



"To develop every child, every day, in every possible way"

Dear Parents and Carers,

I am writing to provide an important update on arrangements for all pupils at Albany Primary School.

The safety and wellbeing of pupils, staff and the wider school community remains our overriding priority. As a precautionary measure, the school building will remain closed while specialist engineers continue investigations and assess what further work is required before the site can be safely reoccupied.

The Council has worked closely with the school to put temporary arrangements in place so that pupils can return to learning as soon as possible. These arrangements will allow pupils to be taught by their regular teachers in dedicated classrooms, to ensure continuity in their education with as little disruption as possible.

To allow time for these temporary arrangements, including transport, staff and catering, to be completed, the school will remain closed to Nursery to Year 3 pupils on Monday 7 September and Tuesday 8 September. Full details of locations, photos and videos to help you and children understand these arrangements and to support with transition will be shared on Monday.

From Monday 7 September, pupils from Years 4, 5 and 6 will continue to attend Ysgol Groes Wen as planned but with new drop off and collection arrangements (see below).

From Wednesday 9 September:

Nursery and Reception

Nursery and Reception pupils will be temporarily relocated to Fairoak Primary School, Whitchurch Road, approximately one mile from Albany Primary School.

Parents and carers should drop children directly at Fairoak Primary School, where they will be met by their usual teachers.

Nursery sessions:

Morning: 9.00am to 11.30am

Afternoon: 12.30pm to 3.00pm

Reception timings:

Drop-off: 8.55am

Collection: 3.15pm

Years 1, 2 and 3

Pupils in Years 1, 2 and 3 will be temporarily relocated to Llanedeyrn Primary School.

Pupils will travel by bus, accompanied by school staff, to and from Llanedeyrn Primary School each day.

Years 4, 5 and 6

The previously announced arrangements for pupils in Years 4, 5 and 6 to attend Ysgol Groes Wen will continue as planned.

New Drop-off and Collection Arrangements for Years 1-6

For all pupils in Years 1 to 6, drop-off will take place at Albany Baptist Church from 8.10am. This will provide shelter in poor weather and allow children to wait safely before they travel to their temporary learning locations.

Children should be collected from Albany Baptist Church at 3.30pm.

Families with children in Year 1-6 **and** children in Reception, arrangements are in place so that older children will be supervised at Albany Baptist Church whilst they wait to be collected.

School Meals

School meals will continue as normal and should be ordered through ParentPay in the usual way.

Looking Ahead

We appreciate that this situation is disappointing and disruptive for pupils, families and staff. However, these arrangements have been put in place to ensure the safety of everyone in our school community while investigations continue and any necessary remedial works are identified.

Please be assured that we are committed to maintaining pupils' education and minimising disruption wherever possible. We will continue to keep you informed as further information becomes available.

Parent meeting

Parents who would like the opportunity to talk through the arrangements are invited to a meeting at Albany Baptist Church on Monday 7 September at 2.30pm.

Thank you for your continued support, patience and understanding during this challenging time.

Yours sincerely,

Mr Wil Howlett
Headteacher
Albany Primary School

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