

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

8th January 2021

Dear Parents and Carers

Thank you for your patience and understanding this week. As I am sure you will appreciate, there has been a lot to organise and my staff have all worked tirelessly to put effective plans together as quickly as possible. We realise that this is a very difficult situation for Parents, Carers and children and is certainly not one of our choosing.

I would like to take this opportunity to remind everyone of the existing measures we have in place in school and advise you of any new measures we have added for the duration of this latest lockdown.

Apologies for the length of this letter, but there is a lot of information we need to pass on to you. A separate letter will be sent to you with all the information you require in respect of home learning and the loaning of laptops. If your child is in school, you may still wish to complete a Home/School Agreement for your child to ensure that if they have to isolate at any time, they will be able to access the home learning. Please remember that your child will not be able to access the Zoom lessons if we have not received your signed Home/School agreement or your emailed confirmation that you agree to it's terms. These need to be returned by 3.15pm today for us to be able to process the information ready for Monday. We will process late forms as quickly as we can. Please be aware that we have not done this form of remote learning before and we are expecting some teething problems. We welcome constructive feedback (preferably by email) on how we can improve the sessions.

I will be holding a brief live YouTube assembly at 9.05am on Monday 11th January for both the children in school and the home learners. The link to this assembly is:

<https://youtu.be/HTrhFpP2Nnl>

Please note that we will be reducing the number of Facebook posts so that important posts don't get lost amongst the other posts.

Please ensure that if any of your contact details have changed, you have notified the school office. Please also let us know of any concerns or information relating to your child that it would be useful for us to know.

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Please be aware that Parents are not allowed in the school except for exceptional circumstances.

The school day runs from 8.45am until 3.15pm for all year groups. Children in Reception or KS1 should be dropped off and collected by only one adult, who should observe social distancing guidelines at all times and should use the gate allocated to your child's year group:

EYFS Gate (near Pre-school)	Main Gate (Oliver Way)	Year 6 gate (near the office)
EYFS	Y4	Y6
Y1	Y3	Y5
	Y2	

To make social distancing easier in the mornings, parents will be asked to leave KS2 children at their allocated gates, where they will be met by members of staff to facilitate their transition into the classroom.

Should you have children with multiple drop off or collection points please choose the least busy gate.

If your child is learning at home, please can we ask that they do not come to the school gates at the end of the day to say hello to their friends who are in school. If they are taking their exercise at this time, please ask them to avoid the area near the school.

Should you need to get a message to your child's class teacher, please email (preferable) or telephone the school office, who will take a message and will arrange for the relevant person to contact you. We would also ask that all bags, water bottles, packed lunches etc. are sent in with your child and not brought to the office later if at all possible.

In the afternoons, children in Years 3 and 4 can be collected from their classrooms (I would ask that parents are respectful of social distancing guidelines and reminders have been placed around the school grounds).

To reduce the number of adults on the school grounds, I would ask, where possible, that the children in Years 5 and 6 be allowed to walk home from school on their own.

All KS2 children can walk home from school on their own so long as they have permission from their parents to do so. Please complete the attached form and email it to office@roundhouse.cambs.sch.uk to give consent if you have not already done so.

Please ensure that every child brings in their own water bottle with them every day. Please however try and reduce bags coming into school to a minimum. If there is any problem with doing this, please email the school office.

Important General Information

1) Minimise contact with anyone who is unwell by ensuring that individuals who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell (anosmia), they will be sent home and will be required to be tested for Covid-19. In the event of a positive test, we will follow the advice of Public Health England.

We will actively engage with Track and Trace, so please be aware that these are the definitions of close contact that Public Health England will be using:

- face-to-face contact of any duration (less than 1m away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with the case
- spent more than 1 minute within 1m of the case
- spent more than 15 minutes within 2m of the case

2) Clean hands thoroughly more often than usual.

We are already very good at this at The Round House Primary Academy. However, we will continue to facilitate good hand hygiene and will build routines into school culture to promote handwashing with soap and water for at least 20 seconds at various intervals across the school day, particularly but not limited to, after coming into school, after coughing or sneezing, before and after handling or eating food and after going to the toilet.

3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

The children will be encouraged to use this approach, when coughing, sneezing and blowing noses, any tissues used will be disposed of into lidded bins in the classrooms.

