

# 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

4<sup>th</sup> September 2020

Dear Parents and Carers

I am looking forward to seeing all the children back in school next week. Please remember that only KS2 children will be returning to school on Monday 7<sup>th</sup> September and KS1 children will join them on Tuesday 8<sup>th</sup> September.

Further to my letter of 17<sup>th</sup> July, I have now made a few adjustments to the arrangements for the children coming into and being collected from school, based on the latest advice received.

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

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 adhere to the timings and locations for drop off later in this letter.

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 multiple drop off or collection times you should bring all of your children in at the earliest drop off time and collect them all at the latest time. Please note that children will not be able to leave their class early due to a sibling finishing earlier. This should discourage people from hanging around in the playground.

Should you need to get a message to your child's class teacher, please email 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.

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



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](mailto:office@roundhouse.cambs.sch.uk) to give consent.

Please ensure that every child brings in their own water bottle with them every day. If there is any problem with doing this, please email the school office.

Below is a reminder of the points in my earlier letter:

**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 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, scissors and a glue stick. These items will stay in school.

Children may bring in book bags. Children in Years 2, 3, 4, 5 and 6 will need to bring in their P.E. kit as they will need to change for their P.E. lessons. EYFS and Year 1 will be allowed to come into school in their P.E. kit on the day P.E. will take place (you will be advised which day P.E. will take place on during the first week of term).

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

Children will be in a 'bubble' which will consist of their year group. Interaction and contact between bubbles will be minimised during the school day but within the bubbles, we will not ask the children to socially distance themselves. 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. This will allow staff to move around and teach in different bubbles, helping to ensure that all pupils will benefit from their specialisms and our curriculum can be as broad and exciting as ever.

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 during the Autumn term. 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.

**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 full PPE to support them.

## Timings

Please find the timings for the school day below. We would ask you to adhere to these as much as possible, so that we can avoid congestion at the school gate. Only one adult per child and please avoid bringing additional children where possible.

There are white lines both on the playground and outside the school at 2m intervals, please use these as a guide when dropping off and picking up your child/children.

<b>EYFS Gate</b> (near Pre-school)	<b>Main Gate</b> (Oliver Way)	<b>Year 6 gate</b> (near the office)
EYFS - 9.00	Y4 – 8.40	Y6 – 8.40
Y1 – 8.40	Y3 – 8.55	Y5 – 8.55
	Y2 – 8.55	

<b>EYFS Gate</b> (near Pre-school)	<b>Main Gate</b> (Oliver Way)	<b>Year 6 gate</b> (near the office)
EYFS – 3.15	Y4 – 3.15	Y6 – 3.15
Y1 – 3.05	Y3 – 3.30	Y5 – 3.30
	Y2 – 3.30	

## Breakfast and after school club

We will be able to offer breakfast and after school club in Magpies from September. These will be in two bubbles a EYFS/KS1 Bubble and a KS2 Bubble.

Please advise the office if you require use of this facility.

## Reading books

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

## 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

We are looking forward to welcoming **Key Stage 2 pupils** back to school on **Monday 7<sup>th</sup> September 2020** and the rest of the school back on **Tuesday 8<sup>th</sup> September**.

I am looking forward to seeing all the children next week.  
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: .....