Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk
County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
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Cyf/My Ref:: MG
Eich Cyf/Your Ref::

Dyddiad/Date: 30th June 2026

Dear Parents/Carers,

I am writing to provide information regarding essential works required at the school. As you will be aware, in recent years, the Council has been undertaking significant structural and remedial works to repair and restore extensive parts of the school building.

This has included investment to allow for the restoration of the roof and stonework I am pleased to share that these works are soon to be completed, and scaffolding is to be removed, bringing the play area back into use.

During completion of essential internal works, areas of dry rot have been identified which now require significant repair. Specialist contractors have been appointed and will begin work at the start of the summer holidays. Due to the nature of the issue, it is not yet possible to confirm how long the works will take, as the full extent of the damage will only be known once areas are opened up.

To ensure the safety of pupils and staff while these works are undertaken, some parts of the school will likely need to remain closed from the start of September.

If this is the case, from September, six classes (Years 4, 5 and 6) will be temporarily relocated from Albany Primary School to Ysgol Gynradd Groes-wen while the repair works continue.

These arrangements will enable pupils to continue being taught by their usual teachers, ensuring continuity in their education with minimal disruption. Pupils will travel by bus from Albany, accompanied by staff, to Ysgol Gynradd Groes-wen Primary School in Plasdwr, where they will be taught in dedicated classrooms. Children will be able to come to breakfast club at Albany and school meals will continue as normal and should be ordered via ParentPay in the usual way.

You may recall that similar arrangements were in place last September, which proved very successful. We are grateful to the staff and community at Groes-wen for welcoming us again.

PLEASE REPLY TO: Education and Lifelong Learning Service, Room 473, County Hall, Cardiff CF10 4UW Tel (029) 2087 2700
e-mail Melanie.Godfrey@cardiff.gov.uk

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU
The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

CRYFACH TECACH GWYRDDACH | STRONGER FAIRER GREENER

School will therefore open to pupils on Thursday 3rd September to enable staff to ensure classrooms are ready. Timings and pick up points for those pupils travelling by bus to Groes-wen will be confirmed ahead of the start of term to parents via text and Schoop.

We are working closely with the Council to ensure disruption is kept to a minimum. The wellbeing and education of all our pupils remain our highest priority.

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

If you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely

Melanie Godfrey
Director of Education and Lifelong Learning/
Cyfarwyddwr Addysg a Dysgu Gydol Oes