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Head Teacher: Mrs A Cuthbert

3rd July 2025

Dear Parents,

This time of year is when we reflect on all of the learning that has taken place by children, and staff. Reports have been sent out and Parent Consultations held, with some really valuable discussions. Our ongoing reflections and evaluations of learning and teaching are verified by our improvement partner - Claire Skidmore. Claire has worked closely with me and the school's senior leadership team (Mrs Meakins and Mrs O'Gorman) to ensure that everything we do is of the highest possible standard for our children. She writes regular reports which are shared with the Governing Body, most recently last week. Our Governors wished for all parents to be able to read the report, and Claire has kindly agreed. [The report can be found by using the link here.](#)

I am extremely proud of all of the hard work of all of the children and staff in St Monica's. I feel Claire's report effectively shows that in the form of many positive evaluative statements. Please be aware that the report is written for Governors and staff, in order that continuing progress can be made. It was not written specifically for parents. The report will be used, in part, to determine our next actions as a school, in the form of our annual school development plan. The summary of this is always available on the school website.

We are coming close to the end of term and things are really starting to come together with regards to the school relocation. I thought it worth sharing with you some of the questions we have been having from children regarding our relocation:

- Will we still be called St Monica's, with the same uniform, children and staff? **Yes, although a few staff won't be joining us as they explore other projects. We thank them hugely for all they have brought to St Monica's and for all they have done to support the children in our school:**
  - Mr Rogan is a qualified teacher (working with us as a Teaching assistant) and he is starting his teaching career in earnest in other schools from September.
  - Miss Downs is continuing her degree in Early Childhood Education and will be working part-time in another local primary school while she completes her degree.
  - Mrs Knight is continuing her teaching roles across Cardiff, adding much value to the children and staff of the schools she visits.
  - Miss Edwards will be leaving to continue her Psychology degree. Two new interns from Cardiff University will be joining us for a year in September.
- Will we all have to speak in Welsh all of the time? **No, St Monica's will still be an English medium primary school - this means we teach through English but like all schools in Wales, we also teach Welsh and another language (we have chosen to teach British Sign Language as our other language)**
- Will my parents have to apply for me to have a place? **No, we will all transfer together, just like when you move house.**

- How far is our new building from where we are now? **It's not far at all, only a 10 min walk away from where we are now. All children have walked to the school over the last few weeks, as part of our regular park visits. We will still be able to visit the park, Cathays Library, Cathays Cemetery, The Table and Maindy Leisure Centre.**

Mr Thomas has very kindly made a transition document, which many children in his class have found helpful, it will be emailed with this letter.

The school will close early for the Summer break in order that we can pack up all of our resources and teaching materials. Everything we own as a school is being taken into storage, for a very good reason - there is LOTS of work going on in our new building over the Summer break.

As a quick summary we will be having:

- New fencing all around the school
- New signage on and around the building
- A new main entrance, with a ramp (no more bumping pushchairs up the stairs and enabling equal access to the building for everyone)
- A new head teacher's office (slightly smaller than my current one but still suitable for meetings)
- New toilets for pupils throughout the school (that's 4 new sets of toilets)
- Electrical rewiring throughout the school
- New energy efficient lighting throughout the school
- New data cabling throughout the school
- New handrails and flooring in the stairwells
- Redecoration throughout the school
- New flooring / repaired wooden flooring throughout the school
- New boiler/s (to be completed by October half term)
- Additional cycle storage
- Additional planting of trees and edible plants (a 10 year project starting in October)

This comes at a considerable cost - which the Local Authority are paying. An [official letter from the LA](#) was emailed to all parents and staff on Wednesday 2nd July.

**Grab bags (packed lunches) will be provided for all pupils whose parents request them from Tuesday 2nd – Friday 5th September.** These can be collected from our partners at Cardiff University – SPARC Building, Maindy Rd, Cardiff CF24 4HQ, between the hours of 12pm and 1.30pm. Mrs Meakins, Mrs O’Gorman or I will be there to answer any questions you have too. It is really important that if you would like your child to have a ‘grab bag’ packed lunch for these days that you book them on Parent Pay the week before. I will text all parents on Tuesday 26th August as a reminder.

I have been working very closely with the project managers and design teams from the LA to ensure that if the building works over-run in any way, there will be minimal disruption to our children, the school will still be able to safely re-open. We will be having all of our belongings out of storage from the beginning of September.

I will be doing essential Health and Safety training with all of the staff on Monday 8th September and we will **re-open to pupils on Tuesday 9th September, Breakfast Club doors opening at 8.10am.**

A new school building gives us opportunities to use the school, its grounds and our staff in many interesting ways. We will have more space in the outdoors for example, this is something we are very excited about. We are also excited by the ability to grow and accept more pupils.

There are always some unknown factors that may make us need to tweak which staff are where but we are planning for September classes to be led by the following staff:

#### Step 1 (2 classes)

- Nursery will be led by Miss Watts, supported by a teaching assistant
- Reception and Year 1 will be taught together, to begin with, by Mrs Vaughan. An additional teacher may be recruited as/when that class gets larger
- Mrs O’Gorman will be working closely with the children and staff in this Step too
- The children in that class will be supported by at least 2 teaching assistants, additional teaching assistants may be recruited as/when the class gets larger

#### Step 2 (2 classes)

- Years 2 and 3 will be taught by Mr Thomas and Mrs Irwin
- The children in these classes will be supported by a teaching assistant

#### Step 3 (3 classes)

- Years 4 and 5 will be taught by Mr Wycherley and Mrs Meakins
- Year 6 will be taught by Miss Hampson
- Mrs O’Gorman will be working closely with the children and staff in this Step too
- The children in Step 3 will be supported by 2 teaching assistants

We teach in mixed age groups for the majority of the time in St Monica’s, this helps us to make sure that all children’s needs are met, to ensure additional support and/or additional challenge. In September, children will have a base classroom for their year group, with a teacher assigned to that year group. They will be taught by all of the teachers in that Step, sometimes in ability groupings, sometimes in mixed ability groups.

The school website and Step web pages hold huge amounts of information about the curriculum, both the content and the skills we wish to develop with your child. If you ever have any questions about how we teach in St Monica’s, please don’t hesitate to get in touch.

Yours faithfully,



Mrs Abi Cuthbert  
Head Teacher