



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

Ref: HT/Sept1

Date: 09.09.2025

Dear RPPS Families,

A very warm welcome to the 2025-26 school year. Your children have settled back into school really well and I'd like to extend a special welcome to our new Nursery and Reception pupils and their families. My son has started school (Nursery) across the city within the last week so I can appreciate all of the emotions attached to this huge milestone. We are excited for a year full of learning, growth and many successes within our community.

I have messages and key information to share which can be found below. Schoop is our platform for sharing whole school messages so thank you for signing up and please encourage others to do so.

Yearly Planner

Our Yearly Planner includes all of 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 2025-26](#)

Attendance and Punctuality

School starts at 8.55am. I 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. This year we are going to 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 (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.

“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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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.

Parentpay – ordering meals

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;

- 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](#)

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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: [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

Football: Waleed (Year 2) won a medal and trophy at a football club during the summer holidays.

Reading / Gymnastics / Swimming / Tennis: Gracie (Year 3) had a very busy summer! She completed the Penylan Library reading challenge, enjoying 6 books in 6 weeks. She also achieved her Level 1 in gymnastics and completed a 400-metre swim, moving up in class. To top it all off, Gracie moved up a group in tennis – phew!

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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