



Telephone | Ffôn: 02920 499549 📞
Email | Eboost: roathparkprm@cardiff.gov.uk ✉

Ref: HT/Oct2

Date: 10.10.2025

Dear RPPS Families,

Today is World Mental Health Day - an international day for global mental health education and awareness. Given the age and developmental stage of our pupils, emotional and social wellbeing will always be of the highest importance to us. Learning linked to worries, feelings and emotions is woven **throughout the school year**.



Our school thrives on the outstanding community we serve – please come and chat if you'd like some advice or support.

Yearly Planner - UPDATED

We noticed that the email address for Mrs. Watts (Year 1 Teacher) was incorrect on the Yearly Planner. I have corrected this and updated the version on our website.

It can be found here: [YEARLY PLANNER 2025-26 NEW](#)

School communication / platforms

We understand that some parents / carers feel there are too many communication and engagement platforms here at school. We currently use;

- Schoop (1-way communication app)
- Seesaw (parental engagement app)
- ParentPay (school meals and other payments)

Cardiff Council are in the process of introducing an app called 'Arbor' which will incorporate some of the features above. Until we move over to Arbor, we urge parents / carers to subscribe to apps, check correspondence and continue ordering items via ParentPay.

Stay and Play / Parents Evening Events

Stay and Play events for Nursery, Reception and Year 1 children were very well attended. It was great to have families in school, joining in with learning and play.

Year 2 and Year 3 Parents Evening events are scheduled for next Tuesday 14th October and Wednesday 15th October. Emails were sent out earlier this week – please ensure that you have booked a slot for your child / children.

Year 4, 5 and 6 Parents Evening events are scheduled for week beginning 20th October. Links to book appointments will be shared early next week.

“Living Together, Learning Together, Growing Together” | “Byw Gyda’n Gilydd, Dysgu Gyda’n Gilydd, Tyfu Gyda’n Gilydd”

Headteacher | Pennaeth: Mr. Lewis Fitzgerald
Deputy Headteacher | Dirprwy Bennaeth: Ms. Jane Marker
Website: <https://www.roathparkprimaryschool.co.uk>
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Miss James (Class 6J) will offer Parents Evening appointments from Monday 20th until Wednesday 22nd October between 3.45pm and 5.25pm (*due to childcare arrangements*).

All other classes (Y4-Phillips, Y4-Kent, Y5-Loizos, Y5-Owen and Y6-Lewis) will take place on Tuesday 21st October and Wednesday 22nd October between 3.45pm and 6.15pm.

Glow Disco

Our annual 'Glow Disco' is on Thursday 23rd October. Entry cost is £2 per child – cash only. A drink, snack and face painting is included in the price.

Years 1, 2 and 3 will be from 3.45pm until 4.45pm. **Please collect your children as normal and escort them to the school hall for the start time.**

Year 4, 5 and 6 will be from 5.00pm until 6.00pm. Drop off is from 4.45pm until 5.00pm – via the blue double gates on Pen-Y-Wain Road.

All children (except Year 6 pupils with consent) are to be collected by parents / carers) at the finish time(s) listed above. Please collect from the blue double gates on Pen-Y-Wain Road.

School photographs – individual and sibling

Individual and sibling photographs are scheduled for Friday 24th October 2025. These will be taken and supplied by Colorfoto. Following your feedback, we will look at alternative providers for next year.

Breakfast Club

Today was the last day to express an interest in Free Breakfast Club provision. We will share the outcomes early next week.

Building Update

Earlier this week, I share positive news regarding essential works to repair our school building. You can find this here: [BUILDING UPDATE - OCTOBER 2025](#)

ParentPay

School meals and trip payments are already on ParentPay. We will be moving snack payments for Nursery – Year 2 over to ParentPay within the next two weeks.

There is no app for this platform – access via the website: <https://www.parentpay.com/>

Miss Trask – Reception

Miss Trask, one of our Teaching Assistants in Reception, will depart Roath Park at the end of next week. Miss Trask has been successfully appointed as a School Attendance Officer for Cardiff Council.

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Staff, parents / carers and children who know Miss Trask will understand how much we will miss her. However, we are also very proud of achievement and know that she will be brilliant within the role. Please join me in thanking Miss Trask and wishing her the very best in her new role.

Recurring information – marked with *

*** Notification of absence due to illness**

All notifications of absence due to illness need to be reported to the School Office. This can be done via email roathparkprm@cardiff.gov.uk or call 02920 499549 (option #0). If there is no answer, our Office Team will be busy attending to something else so please leave a voicemail.

