

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

2nd February 2024

Dear Parents and Carers

We would like to welcome you to The Round House Primary Academy now that your child has started in our Pre-school. Please find below some information which we hope you will find useful.

Pre-school sessions run from 9.00am to 12pm or 12pm to 3.00pm. Please wait at the gate nearest to the Pre-school where you will be greeted by a member of staff. If you arrive after the gate has been closed, please come to the door at the main school office to drop off your child. Please be aware that you may have to wait a short time if the staff are busy. Please can we also ask you not to look through the Pre-school windows and try to attract the children's attention as you are passing as it is distracting for the children.

If your child is not attending Pre-school for any reason, please either email the school office on pre-school@roundhouse.cambs.sch.uk or leave a message on the school answerphone, 01480 479890 Option 1, to let us know the reason for their absence. We would ask you not to send your child to Pre-school if they are unwell and if they have suffered from diarrhoea or vomiting, then they should not attend Pre-school until 24 hours have elapsed since their last episode.

Please note that we are a nut free school and that it is really important that no nuts or nut products are sent into Pre-school.

We are not allowed to administer antibiotics or pain killers such as Calpol or Nurofen to children in Pre-school. If your child requires medication such as an inhaler/epi-pen whilst in Pre-school, please speak to the school office as we have paperwork that will need to be completed.

Please ensure that your child keeps a pair of wellies in Pre-school and that they have a waterproof coat, sun hat and water bottle with them every day. The children go outside in all weather and it can be a bit windy in the playground. In Summer we ask that you apply sun screen before your child comes to Pre-school each morning.

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



If your child is not eligible for funding and you are paying for all or some of their sessions, we record the sessions and the charges incurred on our management information system called Arbor Education. Please note that we do not post/email invoices. The easiest way to access this is via the Arbor app which is available for both Apple and Android devices or via the Arbor Parent Portal online. You will need to look for The Round House Primary Academy and will need to use the same email address that we hold for you. Please speak to the school office if you need any assistance with this. Fees for sessions that are not covered by funding are payable monthly and failure to pay could lead to your child's place at Pre-School being withdrawn. Please also note that one month's notice is required if you want to amend your child's sessions or are leaving Pre-school.

Sorry for the delays in setting up Tapestry, due to settling in the children and staff absences. You will soon receive an email from Tapestry asking you to activate your account. Please do this as soon as possible, if you haven't already done so, in order that you can see the observations, photos and videos of the children taken at Pre-school which builds a picture of their learning. You can comment on new entries and we actively encourage you to contribute to your child's account and would love for you to share your child's successes from home.

We send out regular newsletters to keep you up to date with what the children are doing in Pre-school and regularly update our closed Pre-school Facebook group which can be accessed by following this link:

<https://www.facebook.com/groups/1951319635267284>

Please be aware that only parents, carers and staff will be accepted into the group. Photographs of your child will only appear in this group if you have given full photo permission on their admission form.

We hope that your child will enjoy their time at Pre-school, however if you have any queries or concerns, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Bryden', with a horizontal line underneath.

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