Information for Year 4-6 pupils – September 2026

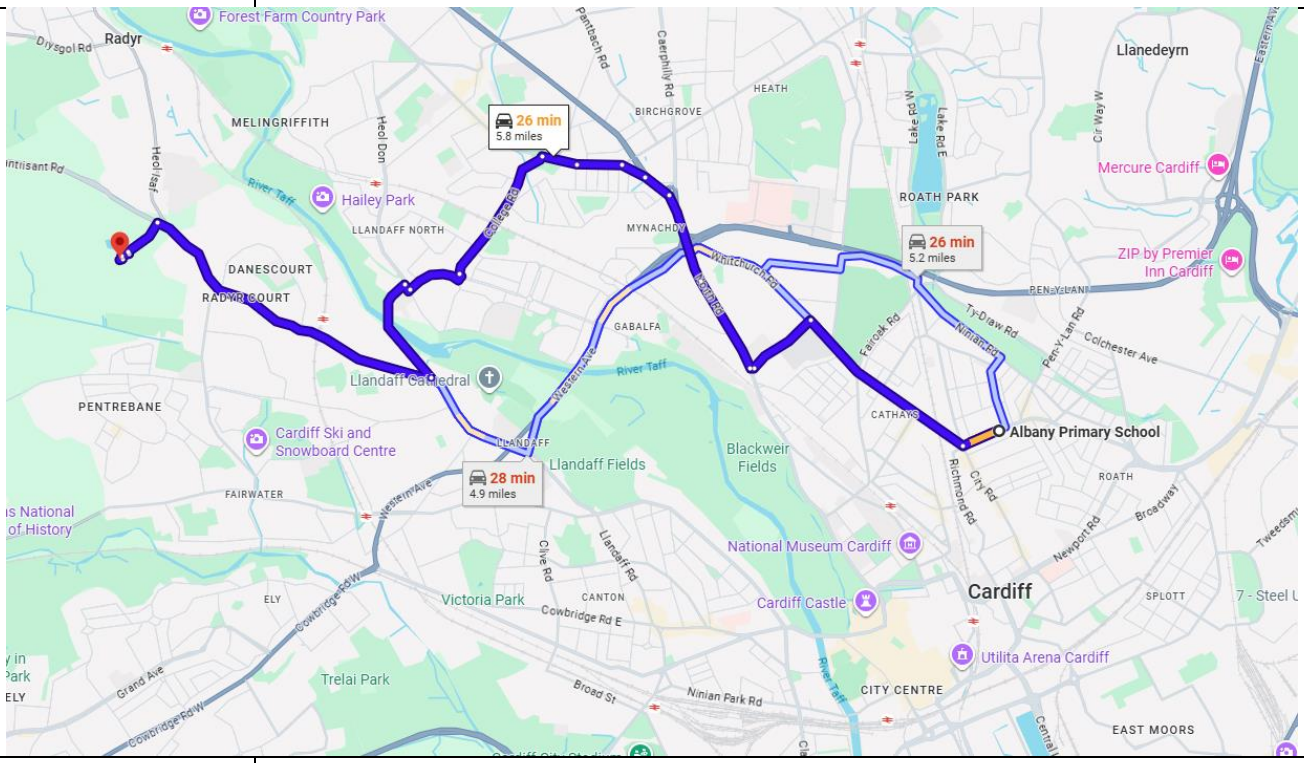
Dear Parent/Carer,
I hope you are enjoying the summer holidays. I wanted to give you a further update and plan about September. The ongoing work at Albany will definitely run into the new term so I can confirm that pupils in Years 4-6 will be re-locating when we return in September. Please find information in the table below (as previously shared), there is also information on the location of the school and a video to show the learning environments there.

I know this is not an ideal situation but we do need this work urgently completed and 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'.

Thank you for your continued support and I hope you enjoy the rest of the summer holidays.

Mr Howlett

Timings of the day & transport	The children will be travelling to Ysgol Groes-Wen from Albany Primary by bus every day. Children can arrive at Albany Primary between 8.10-8.25am and join Breakfast club. Alternatively they can be dropped to the playground at 8.40am ▪ **Morning bus leaves Albany at 8.45am** ▪ **Return bus will leave YGW at 2.45pm so we return to Albany by 3.25pm for home time. You will collect your child from the school playground.** School staff will supervise the children on the buses.
Learning plans/arrangements	The children will learn at Ysgol Groes-Wen (YGW) all day – they will have their normal teachers. We have planned for all of our resources, reading books and digital devices to be moved to YGW for the first day of term (Thursday 3rd September 2026). It is a very new school with some excellent facilities – we moved there with Year 5 & 6 pupils for a week in November 2024 and the children adapted well to this. 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 our own toilet areas and use of the outdoor play area, trim trail and field for playtimes (weather permitting).
Lunches	Lunches will need to be ordered on Parentpay as normal. Some staff from Albany will be moving to YGW 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. 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 and when being transported. A member of the school's leadership team will always be on site

	at YGW and a Designated Safeguarding Officer. Mr Howlett and Mrs Mullane will be regularly on site at YGW.
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 YGW site is at least 20 minutes away from Albany. You are welcome to make your own arrangements to collect them from YGW but again please inform Mr. Howlett or Mrs. Mullane so we can make YGW 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 Ysgol Groes-Wen 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 Ysgol Gynradd Groes-Wen?	The school is about 5 miles away from Albany, the bus journey should take about 25minutes to get there each day. **Address** Ysgol Gynradd Groes-wen Primary School, Rhodfa Plasdŵr, St Fagans, Cardiff CF5 2FG
	
Help video	Click the link below to watch a video familiarise yourselves with the school. This was made when our Year 5 and 6 pupils went there last year so rooms will be a bit different but it helps you to see the learning environments and outdoor space available to the children. We will share more up to date videos in September. https://youtu.be/FLYj8O9Ffbo