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Ref: ActingHT/September 1
Date: 06.09.22

Dear RPPS Families,

We hope you have enjoyed a fantastic break over the summer holidays and cannot wait to see the children back at school tomorrow (Wednesday).

I am writing to you today with some important updates. Please feel free to forward this information to other Roath Park families so the key messages are shared as widely as possible.

INSET Days

Monday 5th September and Tuesday 6th September were staff training days where we focused on essential Safeguarding, Health & Safety and Curriculum updates and developments.

School meals - IMPORTANT

I am delighted to say that we are finally in a position to start offering school meals to children from tomorrow (Wednesday 7th September). **Initially, the school meals will only be available for pupils from the Reception cohort and anyone in school who is eligible for Free School Meals.** However, we are working with our new catering team to try and roll this out to other year groups as soon as possible.

The meals will be cooked in a temporary kitchen unit installed on the playground and transported via hot food trolleys into the school hall. All pupils will be served in the school hall and our staff will assist the children with essential skills like holding the cutlery correctly and cutting up their food. Please could all parents continue to practice these skills at home too.

Our school is not currently set up to use Parent Pay as a means for ordering school meals. We are currently working with a neighbouring school to learn how to do this. I have attached a link to the menus underneath – this is week one and they will alternate.

<https://primarysite-prod-sorted.s3.amazonaws.com/roathparkprimaryschool/UploadedDocument/8add5cbc-e3b4-46c7-8de1-a16b164c00da/rpps-school-meals-menu-2022-23.pdf>

Teachers will be asking pupils which options they'd like and their order will need to be with our cook by 9.30am each morning. For Reception pupils, the staff teams are going to be taking school dinner choices on the gate. The older, FSM children will make their choice independently as all teachers will have a copy of the menus.

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

Acting Headteacher | Pennaeth Dros Dro: Mr. Lewis Fitzgerald
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School start and end times - IMPORTANT

Year Group	Start time	Drop off point (no entry into school grounds at drop-off)
Nursery	AM: 9.00am PM: 1.00pm	Nursery gate by Caretaker's house
Reception	8.55am	Side gate on Pen-Y-Wain Place
Year 1	8.55am	Side gate Pen-Y-Wain Place
Year 2	8.55am	Middle gate
Year 3	8.55am	Double gates
Year 4	8.55am	Middle gate
Year 5	8.55am	Double gates
Year 6	8.55am	Double gates

Collection locations and rules – IMPORTANT

Year Group	Finish time	Entry point	Collection point
Nursery	AM: 11.30am PM: 3.30pm	Queue up at Nursery gate by Caretaker's house	Nursery gate by Caretaker's house
Reception	3.30pm	Middle gate	Bottom of ramp outside Reception classrooms
Year 1	3.30pm	Middle gate	On middle playground near football pitch
Year 2	3.30pm	Middle gate	On middle playground outside Mrs Burnett's classroom
Year 3	3.30pm	Middle gate	Behind school hall on ramp
Year 4	3.30pm	Middle gate	On ramp outside Main Reception
Year 5	3.30pm	Back gate	On ramp near bike storage
Year 6	3.30pm	Back gate	On astroturf unless permission is given to walk home

- Family members aged 16+ should always collect the children
- Family members aged 15+ with consent from the school can collect siblings / cousins etc. (forms are available from the school office).

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Attendance and punctuality - IMPORTANT

Where a child does not come to school and we haven't received a call, email or voicemail we will be contacting parents straight away as part of our 'first response' strategy. We urge all parents to contact us if your child is unwell or cannot attend school and we will assist you where we can.

It is also VITAL that you arrive to school on time. Our class registers will be shut at 9.05am meaning that any pupils who arrive after this time will be marked as absent. The benchmark for attendance across the school is 97% which equates to attending school on 189 days out of a possible 195 days.

SCHOOP – IMPORTANT

Class groups have been changed today to reflect the 2022-23 year groups and teachers.

PLEASE ensure that you are subscribed for the correct class ASAP. Go to My Schoop > Roath Park > Settings > Change Groups. This is the way we communicate with our families.

If you are a new Schoop user, the Schoop Channel is **4303**.

Family Planner

I've sent this out a couple of times already but here is a link to the Family Planner for 2022/23. Please download it and refer to it throughout the year. Dates and events are subject to change but we will resend the document if changes are made.

<https://primarysite-prod-sorted.s3.amazonaws.com/roathparkprimaryschool/UploadedDocument/5c3fdcc0-a156-4952-9311-fa354c3bf19c/family-planner-2022-23.pdf>

Parent Governor Vacancy

We have a vacancy for a Parent Governor. If you would like more information on what this role entails / meeting schedules, please do not hesitate to contact me lfitzgerald@roathparkprm.co.uk

Thank you for your continued support – we are really looking forward to seeing you tomorrow.

Best wishes,

Mr. L Fitzgerald
Acting Headteacher

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