the Football Club on Thursday 22<sup>nd</sup> July at approximately 4.10pm, traffic permitting. We will try to keep you updated on Facebook of any updates to the arrival time.

If you indicated on your consent form that your child required medication during the trip then we will send home paper copies of the forms we need you to complete in respect of the medication. Please ensure that the medication is named and in it's original packaging. All medication must be handed to Mrs Fairbrass or Miss Chapman on arrival at the Football Club. Any medication currently in school will be sent home at the end of school on Monday. Please ensure that this is brought with your child on Tuesday morning.

I have attached another copy of Hilltop's Parents Covid Information sheet. You must notify us if your child has had Covid symptoms within 10 days of the visits, if anyone in the household or bubble has had symptoms within 10 days of the visit or your child needing to isolate within 10 days of the visit. Further information is contained in the second paragraph of their information sheet.

Any medication should have already been disclosed on your permission form.

A kit list is attached. Children need to make sure that their clothes/items for the residential trip are clearly named and can be easily transported from the coach to our accommodation. Children will be allocated rooms on arrival. Teachers are in charge of the accommodation and children will be supervised at all times. During the day Hilltop staff lead activities. Activities include elements such as: high ropes, archery, sling shot, super swing, assault course, crate stacking, air jump and climbing. There will be no water based activities.

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Please do not bring any electrical items (e.g. game consoles, mobile phones, hairdryers). There is a gift shop open for small souvenirs. If children are wishing to bring money, please put in a sealed named envelope and hand to a teacher on arrival, a maximum limit of £10. Children will have breakfast, lunch and dinner at Hilltop; please do not bring any additional food (e.g. sweets, biscuits, chocolate).

Staff from the DLPT will be capturing all the excitement during the days and will hopefully upload photos and/or children's comments onto our school Facebook account directly (internet signal permitting!). If you need to contact us in an emergency please call the school office and they will contact those members of staff at Hilltop directly. Children are **not** allowed to take their own personal mobile phone.

Fingers crossed for good weather!!

Yours sincerely

A handwritten signature in black ink that reads "Tracy Bryden". The signature is written in a cursive style with a horizontal line underneath the name.

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

## Extra safety measures we've put in place

- A thorough risk assessment has been carried out with policies and procedures adopted to comply with the law and ensure we minimise the spread of COVID19
- A system is in place to ensure as best as possible that any visitors or employees that come onsite are not carrying the coronavirus disease. Part of this system is checking the history of visitors. Therefore, please report to your group leader if any of the following apply to your child:
  - Any COVID symptoms within the last 10 days. Where this is apparent, only those who have since had a negative PCR test will be allowed to visit Hilltop.
  - Any covid symptoms in household or bubble within the last 10 days. Where this is apparent, only those where a negative PCR test from the symptomatic person has been given will be allowed to visit Hilltop.
  - Needing to self-isolating due to testing positive to a PCR test within last 10 days or being a close contact of someone testing positive to a PCR test during the self-isolation period within the last 10 days. These people will not be allowed to visit Hilltop.
- Hilltop staff have been trained and understand the latest procedures and are undertaking twice weekly lateral flow tests.
- All visiting groups will have the policies explained to them and where appropriate demonstrated on arrival and during their visit.
- Groups will maintain their bubbles and not come into contact with other bubbles, the occupancy of Hilltop has been lowered to ensure this.
- A one-way system in relevant outdoor areas, and a coloured zonal system in and around buildings is in place to ensure the integrity of bubbles.
- General cleaning has been targeted to ensure thorough sanitising of accommodation, this is achieved after each group departs, also specific areas will be sanitised during group visits.
- Specific procedures are in place for the safe use and sanitisation of outdoor equipment
- Hand washing facilities, sanitising stations have been put in place and will be reinforced during any visit.
- Social distancing will be observed wherever possible with PPE used where necessary.
- Additional resources have been put in place to quickly and safely isolate anyone showing COVID19 symptoms. Please check with your group leader to ascertain transport plans should your child need to self-isolate.
- Our full COVID-19 operational procedures and risk assessments are available to group leaders. If you have any concerns or specific questions for your child, please ask your group leader.

