

Cyfeirnod	Teitl	Disgrifiad	Dyddiad	Rhif Tudalen
EC1/2	Albany Road Infants	School closed until further notice, since a state of war was declared by the Prime Minister September 3 <sup>rd</sup> 1939	4 Med 1939	334
		Received circular No50/39-40-civil pay to employees during service with military or auxiliary services. Received circular No51/39-40-Re-opening of Infants School. Received circular No52/39-40-National Service. Received circular No54/39-40-Evacuation of schools	18 Med 1939	334-335
		Received circular No57/39-40-storing of Gas Masks; attendance of school children, Time-Tables	26 Med 1939	335
		Received circular No67/39-40-School sessions from November 20 <sup>th</sup> 1939 until January 31 <sup>st</sup> 1940	2 Tach 1939	337
		According to circular 67/39-40 afternoon sessions commence at 1.30pm and close at 3.30pm, from today this regulation will be in operation until January 31 <sup>st</sup> 1940	20 Tach 1939	338
		Received circular No77/39-40-School supplies	6 Rhag 1939	338
		Received circular No 81/39-40-Waste Paper	13 Rhag 1939	338
		Received circular No 89/39-40-School sessions and War Savings campaign	29 Ion 1940	339
		School reverted to usual hours for school sessions according circular No89/39-40	5 Chwe 1940	340
		Received circular No94/39-40-Milk on schools Received circular no96-39-40-Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff. School closed in the afternoon, on the occasion of the visit of Their Majesties King George VI and Queen Elizabeth to Cardiff	9 Chwe 1940	340
		Received circular No98-39-40-Provision of milk for school children	27 Chwe 1940	341
		Received circular No 105/39-40-Books, apparatus and stationery	15 Maw 1940	342
		Received circular No 4/40-41-School supplies	19 Ebr 1940	343
		Received circular No6/40-41-Admission of children under 5 years of age	23 Ebr 1940	343
		Received From "B for year ending March 31 <sup>st</sup> 1941; Ministry of Information pamphlets "noteworthy" Nos 18, 19, 20 and 21; Board of Education War-time memoranda Nos 16 and 17; and Summer School Courses	2 Mai 1940	343
		Received circular No8/40-41-"Action on the kitchen front"	6 Mai 1940	343
		Received circular No14/40-41-Admission of children under five years of age	9 Mai 1940	343
		Received circular No15/40-41-Re opening of schools-"By Government Order all schools will be re-opened tomorrow, Tuesday morning 14 <sup>th</sup> May 1940, at the usual times"	13 Mai 1940	344
		Received circular No 19/40-41-Supplementary petrol rations	27 Mai 1940	344

		Received circular No20/40-41-Books, apparatus and stationery	5 Meh 1940	344
		Received circular No22/40-41-National Savings Movement	13 Meh 1940	345
		Received circular No 27/40-41-Copy of a letter which has been circulated by Mr Duff Cooper, Minister of Information to the schools	25 Meh 1940	345
		School opened according to circular No30/40-41. Morning session 11am to 12 noon Afternoon session 2pm to 4pm	3 Gor 1940	345
		Received circular No31/40-41-Air Raid Precautions-Handicraft Centres; Homework; School Libraries	4 Gor 1940	345
		Received circular No32/40-41-Children's Overseas Reception Scheme. Air Raid over the city, school took cover in school Air Raid Shelters from 3pm to 3.40pm	9 Gor 1940	346
		Air Raids over the city, school took cover in school Air Raid Shelters from 11.15am to 12.40pm, and again in the afternoon from 3.55pm to 4.40pm	10 Gor 1940	346
		Received circular No33/40-41-Copy of a letter circulated by Mr Duff Cooper, Minister of Information to the schools of the country	12 Gor 1940	346
		Received circular No35/40-41-Paper Economy in schools	19 Gor 1940	346
		Received circular No41/40-41-Air Raid Precautions on School; School holidays; School sessions	22 Gor 1940	347
		Received circular No34/40-41-Window Protection in Schools	23 Gor 1940	347
		School closed for Summer Vacation-two weeks	25 Gor 1940	347
		Air Raids over the city, school took cover in Air Raid Shelters from 10.40am to 11.40am then again 11.45am to 12.20pm	21 Aws 1940	347
		Air Raid over the city, school took cover in shelters from 10.45am-11.20am	22 Aws 1940	347
		Received circular No49/40-41-Damage by Air Raids	27 Aws 1940	348
		Received circular No50/40-41-Vacancies in Council Schools. Air Raid over the city, school took cover in Air Raid Shelters from 3.50pm-5pm	29 Aws 1940	348
		Air Raids over the city, school took cover in Air Raid Shelters from 9.45am to 11am and again from 1.45pm-2.10pm. School visited by Director of Education WJ Williams Esq MA, each class visited and Class 1a had 100% attendance. School visited to see the effect upon children of Air Raids-Percentage that day 90% attendance	2 Med 1940	348
		School closed afternoon session-Air Raid over the city 1.15pm-1.50pm-3 children in school. School closed morning and afternoon session on September 5 <sup>th</sup> 1940, owing to delayed action bombs in the vicinity and the military authorities considered it unsafe for children to be on school premises	4 Med 1940	349

		Received circular No54/40-41-School holidays and Air Raid Warnings and School Sessions	10 Med 1940	349
		Air Raid over the city 1.45pm-2.15pm. School took cover in Air Raid Shelters during that time	12 Med 1940	350
		Received circular No58/40-41-"Action on the Kitchen Front". Received circular No.55/40-41-Military Service and whole-time and part-time paid service in Civil Defence	13 Med 1940	350
		Air Raids over the city 9.45am-10.15am and again 2.25pm-2.55pm. School took cover in Air Raid Shelters during that time	17 Med 1940	350
		Air Raid over the city 9.45am-10.25am. School took cover in Air Raid Shelters during that time	18 Med 1940	350
		Air Raid over the city 11.40am-12.10pm- School took cover in shelters	25 Med 1940	350
		Air Raids over the city 11.40am-12.15pm and again 2.10pm-2.35pm. School took cover in Air Raid Shelters	27 Med 1940	351
		Received circular No 64/40-41-Air Raid Precautions on Schools. Received circular No65/40-41-The Committee's appreciation of the courage show by all teachers and children during recent Air Raids	14 Hyd 1940	351
		Received circular No69/40-41-National Savings Movement. Received circular No71/40-41-Cardiff School War Weapons Week	17 Hyd 1940	351
		Received circular No73/40-41-National Savings Movement. Air Raids over the city 3.10-3.35pm and 3.38-4.10pm. School took cover in Air Raid Shelters	21 Hyd 1940	351-352
		Air Raid over the city 11.45am-12.40pm. School took cover in Air Raid Shelters	28 Hyd 1940	352
		Received circular No 80/40-41-School sessions. Air Raid over the city from 3.10pm-3.30pm. School took cover in school shelters	11 Tach 1940	352
		Received circular No82/40-41-milk in schools	18 Tach 1940	352
		Air Raid over the city from 2.05pm-2.20pm and again from 2.45pm-3.30pm. School took cover in school shelters	21 Tach 1940	352-353
		Received circular No84/40-41-Board of Education return regarding Air Raid Warnings	22 Tach 1940	353
		Air Raid over the city from 3.12pm-4.30pm. School took cover in school shelters	26 Tach 1940	353
		Air Raid over the city; at 11.53am the "Alert" was sounded. The children living near the school ran home with their older brothers and sisters and several parents and teachers took home the children who lived further away from the school, as no gun fire was to be heard	27 Tach 1940	353
		Air Raid over the city from 2.05pm-3.10pm. School took cover in school shelters	3 Rhag 1940	353
		Air Raid over the city from 2.52pm-3.13pm. School took cover in school shelters	4 Rhag 1940	353
		Received circular No86/40-41-Books apparatus and stationery	5 Rhag 1940	353

	Air Raid over the city from 1.48pm 2.07pm. School took cover in school shelters, and again from 2.15pm-2.50pm, Air Raid over the city and school took cover in school shelters	11 Rhag 1940	354
	Received circular No92/40-41-Communication with teachers in an emergency	16 Rhag 1940	354
	Received circular No95/40-41-meeting of Head Teachers with the Director and Chairman of the Education Committee with respect to Air Raid Precautions	6 Ion 1941	354-355
	Received circular No99/40-41-Fire Watchers for Schools. Air Raid over the city from 1.50pm-2.10pm. School took cover in school shelters	20 Ion 1941	355
	Received circular No101/40-41-Enquiry re evacuation scheme for school children	21 Ion 1941	355
	Received circular No103/40-41-Fire Watchers. Received circular No104/40-41-Evacuation of School Children	23 Ion 1941	355-356
	The children of Crofts Street School are housed in this school and will be until their own building, which was severely damaged in the Air Raid over the city on January 2 <sup>nd</sup> 1941, has been repaired	24 Ion 1941	356
	At 3.15pm a meeting of parents was held to explain the evacuation scheme for school children	27 Ion 1941	356
	School visited by Mrs Jones HMI and Mr Phillips re Crofts Street Infants' School	30 Ion 1941	356
	School visited by Mr Phillips re Crofts Street School	3 Chwe 1941	357
	Received circular No74/40-41-Air Raid Precautions and sandbags in streets, with an appeal from the City Engineer that the sandbags should not be interfered with	5 Chwe 1941	357
	Miss Ethel Giblin granted leave of absence from the Director of Education in order to organise "Keep Fit" classes in Government Factories	17 Chwe 1941	357
	School visited by Director of Education and Councillor Lovitt to see the extent of damage done to school after Air Raid over the city on the night of the 26 <sup>th</sup> inst. Incendiary bombs had fallen on glass roof in hall and fallen on stone floor	27 Chwe 1941	357-358
	Saint David's Day was celebrated in the usual way. School took shelter in Air Raid Shelters from 10.15am-10.50am during an Air Raid over the city. School was closed in the afternoon	28 Chwe 1941	358
	Air Raid over the city from 3.52pm-4.20pm. School took cover in school shelters	3 Maw 1941	358
	Air Raid over the city from 1.20pm-2.10pm. A few children took cover in the school Air Raid Shelters whilst the majority of the children came after the "All Clear"	7 Maw 1941	358-359
	Received circular No117-40/41-Surplus Furniture and Apparatus etc. Air Raid over the city from 11.35-12.05pm. School took cover in school Air Raid Shelters. Air Raid over the city from 3pm-3.30pm. School took cover in Air Raid Shelters	11 Maw 1941	359
	Air Raid over the city from 3.35pm-3.55pm. School took cover in school Air Raid Shelters	17 Maw 1941	359

