



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

Ref: HT/Sept2
Date: 25.09.2026

Dear RPPS families,

We've enjoyed a brilliant first month of learning with your children. I hope those who visited school this week for our 'Stay and Play' events in Nursery, Reception and Year 1 enjoyed spending time with their children. There is plenty more to come in the next few weeks and months.

Some pupils in Year 6 visited St. Fagans National Museum of Wales yesterday. They took part in the Black History Cymru 360 event which celebrated culture, heritage and changemakers shaping Wales today. Thank you to Mr Parsons, Mr Newbury and Mrs Shaz for accompanying the children at this event.

Communication channels

Whole-school communication will be shared via Arbor. Longer messages (letters, newsletters and other key information) will arrive in the email inbox of each child's named parent / guardian. We are working to share shorter messages through the Arbor app. Schoop is no longer used at Roath Park.

Across the school, learning is shared via Seesaw. Teachers will share photos and messages through Seesaw as and when they can - they will prioritise learning in class first. Year 4, 5 and 6 pupils will find some learning uploaded to Google Classroom. These pupils log into Google Classroom using their Hwb email address.

Email addresses for all Teachers, Leadership and the School Office can be found on the Yearly Planner. You can find a link to the Yearly Planner below.

Please avoid contacting Teachers via Seesaw or email outside of their working hours (8.30am – 5pm). This is in-line with our Staff Wellbeing Charter.

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](#)

"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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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.

If you are experiencing problems with ParentPay, please try logging in on a desktop device rather than a mobile device. This is proving to be a solution for some families. Otherwise, please go through the chat function on the ParentPay website.

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.

Attendance and Punctuality

Our current whole school attendance from 1st September through to today is **95.5%** - this is very good and we thank you for your support.

School starts at 8.55am. Fewer pupils have arrived at school late so far this term which has had a positive impact on learning and teaching at the start of the school day.

School building

Earlier this week members of our Governing Body and I held a pre-start building meeting with colleagues at Cardiff Council and a specialist contractor here at school. Within the meeting we discussed a project plan to carry out essential repair works to the façade (brickwork, stonework, roof and windows) at the front of our school.

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I am very pleased to share that Cardiff Council have confirmed works will begin in November 2026 and will last approximately one year. The chimney stacks and roof will be repaired first, followed by the front of the building including brickwork, stonework and windows.

We do not expect major disruption to learning during the building repair works. There will be more noise than usual, and we will try to mitigate this as best as we can.

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 in our school hall.

In 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.

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 (L.Fitzgerald@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.

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School successes

Rugby: Rex and Ziggy (Year 5) both won 'Man of the Match' for Old Illtydians Rugby Club recently.

Gymnastics, Tennis and Swimming: Gracie (Year 4) passed her level 4 gymnastics exam, moved up to Orange 1 in tennis and level 6 in swimming.

Swimming: Theo (Year 6) won 4 x gold, 1 x silver and 1 x bronze medals at the latest Cardiff Swimming Club championships.

Swimming: Lizzie (Year 5) won 6 x gold medals competing in the City of Cardiff Club Championships last weekend.

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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