

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

18th June 2021

Dear Parents & Carers

Year 6 Hilltop Residential Trip – 20th – 22nd July 2021

If you have any payments outstanding for the Hilltop trip, please arrange payment as soon as possible. Please be aware that your child will not be able to attend the trip if any money is outstanding. The coach will be collecting the children from St Neots Football Club's car park at 8.30am on Tuesday 20th July. Please ensure your child is at the collection point by 8.20am 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. If you are unable to provide a packed lunch and would like the school to provide one, please complete the form below and return it to the school office **no later than 9th July**.

The children are expected to return to school on Thursday 22nd July at approximately 4.10pm, traffic permitting.

Please complete and return the attached Parental Consent and Personal Information form and return it to the school office as soon as possible, but no later than **25th June**. If your child has an allergy or food intolerance you **must** complete the attached Special Diet Request Form G. Please also ensure that you have read the attached Hilltop Parents Covid Information sheet attached to this letter. 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.

If your child has medication they need to take it with them, this must have their name on it, be in the original packaging, state the dose to be given/frequency and must be handed to Mr Clipsham, Miss Swinburne, Mrs Fairbrass or Miss Chapman on arrival at the Football Club. Any medication should have already been disclosed on your permission form. You will need to complete an Administration of Medication form for each medicine. These are available from the school office.

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.

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



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



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

To: The Round House Primary Academy, School Drive, St Neots. PE19 6AW

Year 6 Residential Trip to Hilltop

Child's name _____ Class: _____

My child requires/does not require* a packed lunch for the trip to Hilltop on 20th July (*Please delete as applicable)

Signed _____ Parent/ Carer



HILLTOP PARENTAL CONSENT & PERSONAL INFORMATION



(Treated as Confidential Once Completed)

Please complete each section of this form in full and return it to your Group Leader

Group Name: _____ Date of Visit: _____

Child's Personal Details

Child's Name: _____ Gender: _____ Date of Birth: _____

Doctors Name, Address & Phone number: _____

National Health Number: _____ Date of last Tetanus vaccination: _____

Name & Address of person to contact in an **emergency**: _____

Telephone Number of person to contact in an **emergency**: _____

Name, Address & Phone Number of Parent/Guardian (if different to above) _____

Dietary requirements please tick relevant boxes below (*Halal and Pescatarian diets will be catered as vegetarian*)

Vegetarian Vegan Dairy Free Lactose Free Diabetic Coeliac

Other please specify below: _____

Does your child have a Food Allergy or Intolerance: NO YES If YES, you **MUST** complete a **Special Diet Request Form G** and return this with a copy of any relevant Care plan for your child.

Medical Information

Existing ailments can be exacerbated or increase the risk of further injury, some minor physical exertion will result in participating in the course. Please provide specific relevant health or medical information.

Please tick if your child has or is currently suffers from any of the following:

Allergies Asthma Back/Neck Problems Diabetes Epilepsy Heart Problems

Joint Problems Raised/Low Blood Pressure Bone weakening condition Other

Please give more detail if you have ticked any of the above _____

Does your child take medication? Yes / No If YES please state condition _____

Dosage Required: _____

Has a medical doctor advised your child to limit or restrict their physical activity in any way? Yes / No

Are you aware of any other condition that limits your child's ability to take part? Yes / No

If you have answered YES to any of the questions above, please explain _____

In signing this form, you:

1. Agree for information detailed within this form to be shared with Hilltop and third-party sub-contractors Hilltop engage for the purposes of providing the service.
2. Give your consent as the Parent or Guardian for this child to attend the course and to be given first aid and medical assistance as necessary.
3. Ensure the child attending (named above) understands it is not compulsory to attempt the activities.

Hilltop has public liability insurance of £10 million. This does not cover you for loss or damage to personal property or personal injury. Hilltop pays particular attention to safety but as with all outdoors activities there is a small inherent risk of minor injury. We advise you to confirm with the leader of your group that they have organised adequate insurance cover for this type of event including cancellation and curtailment cover.

Signed by Parent/Guardian: _____ Date: _____

Print name Parent/Guardian: _____

Group Leader to ensure this form is fully completed, information within this needs collating onto the Hilltop collated Medical (Form C) and Dietary forms (Form D) before sending to Hilltop. This form needs to be in the possession of the group leader for the duration of the visit.



HILLTOP SPECIAL DIET REQUEST



(Treated as Confidential Once Completed)

Please note that this form is NOT to be used for general likes or dislikes






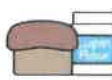






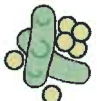


Once complete you MUST attach any relevant Care Plan and return it to your Group Leader who will submit it to Hilltop

Group Name: _____ Date of Visit: _____

Name: _____ Gender: _____ Date of Birth: _____

Hilltop is happy to assist you with any food allergies or dietary restrictions and suitable alternatives will be provided. While we make every effort to ensure that meals are allergen free, we cannot guarantee this, as airborne contaminants may exist or due to manufacturer substitution beyond our control.

Please to confirm all food allergies that apply from the list below in line with Food Standards Agency guidelines

 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 Lupin <input type="checkbox"/>	 Milk <input type="checkbox"/>	 Mollusc <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Other Nuts <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur Dioxide <input type="checkbox"/>	 Tree Nuts <input type="checkbox"/>

Other: _____

How are they affected if they come into contact with the allergen, please tick the appropriate box:-

By Taste by Touch by Smell

What is the severity of the reaction?

Mild Life Threatening

Is an Auto-injector required?

NO YES

If YES, include Auto-Injector Brand

EpiPen Jext Emerade

Is there a Care plan in place? NO YES If YES, please ensure details of Care plan are given to group leader

Please advise below if the group can continue to eat these foods in the dining room or if any foods need to be removed for the whole group? _____

Signed by Parent/Guardian: _____ Date: _____

Print name Parent/Guardian: _____

Group Leader to ensure this form is fully completed, information within this needs collating onto the Hilltop collated Dietary forms (Form D) before sending a copy of both forms to Hilltop. This form needs to be in the possession of the group leader for the duration of the visit.

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
Outdoor shoes/boots/trainers (2 pairs)
Wellingtons

Shorts (May to September)
Indoor clothes for meals and evenings
Indoor shoes or slippers (not slipper socks).
Hair bands if needed
Water bottle

3 sets of old clothes
Personal wash items, towel & toiletries bag
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
- Fleeeces/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