		Air Raid over the city from 9.40am-10.10am. School took cover in school Air Raid Shelters. Air Raid over the city at 3.50pm. The "Alert" was sounded. The children living near the school ran home with their older brothers and sisters and several parents and teachers at 4.15pm took home the children who lived further away from the school as no gun fire was to be heard	26 Maw 1941	359-360
		Air Raid over the city from 2.25pm-3.20pm. School took cover in school Air Raid Shelters	27 Maw 1941	360
		Air Raid over the city from 1.25pm-2.20pm. School took cover in school Air Raid Shelters 1.45pm-2.20pm	31 Maw 1941	360
		Received circular No1/41-42-Books, apparatus and stationery and collection of waste paper and school postage	2 Ebr 1941	360
		Received circular No3/41-42-Easter Holidays-Communication in Emergency	4 Ebr 1941	360
		Received circular No9/41-42-School supplies	9 Ebr 1941	361
		Received circular No10/41-42-Respirators-school children	22 Ebr 1941	361
		Received circular No14/41-42-meeting of Head Teachers with the director at 2.15pm-re organisation of "Shadow Kitchens". Received circular No15/41-42-Volunteers for helping in "Shadow Kitchens"	5 Mai 1941	361
		Air Raid over the city from 2.15pm-2.30pm. School took shelter in school Air Raid Shelters	22 Mai 1941	362
		Received circular No.22/41-42-Evacuation of school children	22 Mai 1941	362
		Air Raid over the city from 11-11.20am. School took cover in school Air Raid Shelters	29 Mai 1941	363
		Evacuation of School Children-Teaching Staffs	9 Meh 1941	363
		Received circular No44/41-42-Government Evacuation Scheme	11 Meh 1941	363
		Under the Government Evacuation Scheme, 24 children (14 boys and 10 girls) were evacuated from this school	13 Meh 1941	364
		Two children have returned to Cardiff, who were evacuated from this school, under the Government Evacuation Scheme and have been re-admitted	20 Meh 1941	364
		Received circular No51/41-42-Evacuation of School Children	7 Gor 1941	365
		Received circular No52/41-42-Summer Holidays-Elementary and High Schools and School Sessions	8 Gor 1941	365
		Two children have returned to Cardiff who were evacuated from this school under the Government Evacuation Scheme and have been re-admitted	11 Gor 1941	365
		Air Raid over the city from 2.08pm-2.35pm. School took shelter in school Air Raid Shelters. Two children have returned to Cardiff who were evacuated from this school under the Government Evacuation Scheme and have been re-admitted	14 Gor 1941	365-366

		Air Raid over the city from 3.05pm-3.40pm. School took shelter in school Air Raid Shelters	15 Gor 1941	366
		Received circular No54/41-42-Teaching service in Reception Areas. One child has returned to Cardiff who was evacuated from this school under the Government Evacuation Scheme and has been re-admitted	21 Gor 1941	366
		Received circular No58/41-42-Government Evacuation-Second Evacuation of School Children	23 Gor 1941	366
		Received circular No59/41-42-School year; schools in war time; books, apparatus, stationery. Air raid over the city from 2.05pm-2.25pm. School took shelter in school Air Raid Shelters	12 Aws 1941	367
		Received circular No62/41-42-Rationing of Clothing, Cloth, Footwear and Knitting Wool	27 Aws 1941	368
		School visited by Mr W Thomas re the Evacuation of Miss A Morgan to Cymmer where some of the children from this school were evacuated (No remaining at Cymmer = 4). Two children returned to Cardiff who were evacuated from this school under the Government Evacuation Scheme and have been readmitted to this school	8 Med 1941	368-369
		Miss Anne E Morgan, evacuated to Cymmer for the period of 1 year by the Cardiff Education Authority. Mrs Bronwen Boors, commenced duties as a supply teacher instead of Miss Anne E Morgan	10 Med 1941	369
		Received circular No68/41-42-Government Evacuation Scheme	12 Med 1941	369
		Received circular No72/41-42-Preservation of Wild Fruit, Close of Day Schools in the event of Invasion, School leavers	19 Med 1941	370
		Received circular No77/41-42-School Air Raid Shelters	23 Med 1941	370
		Received circular No80/41-42-milk in schools	16 Hyd 1941	370-371
		Received circular No84/41-42-Inspection of Civilian Respirators and courses of public lectures-The History of the United States of America	17 Hyd 1941	371
		Received circular No90/41-42-Marshals at Rest Centres and Shadow Kitchens	3 Tach 1941	371
		Received circular No99/41-42-Christmas Gifts from the British War Relief Society (of the) USA	12 Rhag 1941	372
		Received circular No104/41-42-School canteens; Milk in schools scheme; Keep Fit class; War Time nurseries; Severn Road Nursery School	17 Rhag 1941	372
		School re-opened after Christmas Holidays. Miss Anne E Morgan resumed duties as this school after service in the Reception Area (Cymmer) as directed by the Cardiff Education Authority	5 Ion 1942	372
		Received circular No 108/41-42-Rationing of Cloth, Clothing, Footwear and Knitting Wool	21 Ion 1942	373
		Received circular No109/41-42-Cardiff Warship Week	29 Ion 1942	374
		Miss Anne E Morgan granted leave of absence from the Director this afternoon-evacuation duties at Christmas	11 Chwe 1942	374

		Received circular No114/41-42-Annual Tenders and circular No115/41-42-Cardiff Warship Week	20 Chwe 1942	374
		Received circular No117/41-42-Limitation of Supplies Order-supply of "Class 13" goods	6 Maw 1942	375
		Miss Anne E Morgan granted leave of absence from the Director this afternoon-evacuation duties at Christmas	26 Maw 1942	375
		Received circular No.122/41-42-books, apparatus and stationery; contracts for the supply of books, apparatus and stationery; other school supplies; school postage; form "B"; milk bottles	30 Maw 1942	375
		School re-opened after Easter Holidays. As this school was required in connection with the Parliamentary Bye-Election on Monday, 13 <sup>th</sup> April 1942, this school was closed for educational purposes on that day and registers were not marked. Received circular No2/42-43-Accidents to children and Dangerous Military Objects	14 Ebr 1942	375
		Received circular No8/42-43-City of Cardiff Evacuated School Children Boot and Clothing Fund	7 Mai 1942	376
		Received circular No9/42-43-The Position of the schools in the event of invasion	14 Mai 1942	376
		Received circular No11/42-43-Rationing of soap	21 Mai 1942	376
		School re-opened after Whitsun Holiday. Received circular No12/42-43-Waste Paper Salvage	1 Meh 1942	376
		Received circular No16/42-43-Books, apparatus and stationery; Supply of paper for exercise books etc.	10 Meh 1942	376-377
		Received circular no17/42-43-Number of children on books under 5 years of age and average attendance to be included on monthly return form	24 Meh 1942	377
		Received circular No19/42-43-Gift of chocolate handed to the Lord Mayor of Cardiff (Alderman J Hellyer, JP) from the Optimist Club, Toronto, Canada, for distribution among as many infant children as possible in our city	26 Meh 1942	377
		Received circular No17/42-43-School canteens	8 Gor 1942	377
		Received circular No 21/42-43. Care of children during school holidays and school feeding	16 Gor 1942	377-378
		Received circular No22/42-43-Care of children during school holidays	20 Gor 1942	378
		Received circular No.23/42-43-Care of children during school holidays, supply of meals and milk	22 Gor 1942	378
		Received circular No24/42-43-Necessitous and malnutrition free meals cases	23 Gor 1942	378
		Received circular No25/42-43-School canteens-Paying-in cash book-No 501. Received circular No26/42-43-Summer Holidays-Communication with teachers in an emergency	29 Gor 1942	379
		School closed on Friday July 31 <sup>st</sup> 1942 to Monday August 31 <sup>st</sup> 1942 that approximately 25 per cent of staff of school allocated for duty during weeks normally assigned to holidays according to circular No21/42-43-Care of children during school holidays	30 Gor 1942	379

		School re-opened after Summer Vacation. Received circular No27/42-43-Care of children during school holidays	1 Med 1942	379
		Received circular No28/42-43-Schoolchildren's Gas Masks. Received circular No29/42-43-The need to assist the council in the prevention of damage to trees and shrubs Received circular No30/42-43-Children receiving free milk Received circular No32/42-43-The Cardiff Savings Committee competitions for school children in connection with the "Tanks for Attack" campaign	2 Med 1942	380-381
		Received circular No39/42-43-"Tanks for Attack" campaign. Received circular No41/42-43-Opening of school canteens	14 Med 1942	381
		School canteen started today at this school. The following equipment has been supplied to Albany Road School Canteen and has been placed in the School Canteen cupboard. 240 knives 240 forks 240 Dessert Spoons 240 Soup Plates 240 Dessert Plates 240 Beakers (192 without handles and 48 with handles) Bins = (2 kitchen waste) 1 Bread Bin 1 Bucket 18 Jugs (China-2 pt.) 2 Meal Dishes 9 Condiment Sets 19 Tables-Large = 15 Small = 4 (1 to be used serving table) 36 [???] Large = 28 Small = 8 18 Chairs 2 Ladles 6 [???] 1 Sweeping Brush and Handle 18 Tea Towels 9 Dish Cloths	21 Med 1942	381-383



		1 Carving Knife and Fork 2 Enamel Jugs (8 pt.) 6 Floor Cloths 3 Nail Brushes 9 Enamel Bowls 6 Enamel Spoons 6 lbs Yellow Soap 10lb Soap Powder 9 Pockets of Salt		
		Received circular No44/42-43-Fuel Economy in school buildings. Received circular No45/42-43-School canteens and Keep Fit Class for female teachers	30 Med 1942	383
		Received 1 Knife Box for the School Canteen	2 Hyd 1942	383
		Received circular No49/42-43-School canteens	21 Hyd 1942	383
		Received circular No57/42-43-School canteens-weekly food report	12 Tach 1942	384
		Received 6lbs of yellow soap and 10lbs soap powder for school canteen	13 Tach 1942	384
		Received circular No61/42-43-Provision of meals during holiday period	2 Rhag 1942	384
		Received circular No64/42-43-Cardiff School-Children's Infirmary Fund and war time nurseries	8 Rhag 1942	384
		Received circular No65/42-43-School meals during Holidays	15 Rhag 1942	385
		School re-opened after Christmas Holidays. Received circular No68/42-43-Damage to Air Raid Shelters; Board of Education Pamphlets	4 Ion 1943	385
		Received circular No69/42-43-City of Cardiff Book Drive. Received 4lbs yellow soap 6lbs soap powder for school canteen	5 Ion 1943	385
		Received circular No71/42-43-milk and meal supplies	12 Ion 1943	385-386
		Received circular No75/42-43-Cardiff Book Drive	20 Ion 1943	386
		Received 4lbs yellow soap and 6lbs soap powder for school canteen	27 Ion 1943	386
		Air raid over the city from 3.10pm-3.40pm. School took cover in school air raid shelters	19 Chwe 1943	387
		School visited by Miss Phillips re the transfer of Miss Anne E Morgan to the Baden Powell War Time Nursery to commence duties there on Monday next March 15 <sup>th</sup> 1943	11 Maw 1943	388
		Miss Anne Elizabeth Morgan transferred to the War Time Nursery Baden Powell School, for the period of the war	15 Maw 1943	388
		Received for School Canteen-2lbs yellow soap 8lbs soap powder	19 Maw 1943	389

