



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

Ref: HT/Sept1
Date: 11.09.2026

Dear RPPS families,

I hope this email finds you well. We will be uploading newsletters to our website in due course but for now we will share important information with you via email. Shorter messages will be displayed in the Arbor app.

Return to school

I return to school full-time next week following a brief period of paternity leave. Ms. Jane Marker (Deputy Headteacher) has been carrying out the role of Deputy Headteacher and Headteacher in my absence and has done a brilliant job. I'm very grateful to have spent quality time with my family in the knowledge that your children and the school community would be looked after by Ms. Marker and the rest of our team. Thank you everyone.

Arbor Parent App - IMPORTANT

Cardiff Council's roll out of Arbor as a 'Management Information System' for all schools in Cardiff began earlier this year. We are now fully moved over to Arbor and this includes our communication channels. We need ALL registered parents / carers to have downloaded the Arbor Parent App (we are currently at 86%). If you haven't done this already, follow the instructions below.

Log in here: [Log in to your School | Arbor](#) with the email address we hold for you at school
Click on the forgotten password link to change your password
Log in with your new password
The new password will also work in the Arbor Parent app

Childminders or other family members will not be able to access your child's Arbor profile as they are not registered as 'guardians'. It is the responsibility of parents / carers to check and monitor this platform.

Arbor is a new platform so we appreciate your patience as we work through some issues. It is anticipated that other school / home platforms such as ParentPay will merge with or be replaced by Arbor in the future.

“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>
Official Twitter: @roathparkprm



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Yearly Planner

Our Yearly Planner includes all the key dates and information you need. We recommend printing this off and keep it somewhere central at home. Click here for access: [Yearly Planner 2026-27](#)

Attendance and Punctuality

School starts at 8.55am. We shared the locations for drop-off and collection last week – please ask a member of our team if you are unsure where to go.

We have had some children arrive to school late. We will ask you to come into the school office and sign your child in if you arrive late – this is to ensure that we are aware your child has arrived in school safely. On a couple of occasions last year, children came into school after registers closed and did not report to the school office.

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.

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 – ordering meals

All orders are processed through this link: [ParentPay](#)

School meals MUST be ordered in advance as our school cooks need to know how many meals they need to prepare. We recommend completing orders at least a week in advance and this can be done up to three weeks in advance.

Please call 02920 499549 if you require any support with ParentPay.

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

All pupils have come back to school looking really smart. Our school uniform colours are;
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: [School Essentials Grant - Cardiff Council](#)

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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.

Free School Meals – I would advise all families to check eligibility and apply for FSM status for your child(ren) here: [Free school meals - Cardiff Council](#). 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 'snack'

Snack provided by school will roll out week beginning 21st September. This will be paid through ParentPay.

Year 7 High School admissions

Parents / carers of children currently in Year 6 are invited to attend a 'Secondary Admissions' meeting at 5pm on Wednesday 30th September. Within this meeting we discuss how to apply for secondary school placements and share data we've captured. I highly advise attending this if you have any queries or are completing the application for the first time.

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School successes

Running: Sean (Year 1) completed a 2km run last Saturday and was awarded a medal.

Reading: Pen-y-Lan Library have contacted our school to notify us that many of our children successfully completed the Summer Reading Challenge. A special assembly will be held soon where certificates will be issued.

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. Lewis Fitzgerald
Headteacher

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