*** Attendance and Punctuality**

School starts at 8.55am and finishes at 3.30pm. We thank you for arriving at school on time and have noticed a big improvement in lateness / punctuality.

Any families arriving after 9.05am will be asked to come into the school office and sign their children into school. Additionally, families will be asked to sign children out if they are collected within the school day e.g. appointments. These measures help us to know the whereabouts of pupils.

*** ParentPay – ordering meals**

School meals should be ordered through the ParentPay website - please note that there is not a Parentpay app. Meals should be ordered at least a week in advance and are **free**.

*** Notification of holiday leave**

The school does not 'authorise' leave for holidays. As per Cardiff Council policy, holidays during term-time count as an unauthorised absence from school.

If you are planning on travelling during term-time, we kindly ask that you notify me (LFitzgerald@roathparkprm.co.uk) of your plans including your child's name, their class, dates of travel and location. I will acknowledge your notification with a generic response.

It is important to note that per Cardiff Council policy, children cannot miss more than 20 school days per school year. If this rule is not followed, the school may need to offer your child's place to those on our waiting lists.

It is also important to acknowledge the importance of good school attendance and its impact on your child's learning. The benchmark for attendance across the school is **97%** which equates to attending school on 189 days out of a possible 195 days.

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*** Parentpay – other transactions**

Experiences, trips and visits are paid for through Parentpay. All experiences, trips and visits require a voluntary donation from families. We try our best to keep costs low and manageable throughout the school year.

However, if the school does not receive enough money to cover the costs associated with the experience, trip or visit, this may result in cancellation.

Breakfast Club fees are just about to be moved over to Parentpay and we are working with Cardiff Council to bring about change to our Breakfast Club offer. I will share more information with you once I have it.

*** School uniform**

Our school uniform colours are;

- We'd prefer all children to wear dark shoes/trainers
- Dark trousers / shorts / skirt / jogging bottoms (black or grey)
- White or royal blue polo shirt
- Royal blue jumper / cardigan / hoody / fleece

Uniform with the school logo is available to purchase from the school office – please see Mrs. Wellbeloved. Polo shirts without the school logo can be bought from local supermarkets or clothing outlets. We understand the cost associated with buying school uniform so we offer 'pre-loved uniform' for a voluntary donation. Please check whether you are eligible for support to purchase school uniform and essentials here: [Cardiff Council - School Essentials Grant](#)

*** School uniform – PE/Games**

On days where the children have PE/Games, they should wear appropriate clothing to school.

Summer / warmer months – shorts, t-shirt, light jumper, light jogging bottoms

Winter / colder months – hoody, fleece, thicker jogging bottoms, gloves

We do not expect children to wear sports kits or activewear to school on any other days than when they have PE/ Games lessons. Teachers will communicate if there are trips / days where this is permitted.

*** Application for 'Free School Meals' status**

Free School Meals status should not be confused with the Universal Primary Free School Meal offer in Wales.

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* **Free School Meals** – I would advise **all families** to check eligibility and apply for FSM status for your child(ren) here: [Cardiff Council - Apply for 'Free School Meals' status](#)
As well as free school meals (see below), there are a number of benefits associated with applying for FSM status.

* **Universal Primary Free School Meal offer** – this applies to **all** pupils from Reception to Year 6. It is a Welsh Government-funded initiative which is not means-tested. Therefore, all pupils are eligible under the current Welsh Government offer. The offer only covers school meals.

School successes

Triathlon: Liv (Year 4) completed a junior triathlon at Maindy Leisure Centre. She won a medal for completing the course, finishing 4th out of 12 people.

Dance: Layla (Year 5) and Liv (Year 4) recently performed in a dance show at the Utilita Arena.

Hockey: Archie (Year 4) competed in his first hockey tournament for Cardiff Met Hockey Club. He scored two goals and his team was undefeated to win the Cyncoed Cup.

Karate: Noor (Year 4) competed in the Welsh Karate League and won the gold medal in Kata. She is currently top of the Welsh Karate League.

Fundraising: Noor (Year 4) and Shems (Reception) took part in a fundraising walk and raised £500 for the children of Gaza. They were awarded medals and certificates.

A huge well done to each of you for your fantastic achievements – we are extremely proud of your efforts in school and outside of school. Thank you to parents / carers who have shared these achievements – I look forward to reading more as the year goes on.

Many thanks for your continued support,
Mr. L Fitzgerald

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