		Received circular No86/42-43-Books, apparatus and stationery	29 Maw 1943	389
		Received circular No2/43-44-Provision of meals during the Holiday periods. Received circular No3/43-44-Arts and Crafts Exhibition (Wings For Victory Week 17 <sup>th</sup> -22 <sup>nd</sup> May 1943)	8 Ebr 1943	389
		Received circular No6/43-44-School meals during Easter Holidays	14 Ebr 1943	389
		Received for school canteen 2lbs yellow soap and 8lbs of soap powder	21 Ebr 1943	390
		School re-opened after Easter Holidays. Received circular No8/42-43-Empire Day-24 <sup>th</sup> May 1943; School sessions; Collection of Medicinal Plants; Evacuated children from the areas of other Local Education Authorities	3 Mai 1943	390
		Received circular No11/43-44-Arts and Crafts Exhibition-Invitation to Head Teachers to visit the Exhibition during any school session from 17 <sup>th</sup> -21 <sup>st</sup> May 1943	14 Mai 1943	390
		Received circular No12/43-44-Cardiff "Wings For Victory" week. Miss Rosa Broben granted leave of absence from the Director this afternoon in order to act as supervisor at the Arts and Crafts Exhibition "Wings for Victory" week	17 Mai 1943	390
		Miss Alice M Humphreys granted leave of absence from the Director this afternoon in order to visit the Exhibition of Arts and Crafts, according to circular No11/43-44	19 Mai 1943	391
		Received circular No14/43-44-Provision of meals during the holiday periods; Government Evacuation Scheme; Arts and Crafts Exhibition	24 Mai 1943	391
		Received for School canteen 6lbs of yellow soap and 24lbs soap powder	28 Mai 1943	391
		Received circular No 15/43-44-School meals during Whitsun Holidays 1943	31 Mai 1943	391
		Received for the school canteen-2 roller towels 6 dish cloths 3 serving spoons	29 Meh 1943	392
		Received circular No17-43-44-Instruction in Welsh; Cardiff "Wings For Victory" week; Provision of meals during Summer Holidays; Rationing of Cloth, Clothing etc. Towels and Tea Cloths	2 Gor 1943	392
		Received circular No22/43-44-School meals during Summer Holidays 1943-Supply of milk to necessitous school children during summer holidays 1943; Holiday in Celebration of Cardiff "Wings for Victory" week-to be taken July 30 <sup>th</sup> 1943	14 Gor 1943	393
		Received circular No23/43-44. Holiday in Celebrations of Cardiff "Wings for Victory" week-Friday 30 <sup>th</sup> Aug 1943; Supply of School meals milk during the Summer Holidays 1943 (addendum to Circular No.22/43-44)	19 Gor 1943	393
		Received circular No25/43-44-Use of playgrounds and classrooms and surplus furniture	1 Med 1943	394

		Received for School canteen-6lbs of yellow soap and 24lbs soap powder	2 Med 1943	394
		Received circular No32-43/44-Sound tests: Public warning signals; Schedule of School Stationery etc.; Teachers Handicraft Guild	1 Hyd 1943	395
		The following equipment (8 Tables-Large and 16 Dorms-Large)-has been taken from this school canteen for St Mary's Canteen, Canton, thus leaving at this canteen-Tables-7 large and 4 small = 11; Dorms-12 large and 8 small = 20	12 Hyd 1943	395
		Received circular No 37/43-44-School meals during Autumn Mid-Term Holidays 1943	21 Hyd 1943	396
		Received for School Canteen 6 lbs yellow soap and 24 lbs soap powder	23 Tach 1943	396
		Received circular No45/43-44-School Hours. Damage to public amenities. Short course on limited rations to be held at University College of North Wales, Bangor. Christmas Gifts. Received Circular No46/43-44. School meals during Christmas Holidays	8 Rhag 1943	396-397
		Received circular No50/43-44-Prepaid Bus and Tram tickets	17 Ion 1944	398
		School reverted to normal hours of School Sessions from today in accordance with circular No45/43-44, and school now working on new timetable	7 Chwe 1944	398
		Received circular No59/43-44-Optimists Chocolate Received circular No 61/43-44-School meals during Easter Holidays 1944	2 Maw 1944	398
		Received circular No62/43-44-Coal for Schools. Received for school canteen 2 dozen soup plates 2 dozen dessert plates and 6 beakers. A School Canteen was started today in the Boys Department and the following equipment was taken from this canteen to supply same: 4 Dozen Dessert Plates+ 1 Dozen = 5 Dozen 4 Dozen Soup Plates+ 1 Dozen = 5 Dozen 4 Dozen Forks+ 2 Dozen = 6 Dozen 4 Dozen Knives+ 2 Dozen = 6 Dozen 4 Dozen Spoons+ 2 Dozen = 6 Dozen 2 Trays 5 Tables (4 Large and 1 Small) 8 Chairs 9 Dorms (Large) 4 Dozen Beakers 4 Jugs 2 Bowls 1 Ladle 2 Enamel Spoons	13 Maw 1944	399-402

		2 Large Enamel Jugs 1 Roller Towel 6 Tea Towels 1 Nail Brush At this Canteen there is the following equipment 92 Dessert Plates 52 Soup Plates 164 Forks 166 Knives 156 Spoons 63 Beakers 2 Bins 1 Bread Bin 1 Bucket 8 Jugs 2 Meat Dishes 5 Condiment Sets 6 Tables 11 Dorms 10 Chairs 1 Ladle 4 Trays 1 Sweeping Brush 7 Tea Towels 1 Carving Knife and 1 Fork 0 Enamel Jugs 4 Enamel Spoons 2 Nail Brushes 1 Knife Box 1 Roller Towel		
		Received circular No63/43-44-Coal for schools	22 Maw 1944	402

		Received circular No65/43-44-Royal Visit to Cardiff of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth	28 Maw 1944	402
		School closed in the afternoon according to circular No65/43-44 on the occasion of the Royal Visit to Cardiff	29 Maw 1944	402
		Received circular No1/44-45-Books, apparatus and stationery school postage; Form B	4 Ebr 1944	402
		Received circular No4/44-45-Empire Day-24 <sup>th</sup> May 1944; Salaries of Teachers 1944/1945; Emergency Water Supplies; School Canteen Containers; Swimming Instruction	21 Ebr 1944	403
		Received circular No6/44-45-Border Children-Elementary Education Glamorgan and Monmouthshire areas 1 <sup>st</sup> April 1943 to 31 <sup>st</sup> March 1944; Education (Institution Children) Act 1923; Short Courses for teachers interested in the Domestic Front campaign 1944	1 Mai 1944	403
		Received circular No10/44-45-School meals during Whitsun Holidays	17 Mai 1944	403
		Received circular No12/44-45-School Canteens-Furniture Equipment	23 Mai 1944	404
		Received circular No14/44-45-Cardiff's "Salute the Soldier" week	25 Mai 1944	404
		School re-opened after Whitsun Holidays. Received circular No16/44-45-Recruitment of Staffs under the Emergency Scheme for the training of teachers	5 Meh 1944	404
		Received 9lbs soap and 24bls soap powder for the school canteen	8 Meh 1944	405
		Received circular No21/44-45-Books, apparatus and stationery-miscellaneous schedule	16 Meh 1944	405
		Received circular No22/44-45-Vitamins for Children under five in full-time attendance at public elementary schools	19 Meh 1944	405
		Received circular No25/44-45-Cardiff's "Salute the Soldier" week	28 Meh 1944	405
		Received circular No26/44-45-School meals during Summer Holidays 1944. Received circular No 29/44-45-Evacuees in Cardiff Schools Received circular No30/44-45-Vitamins for children under 5 years in full-time attendance at Elementary schools, Instruction in Welsh	7 Gor 1944	406
		Received for the school canteen 3 tea towels and 6 dish cloths. Also 1 tray and 2 china jugs taken from stock to Crofts Street Infants School	11 Gor 1944	406
		Received 3 tables and 6 dorms for school canteen. 1 table an 2 dorms given to Boys school canteen	12 Gor 1944	406
		Received circular No35-44/45-"Dig for Victory" Exhibition 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Sept 1944 and damage to allotments and gardens	14 Gor 1944	406
		Received 51 beakers 51 tea spoons 1 tea towel 1 dish cloths for vitamins for children under five years un full time attendance at elementary schools	19 Gor 1944	406

		Received circular No37/44-45-“Dig for Victory” exhibition Sept 1944; education schedule, special film show	20 Gor 1944	407
		Received 56 bottles of orange juice 8 bottles of cod liver oil (Orange juice-quantity for 1 month. Cod liver oil-quantity for 3 months) for vitamins for children under five years in full time attendance at elementary schools	25 Gor 1944	407
		Received circular No38/44-45-Provision of meals for evacuated school children; book recovery and waste paper drive; Cardiff’s “Salute the Soldier” week	27 Gor 1944	407
		School re-opened after Summer Vacation. Received circular No39/44-45-Vitamin supplements- Cod liver oil and orange juice for children under five in public elementary schools. Received circular No42/44-45-Evacuees in Cardiff schools	4 Med 1944	408
		Received 9lbs yellow soap and 24lbs soap powder. Also 2 gallon cans of cod liver oil delivered during Summer Vacation	12 Med 1944	408
		Received circular No46/44-45-Mustard gas warning; Elementary schedule item 259; Vitamins for children under five years in full attendance at elementary schools	18 Med 1944	409
		Received circular No50/44-45-School meals; Public health lecture	22 Med 1944	409
		Received 30 bottles of orange juice and returned 14 empty orange juice bottles	27 Med 1944	409
		Received circular No53/44-45-Mid-Term Holiday: School Meals during Autumn Mid-Term Holidays 1944	13 Hyd 1944	410
		Received 48 bottles of orange juice and returned 24 empty orange juice bottles	26 Hyd 1944	410
		Received 9lbs yellow soap and 14lbs soap powder for school canteen. Received circular No59/44-45-National Savings Movement	9 Tach 1944	411
		Received circular No60/44-45-City of Cardiff Book Drive 2 <sup>nd</sup> -16 <sup>th</sup> Dec 1944. Received circular No61/44-45-Invoices for goods received; Christmas gifts	27 Tach 1944	411
		Received circular No46/44-45. School meals during Christmas Holidays 1944; Supply of milk to necessitous children; Christmas gifts	13 Rhag 1944	412
		Received circular No65/44-45-City of Cardiff Book Drive; Keep fit classes; Cardiff school children’s Infirmary fund	15 Rhag 1944	412
		Received 20 bottles of cod liver oil	18 Rhag 1944	412
		School re-opened after Christmas Holidays. Received 20 Bottles of Orange Juice and returned 20 empty orange juice bottles	8 Ion 1945	412
		Received 1 gallon can of cod liver oil 52 bottles of orange juice and returned 63 empty bottles (Orange juice)	12 Chwe 1945	414

