

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
Headteacher: Mrs Holly Bates Bed NPQH

9th September 2024

Dear Parents & Carers

Welcome to The Round House Primary Academy. We are delighted that you have chosen to send your child to our school and we look forward to working with you as they embark on their journey through primary school.

We hope this letter will give you some useful information about the routines at our school.

The school gates open at 8.30am and the classroom doors open at 8.35am, so that the register can be taken promptly at 8.45am. Gates are closed promptly at 8.45am. All year groups finish school at 3.15pm. Members of the Senior Leadership Team are available on the gates at the beginning and end of the day. Please come and speak to us if you have any questions.

If your child is not attending school, due to sickness or a medical appointment etc., please telephone the school office (01480 479890) and leave a message on the absence line (option 1) stating your child's full name, class and the reason for the absence. If your child has an appointment and will be returning to school in time for lunch, please let us know their menu choice for that day as this has to be ordered first thing. We do ask for evidence or appointments for our records. Please be aware that if your child has suffered from diarrhoea or vomiting, then they should not attend school until 24 hours have elapsed since their last episode.

We use a management information system called Arbor Education which can also be used by parents and carers to book parent consultation appointments, pay for dinner money and trips etc. The easiest way to access this is to download the Arbor Education app, which is available for both Apple and Android devices. You will need to search for The Round House Primary Academy and then use the email address that we have registered for you as your username. If you then press forgotten password, you will be emailed with a link to sign up. If you have any issues with this, please do speak to the school office.

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals, funded by the Government. There are 2 menu choices each day, and the children choose which option they would like each morning. Please note that no nuts should be brought onto the school grounds due to some children having severe allergies.

Please can you ensure that your child brings in a water bottle, sun hat (in the Summer) and an appropriate coat every day.

The Diamond Learning Partnership Trust is a company registered in England and Wales.
Registered Company Number: 8062508. Registered Office: Andrew Road, Eynesbury, St Neots, Cambs. PE19 2QE

We have a closed Facebook group that is only open to parents and carers. A request to join this group can be made using the following link:

<https://www.facebook.com/groups/174126432774895/?fref=ts>

The page is updated regularly with photographs and information of news and events.

We run staff led after school clubs for the children in Year 1 to 6, which change each term. The clubs do not usually run for the first couple of weeks of term or on the last week of term. Children in Reception will be able to sign up for these clubs in the Summer Term.

We ask parents and carers of children in Year 1 to Year 6 for an annual contribution of £21.00, which can be paid via the Arbor Education app, (it is found in the Trips section of Arbor). This goes towards our after-school clubs and visitors that we invite in to school to deliver such things as History Off the Page, St Neots Football sessions, curriculum workshops, special assemblies, specialist sports/arts sessions etc. This means that parents and carers are not inconvenienced by frequent requests for small amounts of money and does work out cheaper than paying per activity. Payment can be made termly and if you join the school later in the year, payment is only requested for the terms your child attends school. As the children in Reception have less visitors whilst they settle into school, they only pay for two terms from January.

Please be aware that there is lots of information on our website www.roundhouseprimary.co.uk

A Headteacher newsletter is sent each month and a curriculum newsletter is also sent at the start of each term. Copies of our newsletters, and general letters are put in the 'Parent' section of our website, together with information such as term dates, lunch menus, uniform and regarding our Magpies Out of School Club.

If you have any queries, please do contact the school office or speak to a member of the leadership team on the gates.

Yours sincerely



Mrs Holly Bates

Headteacher

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