## HILLTOP KIT LIST

**Pupils don't need new or expensive clothes.  
Valuables should not be brought to Hilltop.**

### Packed Lunch

The first meal provided by Hilltop will be the evening meal. Arrival at Hilltop is before lunchtime, **therefore your child will need to bring a packed lunch.**

### Bedding

Your child will need to bring a sleeping bag or duvet and a bottom sheet. Pillows and pillowcases will be provided.

### Personal Kit

Waterproof jacket and trousers	Shorts (May to September)
Outdoor shoes/boots/trainers (2 pairs)	Indoor clothes for meals and evenings
Wellingtons	Indoor shoes or slippers (not slipper socks)
3 sets of old clothes	Hair bands if needed
Personal wash items, towel & toiletries bag	Water bottle
Torch and spare batteries	

A bin bag for wet/dirty clothes and boots/shoes

### Swimming Kit

Please bring a swimming kit.

### Important Items

A plastic bag for wet or dirty clothes from last activity on departure day. Clearly labeled with the child's name.

Midge repellent (May to October)  
Sun Cream (May to September)  
Sun Hat (May to September)  
Gift Shop/pocket money (no more than £10) in a suitable, named purse or wallet that will be held safely by a teacher until needed.

### No Mobile phones, Games Consoles, Ipods, Cd or DVD players or Cameras

### Lost Property

We will hold lost property for two weeks after the course. **Please ensure all items are named** to help repatriation.



## HILLTOP KIT LIST

We advise not to pack any new or expensive items of clothing.  
Adventurous activity is likely to cause them wear and tear!

### Bedding:

- Sleeping bag OR
  - Duvet with duvet cover
- (Hilltop will provide pillows and pillowcases)

### Footwear:

- Indoor shoes or slippers (not slipper socks)
- Outdoor shoes/boots/trainers (2 pairs). No crocs or flipflops
- Wellies (optional)

### Useful Items:

- A labelled bin bag for wet or dirty clothes
- Torch and spare batteries
- Re-useable water bottle
- Hair bands
- Tuck Shop money (no more than £10, ideally in change)



### Clothing:

(make sure all items are named)

- Socks and underwear
- Nightwear
- T-shirts
- Long sleeved tops
- Fleece/jumpers
- Waterproof jacket
- Leggings or trousers
- Waterproof trousers
- Clothes for the evening
- Swimming kit

### Toiletries:

- A wash bag (including shower gel, shampoo, toothbrush and toothpaste, hairbrush)
- Towel

### Warm weather:

- Insect repellent
- Sun cream
- Sun hat
- Shorts

### Cold weather:

- Woolly Hat
- Scarf
- Gloves

No Chewing gum

No Hairdryers

No Mobile phones

No iPods



No Games consoles

No Aerosols / Aerosol deodorant

No nuts or nut products

No electronic gadgets

The  
**DIAM ND**  
 Learning Partnership Trust  
 B e I n s p i r e d

**Consent Form for Administration of Medicine**

(One form to be completed for each medicine)

The school will not give your child medicine unless you complete and sign this form.

<b>School</b>	The Round House Primary Academy
<b>Pupil Name and Address</b>	
<b>Date of Birth</b>	
<b>Class</b>	
<b>Medical Diagnosis / Condition</b>	
<b>Contact Information</b> <b>Family Contact 1</b> Name _____ Telephone (work) _____ Telephone (home) _____ Telephone (mobile) _____ Relationship to child _____	<b>Family Contact 2</b> Name _____ Telephone (work) _____ Telephone (home) _____ Telephone (mobile) _____ Relationship to child _____
<b>Clinic/Hospital Contact</b> Name _____ Telephone _____	<b>GP Contact</b> Name _____ Telephone _____
<b>Describe medical needs and give details of child's symptoms</b>	
<b>Daily care requirements (eg before sport / lunchtime)</b>	
<b>Describe what constitutes an emergency for the child and the action to take if this occurs</b>	

**Form continues overleaf**

**Medicine to be in original container with label as dispensed by the pharmacy**

<b>Name of Medicine (as described on the container)</b>	
<b>Dosage</b>	
<b>Time to be given</b>	
<b>Are there any side effects that the school should know about?</b>	
<b>Who is responsible in an Emergency: (different for off-site activities)</b>	

I understand I must deliver the medicine safely to **the school office**.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to **appropriately trained** school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Date** \_\_\_\_\_

**Review Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Headteacher's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**This will be reviewed at least annually or earlier if the child's needs change**