		Received circular No77/44-45-Collections in schools. Received circular No76/44-45-School Meals during Easter Holidays 1945	23 Chwe 1945	414
		Received 2 dozen soup plates, 2 dozen dinner plates, 2 tea cloths, 2 floor cloths, 2 dish cloths and 1 scrubbing brush for the school canteen	26 Chwe 1945	414
		Received circular No78/44-45-The Domestic Front-fuel economy, Cardiff and District Horticultural Show	28 Chwe 1945	414
		Received circular No81/44-45-WVS re-homing gifts scheme; Collections in schools; Routine medical inspection in schools	8 Maw 1945	415
		Received 9lb yellow soap and 24 lb of soap powder for school canteen	12 Maw 1945	415
		Received circular No83/44-45-School collections; The Prince of Wales Orthopaedic Hospital, Cardiff; Teachers handicraft guild. Received circular No84/44-45-Books, apparatus and stationery etc. school postage	16 Maw 1945	415
		Received circular No86/44-45-Delta class; School children's Gas Masks; Invoices	23 Maw 1945	416
		Received 41 bottles of orange juice and returned 36 empty orange juice bottles	27 Maw 1945	416
		Received circular No5/45-46-"V" Day Celebrations	1 Mai 1945	417
		Received circular No6/45-46-School meals during Whitsun Holiday Received circular No8/45-46-1.Celebration of Termination of Organised Hostilities in Europe 2.Heating of schools	3 Mai 1945	417
		Received Circular No9/45-46-1.Celebration of Termination of Organised Hostilities in Europe 2. Music in schools	7 Mai 1945	417
		Mrs MG McCarthy granted one week's leave of absence from the Director as her son was home on leave from British Liberation Army in Germany	14 Mai 1945	417
		School closed. "VE Day" Holiday	8-10 Mai 1945	418
EC1/12	Albany Road, Roath Girls	Received circular No 44/39-40 re Closure of Schools –as follows "Since a state of War was declared by the Prime Minister at 11am on Sunday 3 <sup>rd</sup> September 1939, you are instructed that all schools be closed"	4 Med 1939	76
		School was re-opened this morning. Owing to the closure of Crwys Road school for other purposes the Senior and Junior Girls were transferred to this school until further notice	11 Med 1939	76
		Dr Murphy visited the school this morning and carried out an inspection of all children in connection with the survey for malnutrition	28 Med 1939	78
		Mrs March lecturer for the Alliance of Honour gave the first of a series of three talks to the Senior Girls this morning	5 Hyd 1939	78

		Received Circular No 64/39-40 stating that the operation of the sections of the Education Act relating to the raising of the school leaving age, which took effect from 1 <sup>st</sup> September 1939, has been suspended	25 Hyd 1939	79-80
		Received Circular instructing that Miss K Dinham, Miss M E Jones and Mrs Ada Hoy have been transferred from Crwys Road Council school to Albany Rd Girls' school as and from November 1 <sup>st</sup> 1939	26 Hyd 1939	80
		Ninety six girls have been admitted from Crwys Road Dual school today. On 11 Sept these pupils were transferred to this school building, the Military Authorities having taken over Crwys Road school	1 Tach 1939	80
		Received Circular No 67/39-40 re School Sessions from 20 <sup>th</sup> Nov 1939-31 <sup>st</sup> Jan 1940. "School Hours-The morning session shall begin at 9am and close at noon, the afternoon session shall begin at 1.30pm and close at 3.45pm" The above change has been deemed advisable as a War Emergency-"blackout" conditions and transport difficulties	2 Tach 1939	81
		Afternoon session commences this afternoon at 1.30pm and terminates at 3.45pm	20 Tach 1939	82
		Received Circular No 89/39-40 intimating that the schools will revert to the usual hours for school sessions from Monday 5 <sup>th</sup> February 1940	29 Ion 1940	83
		School is closed this afternoon. A half-holiday is granted to celebrate the visit of the King and Queen to Cardiff	9 Chwe 1940	83
		School re-opened this morning (Tuesday), the Whitsun Holidays having been cancelled owing to the National situation	14 Mai 1940	84-85
		Received Circular 30/40-41 stating that school sessions until further notice will be as follows. Morning session 11am to 12 noon. Afternoon session 2pm to 4pm	2 Gor 1940	85-86
		Received Circular No 32/40-41 re-Volunteers to escort children to port of embarkation in connection with Children's Overseas Reception Scheme	9 Gor 1940	86
		Received Circular 35/40-41-Paper Economy in schools	19 Gor 1940	87
		Received Circular 41/40-41. Elementary schools to be closed from 25 <sup>th</sup> July-13 <sup>th</sup> August 1940. School sessions-From 13 <sup>th</sup> Aug to 15 <sup>th</sup> Nov 1940 Morning sessions 10am-12 noon, afternoon session 2pm-4.30pm. From 18 <sup>th</sup> Nov 1940-31 <sup>st</sup> Jan 1941. Morning session 10am-12 noon, afternoon session 1.30pm-3.45pm	20 Gor 1940	87
		Received roll of muslin and [??] to cover windows	23 Gor 1940	87
		School is closed today owing to the results of an Air Raid on the night of Sept 3 <sup>rd</sup> . Many windows in the school building were broken	4 Med 1940	89
		School is closed again today. Bombs have to be cleared away from the neighbourhood	5 Med 1940	89



		School re-opened this morning. 50% of the children attended	6 Med 1940	89
		Received Circular 54/40-41 intimating that two weeks holiday have been granted to schools commencing on Monday 30 <sup>th</sup> September	9 Med 1940	89
		Received Circular 80/40-41 re School sessions. Owing to the continuation of Summer Time during the winter months, school sessions are to be as follows-Morning 10am-12 noon, afternoon 2pm-4.30pm	11 Tach 1940	90
		Miss Rees has been granted leave of absence this morning to attend the first of a series of lectures on "First Aid"	13 Tach 1940	91
		Miss Kate Dinham has been granted leave of absence this morning to attend the above lectures	15 Tach 1940	91
		School re-opened this morning. The attendance was 71%. Owing to the damage done to homes during the Air Raid on Thursday-Friday nights 2 <sup>nd</sup> -3 <sup>rd</sup> Jan many children have not returned to school	6 Ion 1941	91
		A meeting for the parents of the pupils of this school was held in this department this afternoon. Mr Billing the Headmaster addressed the parents, and explained to them the points relevant to an Evacuation Scheme, if such a scheme became necessary to the City. The meeting was fully attended	27 Ion 1941	91-92
		Parents' Enquiry Forms Re Evacuation for school children were returned to the Education Offices this morning	31 Ion 1941	92
		Received Circular 109/40-41 re (War Gases) Refresher courses to be held on Tuesday 11 <sup>th</sup> Feb and Friday 14 <sup>th</sup> Feb	10 Chwe 1941	92
		Forms I, II, III and IV from Marlborough Rd Girls' school have started work here today. This has been found necessary owing to the destruction of Marlborough Road school in the recent Blitz (5 Mar 1941)	17 Maw 1941	92
		Received Circular 22/41-42 re Evacuation of School Children	26 Mai 1941	93
		Children were registered for Evacuation	28-29 Mai 1941	93
		Medical examination of children registered for Evacuation took place at Roath Park Cl school	30 Mai 1941	93
		Children who were registered under Evac Scheme left Cardiff this morning. Reception Areas were Cymmer, Glyncorwg and Blaengwynfi	31 Mai 1941	93
		Dr Herapath of the school medical department completed the examination of children in connection with the malnutrition survey	18 Meh 1941	94

		Miss Kate Dinham terminated duties as assistant on the permanent staff here today. She has been transferred to the Reception Area at Glyncorrwg where she is to start duties on Monday 23 Jun 1941	21 Meh 1941	94
		Miss A W Maunder terminated duties as assistant on the permanent staff today. She has been transferred to Blaengwynfi one of the Reception Areas and is to commence duties tomorrow 25 Jun 1941	24 Meh 1941	94
		Received Circular 52/41-42 re Summer Holidays viz-Close on Thursday evening 24 <sup>th</sup> Jul 1941 and reopen on Tuesday 12 <sup>th</sup> August 1941. Close from Monday 29 <sup>th</sup> September 1941 and reopen on Monday 13 <sup>th</sup> October 1941. School sessions. From the 12 <sup>th</sup> August the hours of school sessions shall be-Morning session 9.30am-12 noon, afternoon session 2pm-4.30pm	8 Gor 1941	95
		Miss Maunder restarted duty today. Her absence from this school was from the 24 <sup>th</sup> June until 12 <sup>th</sup> August during which period Miss Maunder was engaged at Blaengwynfi school in one of the Reception Areas	12 Aws 1941	96
		Received Circular 86/41-42 re Inventory of Furniture etc. which has to be prepared in duplicate	22 Hyd 1941	97
		Received Circular re instructions concerning issue of Supplementary Clothing Cards to children	17 Tach 1941	98
		Forty two children who have suffered as a result of Enemy Raids, today received gifts sent by the children of America, under the auspices of the British War Relief Society (USA)	6 Ion 1942	98
		Misses Guiseppi, Flounders and Bolton, students of Furzedown College London, now at Cardiff, commenced school practice here this morning	19 Ion 1942	98
		Children's Gas Masks were examined today by ARP Wardens and necessary repairs attended to	22 Ion 1942	98-99
		During Warship Week the amount collected in the Girls' department of the school was £410	28 Ion 1942	99
		This afternoon Miss Parry HMI and Miss Adams (LCC) were in school examining the students of Furzedown College, London	4 Chwe 1942	99
		Misses Guiseppi and Bolton, Furzedown College students, completed their period of school practice today. Miss Flounders has been absent since Thursday owing to ill health	6 Chwe 1942	99
		This morning two lessons were taken by the students of Furzedown College	18 Chwe 1942	100
		Students of the above College visited school today and gave two lessons	25 Chwe 1942	100
		The last of a series of lessons was given by the Students of Furzedown College this morning	4 Maw 1942	100
		School was closed today owing the building being used for Election purposes	13 Ebr 1942	101
		Received Circular No 9/42-43 re "The position of schools in the event of Invasion"	14 Mai 1942	101
		This afternoon Inspector Pittaway of the Cardiff City Police addressed the girls on "Safety First"	19 Mai 1942	102