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

Over the course of the school day, staff will ensure that surfaces and equipment is cleaned thoroughly. The children will be provided with a plastic wallet containing pencils, a rubber, a pencil sharpener, a ruler, some coloured pencils. These items will stay in school. Children may bring in book bags, but please reduce to a minimum.

5) Minimise contact between individuals and maintain social distancing where possible.

Children will be in a 'bubble' which will consist of their year group, however for most of the school day the children will be in their class. The Trust Board has limited the class size to 15 pupils. Interaction and contact between bubbles will be minimised during the school day. Equipment may be shared but will be cleaned more thoroughly after use. Adults will attempt to stay 2m away from other adults in school and will try to keep their distance from children as much as possible. Elsewhere in school, groups will be kept apart and movement around the site will be kept to a minimum. Large gatherings

such as assemblies or parent events will not be permitted. Nor will we run teacher led after school clubs at this time. There will be staggered break and lunchtimes. Hot school dinners will be provided for those that require them. Not all children will be able to eat their lunch in the hall, due to social distancing guidelines, however we are endeavouring to ensure that lunchtimes are as seamless as before. Our Catering company have had to make a few changes to the menu for the period of this lockdown and I have attached a copy of the new menu.

6) Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff will not require PPE beyond what they would normally need for their work. However, in very small cases including where a young person becomes ill with coronavirus (COVID-19) symptoms whilst at school, and if a distance of 2m cannot be maintained, staff may don a visor or full PPE to support them.

Breakfast and after school club

We are still able to offer breakfast and after school clubs in Magpies . These will be in two bubbles a EYFS/KS1 Bubble and a KS2 Bubble. The children will be socially distanced. If you require this facility, please email magpies@roundhouse.cambs.sch.uk

Reading books for children in school

We will be able to send reading books home with your child, but these will be cleaned more regularly and will be stored for a few days between home and school.

Reading books for home learners

We have created a weekly pick up / drop off of reading books for children at home. The pack will also include paper copies of some home learning materials, so please come to collect this first week. It will start on Tuesday 12th January. Parents are to come to the area outside the school office reception (please queue on the 2m marks along the fence if necessary, and please wear a mask or face covering). Only come during your child's Year group pick up time, as we are not mixing resources, or bubble families.

There will be one table on the left as you come in the gates, for dropping off books you currently have at home. Then move across to the table on the right of the entrance doors to collect a pack of books.

Reception and KS1

You will be given a plastic packet of 4 reading books. We will need the pack of books to be **returned anytime on Fridays**, so they can quarantine in time for being collected each Tuesday. There will be clearly marked boxes outside for the returns.

Tuesday collection times:

Reception	12.45pm to 1.15pm
Year 1	1.30pm to 2.00pm
Year 2	2.00pm to 2.30pm

KS2 children

You will be given a pack of two AR reading books. They can be returned and exchanged every Tuesday. Please try each book and log on to the AR website to sit your quiz <https://ukhosted45.renlearn.co.uk/3406764/>

Wednesday collection times

Year 3 12.30pm to 1.00pm

Year 4 1.00pm to 1.30pm

Year 5 1.30 pm to 2.00pm

Year 6 2.00pm to 2.30pm

In the meantime, remember there are lots of free reading books online in the eBook library at oxfordowl.co.uk

We look forward to handing out LOTS of reading books next week. Thank you for your support and help with reading.

P.E. Timetable

If your child is in school they will need to come into school in their P.E. kit on the days that they have P.E. Please ensure that they have tracksuit bottoms and a warm jumper to wear for P.E. as this will be taking place outside. The P.E. days are:

Reception	Tuesday
Year 1	Thursday
Year 2	Wednesday
Year 3	Monday
Year 4	Thursday
Year 5	Friday
Year 6	Friday

Outdoor playground equipment

Outdoor playground equipment will be used but will be cleaned thoroughly and frequently.

Any outdoor equipment must only be used when supervised and should not be used by children and families before and after school

Stay safe and well.

Yours sincerely



Mrs Tracy Bryden

Executive Headteacher

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

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

I hereby authorise my child:

Class:

To walk home from school at the end of each school day.

Signed:

Print Name:

Date: