Information for Nursery & Reception pupils – September 2026

Dear Parent/Carer,

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.

I know this is not an ideal situation but my priority is to keep a school day as normal as possible and having Nursery & Reception in the same location will hopefully still make it feel like 'Albany' in the short term. If you have any questions am happy to discuss any of this with you or feel free to email albanyprm@cardiff.gov.uk

From Wednesday 9 September **Nursery and Reception**

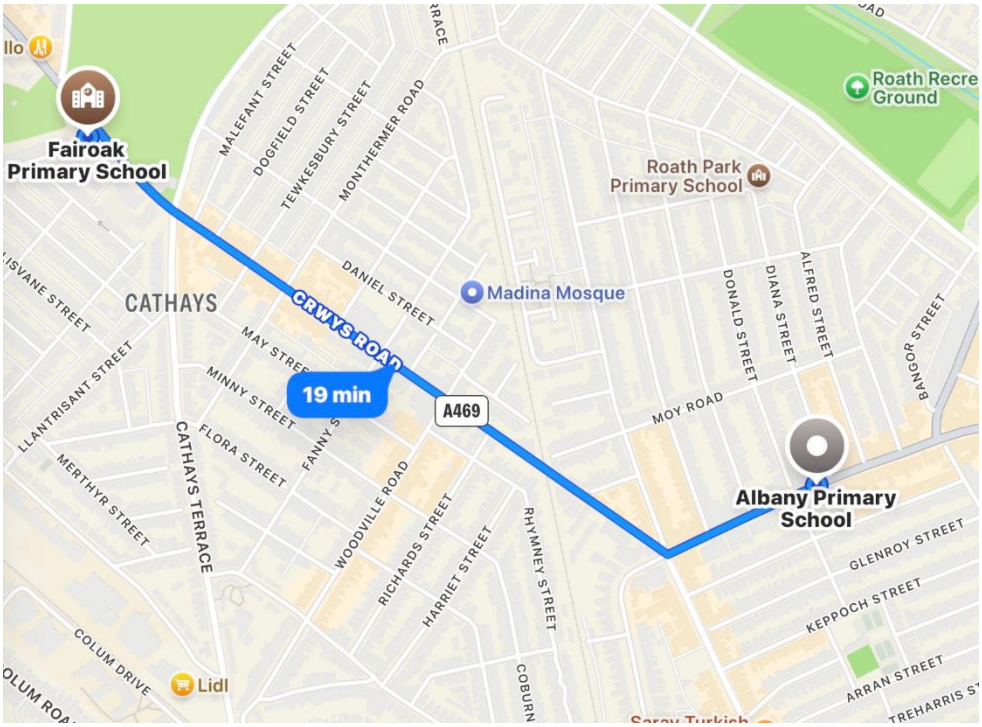
Nursery and Reception pupils will be temporarily relocated to Fairoak Primary School, Whitchurch Road, approximately one mile from Albany Primary School.

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

Thank you for your continued support,

Mr Howlett

Timings of the day	**Nursery sessions:** Morning: 9.00am to 11.30am Afternoon: 12.30pm to 3.00pm **Reception timings:** Drop-off: 8.55am Collection: 3.15pm

Learning plans/arrangements	The children will learn at Fairoak School – they will have their normal teachers and staff from Albany. We have planned for our resources, reading books and digital devices to be moved to Fairoak Primary School. The classrooms are ready to use and have good facilities. Reception classes will have their own learning areas and operate as a separate school to the school based there. Nursery pupils will share a large Nursery space with pupils based at Fairoak but will be taught by Albany staff.
Additional facilities	We will be able to use a hall and outdoor area for PE and some assemblies each week. We will have use of the outdoor play area playtimes (weather permitting).
Lunches	Lunches for Reception pupils will need to be ordered on Parentpay as normal. The children will still need to bring a water bottle to school and snack.
Staffing	We will have usual staffing levels and some additional support staff to ensure children have normal learning experiences and break/lunchtime supervision. We will have our own first aider and first aid equipment on site at all times and any medication your child may have will be accessible through the school day. Arrangements will be in place to ensure safeguarding processes are clear. Mr Howlett and Mrs Mullane will be regularly on site at Fairoak Primary to keep in contact with staff and pupils. Our ALNCo and any external specialist teachers supporting the children will also visit and ensure pupils are making appropriate progress.
What if my child has a medical appointment or I need to collect them during the day?	For pupils based at Fairoak due to parents dropping and collecting there are no additional arrangements.
Communicating with staff based at the site	If you need to contact the school, please call Albany as normal on 02920499520. We will be able to contact staff based at Fairoak from Albany. The school email address albanyprm@cardiff.gov.uk We will also provide regular communication on Schoop channel 2704 as normal and update social media platforms – Facebook & Instagram.
Where is Fairoak Primary School	Fairoak Primary School, 1 Whitchurch Road, Heath, Cardiff, CF14 3JL 

Help video	Below are some photos showing the learning environments that pupils will be in at Fairoak Primary School. Albany Room images - CARDIFF CC EDUCATION 2