		Miss Kate Dinham having returned from Glyncorrwg, a Reception Area for Evacuees, resumed duties this morning. Received Circular 12/42-43 re-Waste Paper Salvage. From today the collection of waste paper is to be undertaken by the Salvage depart of the City Council	1 Meh 1942	102
		Children whose parents had given their consent, received shower baths this morning. These are to be continued periodically	22 Meh 1942	103
		Received Circular 17/42-43 re "School Canteens"	7 Gor 1942	103
		Received Circular 21/42-43 re "Care of children during school holidays"	16 Gor 1942	103
		School closes this afternoon for four weeks' holiday. Arrangements have been made for 25% of school staff each week, to be in charge of children, who attend for recreation during the holidays	30 Gor 1942	103
		Received notification that school canteen will be in operation from 21/9/42	14 Med 1942	103
		School canteen was in operation for the first time today. Forty three girls partook of dinner	21 Med 1942	105
		Miss Leopold of Furzedown College London gave demonstration lessons for students of the College to Form III girls. Lessons are to be continued on each Thursday for three weeks (dates 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> Oct)	8 Hyd 1942	105
		Misses Jackson and Ridout, students of Furzedown College London, this morning started a period of teaching practice	3 Chwe 1943	106
		Misses Jackson and Ridout completed their period of teaching practice today	19 Chwe 1943	106
		Received Circular intimating that the scholars of Marlborough Road Girls' school (Std IV and Forms I II and III) are to be amalgamated with the Albany Road Girls' school on Monday 3 <sup>rd</sup> May 1943	29 Maw 1943	107
		Received Circular 22/43-44. Special Holiday in celebration of Cardiff "Wings for Victory" week has been granted by the Education Committee. This holiday will be taken on Friday July 30 <sup>th</sup>	14 Gor 1943	109
		Received Circular No 45/43-44 intimating that the schools are to revert to their normal hours of school sessions as and from the first Monday in February 1944 viz:-7 <sup>th</sup> February 1944	8 Rhag 1943	111
		Misses Alexander, Harwood and Davies Furzedown College students commenced school practice here today	24 Ion 1944	111
		School commenced at nine o'clock this morning	7 Chwe 1944	111
		Dr King HMI visited school for the inspection of Furzedown College Students	15 Chwe 1944	112
		Misses Alexander, Harwood and Davies completed their term of school practice this afternoon	18 Chwe 1944	112

		A holiday has been granted to all schools in Cardiff this afternoon on the occasion of the State Visit of Their Majesties King George VI and Queen Elizabeth and of HRH Princess Elizabeth to the city	29 Maw 1944	113
		Misses Hosier, Hurle, Chilcot and Lewis students of Furzedown Training College started school practice today	4 Chwe 1945	117
		16 children accompanied by Miss Rees attended the Reardon Smith Hall for a practice for "V" Day Celebrations	2-3 Mai 1945	118
		Circular No 9/45-46. Celebration of Termination of Organised Hostilities in Europe	7 Mai 1945	118
		School closed on the 8 <sup>th</sup> , 9 <sup>th</sup> inst for Celebration of Termination of Organised Hostilities in Europe	8 Mai 1945	118
		School closed today owing to poor attendance. Instructions conveyed from the Director	10 Mai 1945	118
EC2/2	Canton Church-in-Wales-Infants	Received circular No 44/39-40-Closure of schools, on outbreak of war, September 3rd	4 Med 1939	198
		Received circular No 51/39-40-Reopening of Infants' Schools. Received circular No 50/39-40-Civil Pay to employees during service with military or auxiliary services. Received circular No 52/39-40-National Service schedule	14 Med 1939	198
		School reopened this morning	18 Med 1939	198
		Received circular No 54/39-40. Evacuation of schools; Lighting; Structural alterations; Timetables; Requisitions	19 Med 1939	198
		Received circular No 57/39-40-Respirators; Attendance of school children; Timetable	27 Med 1939	198
		Received circular No 65/39-40. First Aid courses in schools to commence on November 1 <sup>st</sup> 1939	27 Hyd 1939	202
		Received circular No 67/39-40-School sessions	2 Tach 1939	202
		Received circular No 77/39-40-School supplies	6 Rhag 1939	203
		Received circular No 81/39-40-Waste paper	13 Rhag 1939	203
		School sessions. Circular No 89/39-40-War Savings campaign	27 Ion 1940	204
		Received circular No 94/39-40-Milk in schools. Received circular No 96/39-40-Royal Visit. Half-holiday this afternoon-Royal Visit	9 Chwe 1940	204
		Received circular No 98/39-40-Provision of milk for school children	27 Chwe 1940	205
		Received circular No 4/40-41-School supplies	19 Ebr 1940	205

		Received circular No 6/40-41-Admission of children under five years of age	23 Ebr 1940	205
		"Action on the Kitchen Front". Received circular No 8/40-41	6 Mai 1940	206
		Admission of children under five years of age. Circular No 14	9 Mai 1940	206
		Received circular No 19/40-41-Supplementary Petrol	26 Mai 1940	206
		Received circular No 21/40-41-Provision of meals to necessitous school children	6 Meh 1940	206
		Received circular No 22/40-41-National Savings	13 Meh 1940	206
		Received circular No 30/40-41-School sessions. From 3 <sup>rd</sup> July, Morning 11am-12 noon, Afternoon 2pm-4pm	2 Gor 1940	206
		Received circular No 31/40-41-Dispersal of children immediately an Air Raid Warning is given	4 Gor 1940	206
		Received circular No 32/40-41-Children's Overseas Reception Scheme	9 Gor 1940	206
		Received circular No 35/40-41-Paper economy	19 Gor 1940	207
		Received circular No 41-40-41-Air Raid Precautions in schools; School Holidays; School sessions	21 Gor 1940	207
		Received circular No 34/40-41-Window protection	24 Gor 1940	207
		Received letter regarding attendance-No transfer of children attend Severn Rd Nursery School to other infant schools under age of 5 years	16 Aws 1940	207
		Received circular No 49/40-41-Damage by Air Raids	27 Aws 1940	207
		Received circular No 54/40-41-School Holidays; Air Raid Warnings and School sessions	9 Med 1940	207
		Received circular No 55/40-41-Military service. Received circular No 58/40-41-"Action on the Kitchen Front"	13 Med 1940	207-208
		Received circular No 65/40-41-Copy of minute passed by Education Committee Friday 27 <sup>th</sup> September regarding behaviour during Air Raids. Received circular No 64/40-41-Air Raid Precautions in schools; Fire-fighting appliances; Air Raid Shelters; Use of bells and whistles; Respirators	14 Hyd 1940	208
		Received circular No 69/40-41-National Savings. Received circular No 71/40-41-Cardiff Schools War Weapons week	17 Hyd 1940	208-209
		Received circular No 80/40-41-School sessions	11 Tach 1940	209
		Received circular No 84/40-41-Return re Air Raid Warnings	22 Tach 1940	209
		Received circular No 86/40-41-Books, apparatus	5 Rhag 1940	209
		Received circular No 92/40-41-Communication with teachers in an emergency	16 Rhag 1940	209
		Received circular No 99/40-41-Fire watchers	20 Ion 1941	209
		Received circular No 101/40-41-Evacuation; Enquiry	21 Ion 1941	209
		Received circular No 104/40-41-Evacuation	23 Ion 1941	209

		Received circular No 74/40-41-Sandbags in streets	7 Chwe 1941	210
		Received circular No 1/41-42-Books, apparatus	31 Maw 1941	210
		Received circular No 3/41-42-Easter Holidays. Communication with teachers in an emergency	4 Ebr 1941	210
		Received circular No 9/41-42-School supplies	9 Ebr 1941	210
		Received circular No 10/41-42-Respirators school children	22 Ebr 1941	210
		Received circular No 15/41-42-Shadow Kitchens	5 Mai 1941	210
		Received circular No 22/41-42-Evacuation of Children	26 Mai 1941	211
		Received circular No 23/41-42-Evacuations; Medical Exam	28 Mai 1941	211
		Received circular No 43/41-42-Evacuation of school children; Teaching staff	9 Meh 1941	211
		Received circular No 51/41-42-Evacuation. Received circular No 52/41-42-Holidays; School sessions	8 Gor 1941	211
		Received circular No 58/41-42-Second Evacuation	23 Gor 1941	211
		Received circular No 60/41-42-Registration	19 Aws 1941	211
		Received circular No 62/41-42. Rationing of cloth, clothing, footwear and knitting wool	26 Aws 1941	212
		Received letter from Chairman of the Managers requesting information regarding evacuated children	27 Aws 1941	212
		Received circular No 68/41-42-Government Evacuation Scheme (Poster)	15 Med 1941	212
		Received circular No 71/41-42-Evacuation	17 Med 1941	213
		Received circular No 72/41-42-Preservation of wild fruit; Closure of schools in event of invasion	19 Med 1941	213
		Received circular No 77/41-42-School Air Raid Shelters	23 Med 1941	213
		Received circular No 80/41-42-Milk in schools. Received circular No 80/41-42-Government Evacuation	17 Hyd 1941	213
		Christmas Holidays-meals and milk	12 Rhag 1941	213
		Received circular No 104/41-42. School canteens; Milk in schools scheme; Keep fit class; War time nurseries; Severn Road Nursery School	17 Rhag 1941	213-214
		Received circular No 108/41-42-Rationing of clothing, footwear and knitting wool	19 Ion 1942	214
		Received circular No 115/41-42-Cardiff Warship Week	20 Chwe 1942	214
		Received circular No 117/41-42-Limitation of supplies	6 Maw 1942	214
		Received circular No 122/41-42-Book, apparatus, school postage Form B; Milk Bottles; Necessitous children	31 Maw 1942	214
		Circular No 8/42-43-City of Cardiff Evacuated School Children's Boot and Clothing fund	9 Mai 1942	215
		Received circular No 7/42-43. Position of the Schools in the event of invasion	14 Mai 1942	215

