**Information for Year 1-3 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 keep the children together and having 6 classes 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:

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.

Thank you for your continued support,

*Mr Howlett*

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| **Timings of the day & transport** | 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. The bus will leave at 8.55am so all pupils need to arrive by then.<br><br>Children should be collected from Albany Road Baptist Church at 3.30pm. |

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| | Families with children in Year 1-3 and children in Reception, arrangements are in place so that older children will be supervised at Albany Road Baptist Church whilst they wait to be collected.<br>• Morning bus leaves Albany Road Baptist Church at 8.55am and will drop pupils alongside Llanedeyrn Primary at aproximately 9.10am with direct access to playground. Teaching staff will meet pupils there to walk in.<br>• Return bus will leave Llanedeyrn Primary at 3.00pm so we return to Albany Road Baptist Church by 3.25pm for home time. Children will be collected from here.<br>School staff will supervise the children on the buses. |
| **Learning plans/arrangements** | The children will learn at Llanedeyrn Primary School all day – 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 Llanedeyrn Primary School.<br><br>The classrooms are ready to use and have good facilities. We will have our own learning areas and operate as a separate school to the school based there. |
| **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 and field for playtimes (weather permitting). There is a very large site so lots of space for the children to run around and play. |
| **Lunches** | Lunches will need to be ordered on Parentpay as normal. Some staff from Albany will be moving to Llanedeyrn for the period of time we are there – this will support the team already based there but also give familiarity for the children. 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.<br>We will have our own first aider (all teaching assistants have basic level first aid training) and first aid equipment on site at all times and any medication your child may have will be accessible through the school day and when being transported.<br>Arrangements will be in place to ensure safeguarding processes are clear. Mr Howlett and Mrs Mullane will be regularly on site at Llanedeyrn Primary to keep in contact with staff and pupils. |
| **What if my child has a medical appointment or I need to collect them during the day?** | Please try and avoid making appointments during the school day while the pupils are on a different site, I understand this isn't ideal. If the appointment isn't moveable you will need to speak to Mr. Howlett or Mrs. Mullane at least a day in advance so we can see how we can accommodate but the Llanedeyrn site is about 10 minutes away from Albany. You are welcome to make your own arrangements to collect them from Llanedeyrn but again please inform Mr. Howlett or Mrs. Mullane so we can make the school aware of this. |
| **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 Llanedeyrn from Albany.<br>The school email address albanyprm@cardiff.gov.uk<br>We will also provide regular communication on Schoop channel 2704 as normal and update social media platforms – Facebook & Instagram. |
| **Where is Llanedeyrn Primary School** | The school is about 2 miles away from Albany, the bus journey should take about 10 minutes to get there each day.<br>**Address**<br>Llanedeyrn Primary School, |

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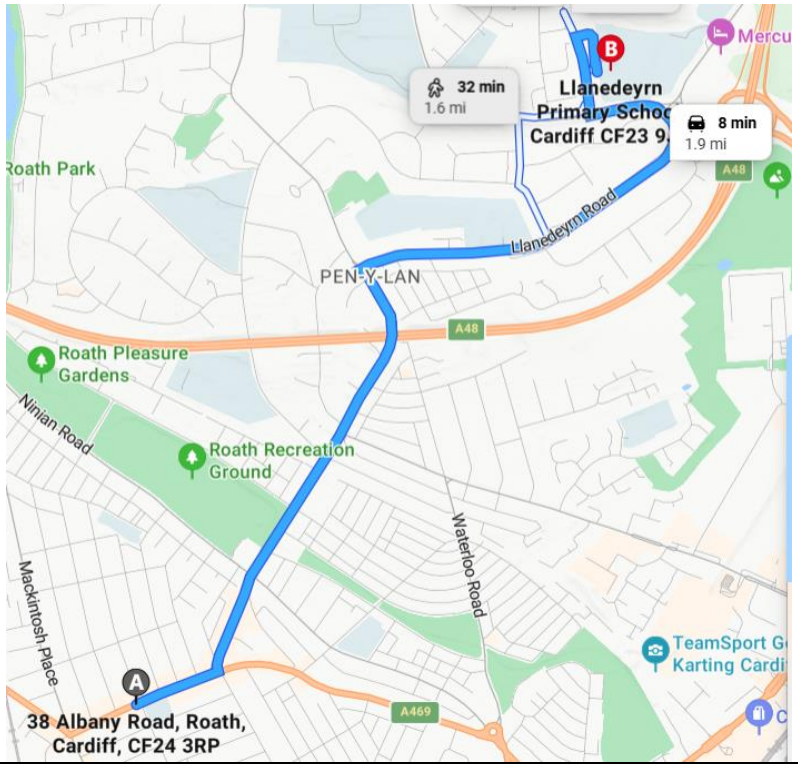
| | Wellwood,<br>Llanedeyrn, Cardiff<br>CF23 9JN<br>  |
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| **Help photos** | Below is a link to some photos showing the learning environments that pupils will be in at Llanedeyrn Primary School. If you click on the red shapes it will show you s view of inside the room. We will be adding our own learning resources but you can see these are inviting learning environments. Teaching staff will share further information later.<br>LPiPi002 (34) - CARDIFF CC EDUCATION 2 |