		Received circular No 11/42-43-Rationing of soap	20 Mai 1942	215
		School reopened after Whitsun Holidays. Received circular No 12/42-43-Waste paper salvage	1 Meh 1942	215
		Received circular No 16/42-43-Books, apparatus	11 Meh 1942	215
		Received circular No 19/42-43-Gift of chocolate	30 Meh 1942	215
		Received circular No 17/42-43-School canteens	8 Gor 1942	215
		Received circular No 21/42-43-Care of children during school holidays; School feeding	16 Gor 1942	215
		Received circular No 22/42-43-Care of children during school holidays; Times of opening in afternoon	20 Gor 1942	215
		Received circular No 23/42-43-Care of children during school holidays; Supply of meals and milk	21 Gor 1942	215
		Received circular No 24/42-43-Necessitous free meals	23 Gor 1942	215
		Received circular No 25/42-43-School canteens	29 Gor 1942	215
		Received circular No 27/42-43-Care of children during Summer Holidays	17 Aws 1942	216
		Received circular No 28/42-43-Schoolchildren's Gas Masks. Received circular No 29/42-43-Prevention of damage to trees and shrubs. Received circular No 30/42-43-Children receiving free milk Received circular No 32/42-43-Savings competition	2 Med 1942	216
		Received circular No 44/42-43-School canteen	28 Med 1942	216
		Received circular No 49/42-43-School canteens	22 Hyd 1942	216
		Received circular No 61/42/43-Provision of meals during Holiday period	2 Rhag 1942	217
		Received circular No 64/42-43-Cardiff school children's infirmary fund; War Time nurseries	8 Rhag 1942	217
		Received circular No 65/42-43-School meals during holidays	16 Rhag 1942	217
		School reopened after Christmas Holidays. Received circular No 66/1942-43-Damage to Air Raid Shelters; D of E pamphlet-disposal of surplus milk	4 Ion 1943	217
		Received circular No 69/42-43-City of Cardiff book drive	5 Ion 1943	217
		Received circular No 75/42-43-Cardiff book drive	20 Ion 1943	217
		Received circular No 86/42-43-Books. Apparatus, stationery	29 Maw 1943	217
		Received circular No 2/43-44-Meals during Holidays	8 Ebr 1943	217
		Received circular No 6/43-44-School meals; Easter Holidays	14 Ebr 1943	218
		Received circular No 15/43-44-School meals during Whitsun Holidays 1943	31 Mai 1943	218
		Received circular No 14/43-44-Provision of meals during holiday periods; Government Evacuation Scheme	22 Mai 1943	218
		Received circular No 22/43-44-School meals	14 Gor 1943	219

		School reopened this morning after Summer Holidays. Received circular No 25/43-44-1. Use of playgrounds and classrooms; 2. Surplus furniture	1 Med 1943	219
		Received circular No 32/43-44. Sound tests Warning Signals; Schedule of school stationery tc; Teachers Handicraft Guild	1 Hyd 1943	220
		Received circular No 37/43-44-School meals during Autumn Mid-term Holidays, 1943	21 Hyd 1943	220
		Received notice of visit of Miss Joan Lawson on October 30 <sup>th</sup> 1943-Russian Folk Dances	22 Hyd 1943	220
		Received circular No 45/43-44-School hours; damage to public amenities; Christmas gifts. Received circular No 46/43-44-School meals during Christmas Holidays, 1944	8 Rhag 1943	220
		Received circular No 50/43-44-Prepaid bus/train tickets	17 Ion 1944	220
		Received circular No 56/43-44-Shadow kitchen practice	19 Chwe 1944	221
		St David's Day. Programme of songs and dances-school closed in the afternoon. Received circular No 60/43-44-Shadow kitchens	1 Maw 1944	221
		Received circular No 61/43-44-School meals during Easter Holidays 1944	2 Maw 1944	221
		Received circular No 59/43-44-Optimists chocolate	3 Maw 1944	221
		Received circular No 62/43-44-Coal for schools	11 Maw 1944	221
		Received circular No 63/43-44-Coal for schools	23 Maw 1944	221
		Received circular No 65/43-44-Royal Visit to Cardiff	28 Maw 1944	221
		Received circular No 1/44-45-Books apparatus, stationery, contracts, rationing of cloth etc.	4 Ebr 1944	221
		Received circular No 4/44-45-Empire Day 24 <sup>th</sup> May 1944; 2.Salaries of teachers; 3.Emergency water supplies	23 Ebr 1944	222
		Received circular No 10/44-45-School meals during Whitsun Holidays 1944	26 Mai 1944	222
		Received circular No 16/44-45-Recruitment of staffs under the Emergency Scheme for the Training of Teachers	5 Meh 1944	222
		Received circular No 26/44-45-School meals in Summer Holidays. Received circular No 29/44-45/Evacuees in Cardiff schools. Received circular No 30/44-45-Vitamins for children under five years in full time attendance of elementary schools; Instruction in Welsh	7 Gor 1944	224
		Received circular No 35/44-45-Damage to allotments etc.	14 Gor 1944	224
		Received circular No 37/44-45. Dig for Victory Exhibition; Education schedule; Special film show	21 Gor 1944	224
		School reopened after Midsummer Holidays. Received circular No 39/44-45-Vitamin supplements	4 Med 1944	224
		Received circular No 50/44-45-School meals etc.	22 Med 1944	225



		Received circular No 46/42-44-School meals during Christmas Holidays, 1944; Christmas gifts	12 Rhag 1944	225
		Received circular No 65-Book drive; Keep fit classes; Cardiff children's infirmary fund	16 Rhag 1944	225
		Received circular No 77/44-45-Collections in schools	23 Chwe 1945	226
		Received circular No 78-44-45-Fuel economy horticultural show	28 Chwe 1945	226
		Received circular No 81/44-45-WVS rehoming gifts scheme; Collections in schools; Routine medical inspections in schools	8 Maw 1945	226
		Received circular No 83/44-45-School collections; Teachers Handicraft Guild	19 Maw 1945	226
		Received circular No 1/45-46-Teachers Handicraft Guild; Horticultural show; Schedule of craftwork materials; Accidents to scholars; St David's Day celebrations	16 Ebr 1945	226-227
		Received circular No 5/45-46-"V" Day celebrations	1 Mai 1945	227
		Received Circular No 6/45-46-School meals during Whitsun Holidays. Received circular No 8/45-46-Celebration of termination of organised hostilities in Europe	4 Mai 1945	227
		VE Day. School closed for two days	8 Mai 1945	227
EC7/1	Dulwich House Hospital School	Circular 96/1939-1940. School was closed on Friday afternoon Feb 9 <sup>th</sup> on the occasion of the visit of Their Majesties the King and Queen to Cardiff	9 Chwe 1940	14
		Circular No 80/40-41-All schools. School sessions to continue as for the summer months owing to continuation of Summer Time during the winter months	9 Tach 1940	15
		At the suggestion of Miss Fox the older children have commenced listening to the "News for Schools" broadcast for schools at 10am. Children enjoy using atlases and look up places mentioned during the news	Rhag 1941	17
		Teacher decided to let children enjoy a few choses "Wireless lessons". The children having been prepared for what they are likely to hear, these lessons being especially chosen by the teacher during the previous week when the subject matter is given to the children. Senior children listen to lessons for seniors. Junior children listen to lessons for infants-especially story lessons	Ion 1942	18
		Teacher is very pleased with the success of Wireless lessons, as the children look forward to the lesson especially if one series is followed week by week. Discipline is good as children are quiet and restful when listening. Children listen to one or two lessons a week only, lest the effort of concentrated listening should be tiring-if only to one child in any one ward. Children particularly happy and interested in lessons where part of lesson is in play form. Children make notes if they wish	Chwe 1942	18-19

		Miss Peddar (Furzdown Training College, London) evacuated to Cardiff called to see Miss Fowler to make arrangements for students to visit the school. Owing to the number of students (45) it was arranged for them to visit the school on various dates in groups of about 15 students. Miss Fowler consulted Miss Fox about this before making final arrangements	19 Chwe 1942	19
		A party of Furzdown students visited the school, accompanied by a lecturer. They saw a collection of handwork, including embroidery work, knitted gloves, needle cases etc. Students were very interested in art work done by the children, and especially interested in large size figures illustrating nursery rhymes drawn and painted by the children in bed	26 Chwe 1942	20
		Presentation by Dr Greenwood Wilson on behalf of the staff of a Wireless set, to Miss Fox on her retirement as matron of the hospital. Miss Fox having been matron since 1907	27 Chwe 1942	20
		A 2 <sup>nd</sup> party of Furzdown students visited the school	5 Maw 1942	21
		A 3 <sup>rd</sup> party of Furzdown students visited the school. Work of the school explained and work shown as before. Some of the children having been given a few RAF Intelligence Tests by the teacher tried them out on the students	12 Maw 1942	21
EC13/1	Jackson Hall, Oral School for the Deaf, Westgate Street	School closed today, by order of the Director of Education, at 12 o'clock	1 Med 1939	81
		School re-opened today after closure	16 Hyd 1939	81
		School re-opened today, by order of HM Government owing to the gravity of the war. Only 50% have returned to school	14 Mai 1940	85
		School closed at 10.30 after a celebration for Empire Day, and a collection for tobacco for the Serving Forces	24 Mai 1940	85
		There are only 14 children present. Two Air Raid Warnings having been sounded during the night	1 Gor 1940	85-86
		School closed this afternoon for two weeks holiday	25 Gor 1940	86
		Attendance down to 64% owing largely to Air Raids	6 Med 1940	86
		Furzedown College students (LCC) now evacuated to Cardiff visited the school this afternoon with Miss Munro, mistress of method	6 Chwe 1941	88
		School could not open this morning, being flooded with water following water "Blitz" during night	4 Maw 1941	89

		Re-opened at Llandaff C School. The Howard Gardens premises being taken from us to be given to the High School	19 Maw 1941	89
		School closed this afternoon for part of the Summer Holidays	24 Gor 1941	92
		School closed this afternoon for the Summer Holiday as far as marking registers is concerned but will remain open for such children as choose to attend for games tc. Duties arranged: RM Williams 4/8/42 to 12/8/42 Miss Hooper 13/8/42 to 20/8/42 Miss Nelson 21/8/42 to 28/8/42	30 Gor 1942	98
		I attended the Church Hall Charles St today, after school, to arrange exhibits for the "Wings for Victory" exhibition which opens Monday	14 Mai 1943	106
		I was present at the opening of the above name exhibition this morning. The Director of Education praised the work highly	17 Mai 1943	106
		The children visited the Charles St exhibition this morning	21 Mai 1943	106-107
		A letter was received from the Director of Education, stating that the school would be removed to Westgate St during the Summer Holidays. This letter was delivered by hand at 3pm. School closed at 3.30pm for the Summer Holidays	29 Gor 1943	108
		School did not re-open today because it was not possible to remove during the holidays. The staff spent Aug 30 <sup>th</sup> -31 <sup>st</sup> packing and generally preparing goods for removal. The children attended this morning but all the small ones were sent home and the big children remained to help in the removal	1 Med 1943	108
		The last load was taken to Westgate St this afternoon. The workmen are still in the rooms and it will be quite impossible to open school Monday	3 Med 1943	108-109
		Children assembled with their mother this morning and were again sent home except those who were retained to assist staff in getting some semblance of order out of absolute chaos	6 Med 1943	109
		School closed today for the Autumn Holiday, for the first time since the outbreak of war. As the children are now fed at dinner time with a 2 course dinner at a charge of 2/- per week the parents were canvassed to ascertain whether they desired to take advantage of continuation of this service during the holidays. Not one of the parents desired it	29 Hyd 1943	111
		School closed at noon today as the King, Queen and Princess Elizabeth visited Cardiff	29 Maw 1944	115
		Two more groups of Furzedown College students came to observe methods of education, 1 group Thursday morn and another Thursday afternoon	12 Mai 1944	117
		The school part was held today and as "blackout" had been eased it was kept on until after lighting up time and Father Christmas attended	20 Rhag 1944	120
		School was closed for the past two day, VE1 and VE2. Instructions have just been received from the Education Office to close today also, as only 5 children are in attendance	10 Mai 1945	124

		School re-opened today after holidays in celebration of Victory in Europe. There have been only 7 children at school	11 Mai 1945	124
EC14/6	Kitchener Road Elementary Infants	Circular 44/39-40-Closure of schools. School closed through declaration of war	4 Med 1939	177
		Circular 50/39-40-"Military Service" Circular 51/39-40-National Service Circular 52/39-40-Reopening of Infants Schools	14 Med 1939	177
		Circular 54/39-40 "Evacuation of schools-Lighting-Structural Alterations etc." School reopened	18 Med 1939	177
		Circular No 57/39-40-"Respirators" etc.	27 Med 1939	177
		Practice of ARP dismissal taken at various times	11 Hyd 1939	178
		Circular No 65/39-40-"First Aid Courses in schools"	27 Hyd 1939	178
		Circular No 67/39-40-"Afternoon sessions to begin at 1.30, close at 3.30pm on Nov 20 <sup>th</sup> until Jan 31 <sup>st</sup>	2 Tach 1939	178
		Circular 77/39-40-School supplies "Increase in tender prices"	6 Rhag 1939	179
		Circular 81/39-40-Waste paper	13 Rhag 1939	179
		Circular 89/39-40-"School sessions revert to usual hours on Feb 5 <sup>th</sup> (Monday)	29 Ion 1940	179
		C 96/39-40-Visit of Their Majesties-Half Holiday in honour of Royal Visit	9 Chwe 1940	180
		Circular 98/39-40-"Provision of milk for children"	29 Chwe 1940	180
		104/39-40-Easter Holidays; Dinners; Milk 105/39-40-Books, Apparatus and Stationery; "From April 1 <sup>st</sup> expenditure 3/9 per head for average no on books"	15 Maw 1940	180
		Circular 4/40-41-"School supplies"	19 Ebr 1940	181
		Circular 6/40-41-"Admission of children under five years of age"	23 Ebr 1940	181
		Circular No 8/40-41-"Action on the Kitchen Front"	5 Mai 1940	181
		Circular No 12/40-41-Whitsun Holidays; Necessitous school children:-meals	7 Mai 1940	181
		Circular No 14/1940-1941-"Admission of children under 5 years of age" A return of such admissions must be sent to the Director of Education each week	9 Mai 1940	182
		Whit Tuesday Circular No 15/1940-41-"By Government Order all schools reopened this morning at the usual time":-All the staff present	14 Mai 1940	182
		Circular No 20/40-41-"Increase in tender prices"	5 Meh 1940	182

		Circular No 30/40-41-"School sessions" Times of school sessions as and from 3 <sup>rd</sup> July as follows:- viz Morning session 11am to 12 noon Afternoon session-2-4 (Infants). Time Table modified accordingly	2 Gor 1940	182
		Circular No31 1940-41 "Re Air Raid Precautions" Children living within 4 minutes of the school must be evacuated to their homes	4 Gor 1940	183
		Circular No 32/40-41-"Childrens Overseas Reception Scheme"	9 Gor 1940	183
		Circular 41/40-41-Air Raid Precautions	22 Gor 1940	183
		Received circular No 34/40-41 Dated 17.7.40. Received Gauz:-Teachers cut lengths for windows	24 Gor 1940	183
		School closed for 2 weeks	25 Gor 1940	183
		Circular re nursery school "No child under the age of five years can be transferred from the nursery school to any infants department"	15 Aws 1940	183
		Circular No 49/40-41-Damage by Air Raids to be reported immediately to the office. The Director of Education paid a visit to the school this pm. He enquired as to the health and morale of the children	27 Aws 1940	184
		Circular 54/40-41-"School Holidays" Air Raid Precautions and school sessions	9 Med 1940	184
		Circular 55/40-41-Military Service and Service in Civil Defence	13 Med 1940	185
		Circular 58/40-41-"Action on the Kitchen Front" Exhibition and Demonstration		
		Circular 61/40-41-"Holidays" Dinners; Milk	25 Med 1940	185
		Circular 65/40-41-Reported visit of the Director of Education and appreciation of courage of teachers and children	14 Hyd 1940	185
		Circular No 64/40-41-"ARP in schools"	16 Hyd 1940	185
		Circular No 69/40-41-"National Savings Movement"	17 Hyd 1940	185
		Circular 70/40-41-Mid-term Holiday cancelled		
		The Head Teacher and Miss Morgan left school early in order to attend National Savings Meeting at City Hall	21 Hyd 1940	185
		Circular No 84/40-41-"Return of Air Raid Warnings"	21 Tach 1940	186
		Alert sounded 11.55. All Clear 12.50	26 Tach 1940	186
		Alert sounded 3.05. All Clear 4.30		
		Alert sounded 2.05. All Clear 3.10	3 Rhag 1940	186
		Alert 2.55. All Clear 3.20	4 Rhag 1940	186

		Alert sounded 10 to 2. All Clear 2.10. Alert sounded 2.15. All Clear III o/c	11 Rhag 1940	186
		Circular No 92/40-41-"Communication with teachers in an emergency"	16 Rhag 1940	186
		Arrived after having a severe Air Raid on Jan 2 <sup>nd</sup> and found school unfit for habitation. Only a few children arrived. These were sent home. School closed for one week:-Teachers in attendance getting apparatus ready for removal to Severn Road School, also visiting the children's homes, in order to find out particulars about them	6 Ion 1941	187
		School reopened at Severn Road Infants' Dept. Visiting of children's home continued	13 Ion 1941	187
		Percentage for week very low, mainly due to the evacuation of children from damaged homes	17 Ion 1941	187
		Circular No 99/40-41-"Fire Fighters"	20 Ion 1941	187
		Circular No 101/40-41-Re Evacuation Scheme	21 Ion 1941	187
		Circular No 103/40-41-Fire Watchers Circular No 104/40-41-Evacuation of School Children	23 Ion 1941	187
		Circular No 111/40-41-Chief Constables memorandum Circular No 112/40-41-Fire Prevention (Business Premises)	14 Chwe 1941	188
		Circular No 117/40-41-"Surplus Furniture and Apparatus"	11 Maw 1941	188
		10/41-42-Re Respirators	22 Ebr 1941	189
		10.30 Head Teachers meting re Evacuation. Information sent re Evacuation of School child	26 Mai 1941	189
		23/41-42-Government Evacuation Scheme	29 Mai 1941	189
		Registration for Evacuation	28-29 Mai 1941	189
		School reopened. Twenty five children evacuated with Government Scheme. Twenty five children evacuated to reception areas. One child returned	9 Meh 1941	189
		Circular 51/41-42-Evacuation of children	7 Gor 1941	190
		Circular No 52/41-42-Summer Holidays; School sessions; "Close on Thursday evening 24 <sup>th</sup> July and reopen on Tuesday 12 <sup>th</sup> August 1941. Two weeks holiday from Monday 29 <sup>th</sup> Sept and reopening Monday 13 <sup>th</sup> October 1941. From 12 <sup>th</sup> August the morning session shall begin at 9.30"	8 Gor 1941	190
		Reopened school at Kitchener Road School after 7 months sojourn at Severn Road. The new school year to commence on Monday 18 <sup>th</sup> August	12 Aws 1941	190
		Circular No 62/41-42-Rationing of cloth, wool etc.	25 Aws 1941	190
		Circular No 72/41-42-Preservation of wild fruit etc.	19 Med 1941	191
		Circular No 74/41-42-Holidays; Milk arrangements	23 Med 1941	191

		Circular 75/41-42-Instruction in making equipment for Nursery Schools 77/41-42-School Air Raid Shelters		
		Circular 80/41-42-Milk in schools	14 Hyd 1941	191
		Circular 84/41-42-Periodical inspection of Gas Masks	17 Hyd 1941	191
		Four students from Furzedown Training College visited this school for observation of methods in teaching	27 Tach 1941	191
		Circular No 99/41-42-Christmas gifts from children of America	12 Rhag 1941	192
		Circular 104/41-42-School canteens; Keep fit classes; War time nurseries; Severn Road Nursery School	17 Rhag 1941	192
		Four students from Furzedown Training College came for practice. Present for three weeks	19 Ion 1942	192
		Circular 122/41-42-Books, App, stationery 3/9 per head	20 Maw 1942	193
		Circular No 11/42-43-Soap Rationing	21 Mai 1942	193
		Circular No 17/42-43-School canteens	7 Gor 1942	193
		Circular No 21/42-43-Care of children holidays	21 Gor 1942	193
		Circular No 24/42-43-Free meals and milk	24 Gor 1942	193
		Circular No 25/42-43-School Canteens	29 Gor 1942	193
		Circular 27/42-43-"Abandon scheme for voluntary attendance at school owing to the poor attendance of children"	13 Aws 1942	193-194
		Circular 39/42-43-Tanks for Attack campaign	12 Med 1942	194
		Provision of meals in schools to commence Oct 5 <sup>th</sup> 1942. Baths to be given to children Oct 14 <sup>th</sup>	24 Med 1942	194
		Circular 44/42-43-Fuel economy Circular 45/42-43-School canteens	30 Med 1942	194-195
		Circular 55/42-43-Fire Prevention	9 Tach 1942	195
		Circular No 64.42-43-Cardiff Children's Infirmary appointment for War-time nurseries	8 Rhag 1942	195
		Students from Furzedown Training College visited the school preparatory to taking up duties for school practice from January 25 <sup>th</sup> -Feb 19 <sup>th</sup>	10 Rhag 1942	195
		No 65/42-43-School Meals during Holidays	15 Rhag 1942	196
		Miss M parry HMI visited school to inspect nursery school premises and canteen	4 Ion 1943	196
		Circular No 68/1942-43-Air Raid Shelters. Circular No 69/42-43-Book Drive. Board of Education memorandum 35-Battle for fuel Board of Education memorandum No 435-Milk in Schools Scheme	5 Ion 1943	196
		Circular No 75/42-43-Cardiff Book Drive	18 Ion 1943	196

		Circular No 70/42-43-American Xmas Gifts-41 toys received via British War Relief Society, USA and distributed amongst children whose fathers are dead or missing or serving overseas. Sweets divided amongst the remainder of the children	21 Ion 1943	196
		4 students form Furzedown Training College commenced teaching practice-Misses Dinneen, Alden, Heath, Stirt	25 Ion 1943	196-197
		Miss Adams HMI, Mr Lloyd HMI and Miss Bradley, Principal of Furzedown Training College visited the school on the occasion of the students' exam	16 Chwe 1943	197
		Students from Furzedown Training College finished teaching practice	19 Chwe 1943	197
		Circular-Teachers and the War effort	24 Chwe 1943	197
		Circular No 2/43-44-Provision of meals during the holiday periods Circular No 3-/43-44-Arts and Crafts Exhibition	7 Ebr 1943	198
		Circular No 6/43-44-School meals during Easter Holidays 1943	15 Ebr 1943	198
		School reopened. Schedule XIX-received teachers' salaries Circular No 8/43-44-Empire Day; Evacuees Circular re Wings for Victory Week-Exhibition	3 Mai 1943	198
		Circular No 12/43-44-"Wings for Victory week"	17 Mai 1943	198
		A bad attendance following a bad raid	18 Mai 1943	198
		Circular No 14 43/44-Provision of meals during Holiday periods; Government Evacuation Scheme	25 Mai 1943	199
		Schools re Shadow Kitchen St Patrick's Hall Circular No 15/43-44-Holiday meals	9 Meh 1943	199
		Circular 22/43-44-School meals during Summer Holidays	15 Gor 1943	199
		School closed for Summer Holidays. Friday July 30 <sup>th</sup> granted a holiday-Celebration of Cardiff Wings for Victory week	29 Gor 1943	200
		Circular No 31/43-44-Heating of schools	29 Med 1943	200
		Circular No 32/43-44-Sound tests Public Warning Signals	1 Hyd 1943	200
		Miss Phillips Inspector of Schools visited the school to discuss the opening of the War-time nursery class	7 Hyd 1943	200
		Circular No 37/43-44-School meals during half-term	21 Hyd 1943	201
		Enrolment for War-time Nursery class. 11 children enrolled	25 Hyd 1943	201
		Enrolment for War-time Nursery class-5 children enrolled. 1 with scabies to be admitted later. Mr TO Phillips visited the school re War-time Nursery class	28 Hyd 1943	201



		War-time Nursery class started-9 children attended	2 Tach 1943	201
		Dr N Gibbs examined children in War-time Nursery class	4 Tach 1943	201
		Circular No 45/43-44-Normal school hours from Monday February 7 <sup>th</sup> 1944; Xmas gifts Circular No 46/43-44. School meals in Christmas Holidays	8 Rhag 1943	202
		Circular No 49/43-44-Cardiff School children's Infirmary Fund; Christmas Gifts-British War Relief Soc USA	17 Rhag 1943	203
		Received parcel of toys and sweets from the British War Relief Society of the United States of America	13 Ion 1944	203
		Circular No 50/43-44-Prepaid Bus/Train tickets	18 Ion 1944	203
		Miss Amor attended shadow kitchen meeting in Kitchener Rd boys school 2.30pm	1 Chwe 1944	203
		School commenced at 9am	7 Chwe 1944	203
		St David's Day celebrations-half holiday. Circular No 60/43-44-Shadow kitchens	1 Maw 1944	204
		Circular No 61.43-44-School meals during Easter Holidays. Consent requested for parents this pm. [Silver?] collection for the Red Cross-£2-5-6d	2 Maw 1944	204
		Circular No 63/43-44-Coal for schools	22 Maw 1944	205
		Circular No 65/43-44-Royal visit to Cardiff	28 Maw 1944	205
		Circular No 1/44-45-Book, apparatus. stationery	5 Ebr 1944	205
		Circular No 5/44-45-Heating of schools	24 Ebr 1944	205
		Circular No 10/44-45-School meals in Whitsun Holiday	18 Mai 1944	205
		Circular No 14/44-45-Salute the Soldier week	25 Mai 1944	205
		Circular No 16/44-45- Recruitment of Staffs under Emergency Scheme for the training of teachers	5 Meh 1944	206
		Four students for Furzedown Training College visited the school preparatory to doing school practice	7 Meh 1944	206
		Four students for Furzedown Training College commenced teaching practice Circular No 22/44-45-Vitamins for children	19 Meh 1944	206
		Circular No 25/44-45-"Salute the Soldier" week	29 Meh-4 Gor 1944	207
		Students for Furzedown Training College finished teaching practice Circular No 26/44-45-School meals-Summer Holidays Circular No 29/44-45-Evacuees in Cardiff Schools Circular No 30/44-45-Vitamins for children under 5	7 Gor 1944	207

		Circular No 38/44-45-Provision of meals for Evacuated children	26 Gor 1944	207
		School reopened. Circular 39/44-45-Vitamin supplements Circular 42/44-45-Evacuees in Cardiff Schools	4 Med 1944	208
		Circular No 46/44-45-Mustard Gas Warning	18 Med 1944	208
		Circular No 50/44-45-School meals	22 Med 1944	208
		Circular No 58/44-45-School funds	6 Tach 1944	209
		Circular No 59/44-45-National Savings Movement	10 Tach 1944	209
		Circular No 61/44-45-Xmas gifts Circular No 60/44-45-Cardiff Book drive	27 Tach 1944	209
		Received parcel of toys and sweets from the British War Relief Society of the USA	4 Rhag 1944	210
		Circular No 46-Meals during Xmas holidays	13 Rhag 1944	210
		Circular No 65-City of Cardiff book drive	15 Rhag 1944	210
		Circular No 77/44-45-Collections in schools	23 Chwe 1945	210
		Circular No 76/44-45-School meals	23 Chwe 1945	211
		Circular 78/44-45-Fuel economy	28 Chwe 1945	211
		Circular 81/44-45-WVS Rehoming Gifts Scheme	8 Maw 1945	211
		Circular No 83/44-45-School Collections; P of Wales Circular No 84/44-45-Books, apparatus, stationery	19 Maw 1945	211
		Circular No 86/44-45-Gas Masks-Invoices	23 Maw 1945	211
		Circular No 5/45-46-V Day celebrations	1 Mai 1945	212
		Circular No 8/45-46-Heating of schools	3 Mai 1945	212
		V Day. School closed at 11am. School closed for three days, May 8 <sup>th</sup> , 9 <sup>th</sup> 10 <sup>th</sup>	8 Mai 1945	212
EC16/1	Llandaff Mixed and Infants	Owing to the outbreak of War, the School was closed. Circular 44 received	4 Med 1939	365
		Arranged that children living more than 5 mins from school, may, if the need arises, run home with children living nearer school	11 Med 1939	365
		ARP arrangements have been made with the head-teacher of Hawthorn School	17 Tach 1939	369
		This afternoon the school assembled at 1.30pm The time-table is as follows: 1.30-2.10-2.45-2.50-3-.45. The infants dismiss at 3.30	20 Tach 1939	369
		Afternoon session 2-4.30pm	5 Chwe 1940	372

		Circular No 96 received: - Visit of the King and Queen to Cardiff (Inspection of Voluntary Organisations). The school closed this afternoon	9 Chwe 1940	372
		Received letter from the Director of Education inspection, his inability to arrange for electric lighting in a room at this school; will give consideration at some future date	7 Maw 1940	373
		The school re-opened after the Easter Holidays: all the staff present. Work began on an Air-Raid Shelter	1 Ebr 1940	374
		Received Bulletin and M[inistry] of Inf[ormation] pamphlet 18-21	1 Mai 1940	375
		Received Circulars Nos 8, 9, 12 also "Action on the Kitchen Front"	7 Mai 1940	375
		The school re-opened this morning, the school Whitsun Holidays being curtailed by Government Order	14 Mai 1940	375
		Received circular No.20-increased prices	5 Meh 1940	376
		Received circulars No.22 and 23 (and enclosure). The HT spoke to the school about savings	13 Meh 1940	377
		The school assembled at 11am. Morning time-table amended; afternoon normal	3 Gor 1940	377
		This morning an air-raid warning was given at 10.15m, the "All Clear" at 10.55. Registers were marked at 11.15am. Many absences	15 Gor 1940	378
		Air raid warning at 11.45am. Children living at a distance went into the shelter, others home. All Clear at 12.05. ARW 4.05pm. Children home and into the shelter. All Clear at 4.55pm	18 Gor 1940	378
		ARW 2.45pm. Children home and into the shelter. All clear 2.55. ARW 4.15. All Clear 5.15pm	19 Gor 1940	378
		ARW 3pm. Children home and into the shelter. All clear 3.50pm	24 Gor 1940	378
		School re-assembled. Circulars 45 and 46 received. Morning Session 10am-12: time-table (AM) arranged-10-10.15: 10.15-10.50: 10.50-11.10: 11.10-11.15: 11.15-12	13 Aws 1940	379
		ARW 9.58am. All clear at 10.45: school re-assembled at 10.58am	15 Aws 1940	379
		AR Warning 10.40am. All Clear 11.40. Children sent home and to the shelter. Another ARW 11.45: All Clear 12.15	21 Aws 1940	379
		ARW 10.45am. Children home and into shelter. All Clear at 11.10am. Lessons resumed	22 Aws 1940	379
		At 11.45am gun-fire was heard. The children went into the cloak-rooms: home at 12.10	23 Aws 1940	379
		ARW 4.15pm. All Clear 4.55	26 Aws 1940	379
		ARW 3.50pm. All clear 4.57	29 Aws 1940	379
		ARW 9.50am. School assembled 10.45am. ARW 1.45: All Clear 2.15pm	2 Med 1940	379-380
		ARW 9.40am. Clear 9.58. ARW 10.05. All Clear 10.25. [Raided?] centre at 11.15: children in school shelters. All clear at 11.45. HT returned at 12.45pm	4 Med 1940	380
		ARW 9.50am. AC 10am. School assembled 10.10am	5 Med 1940	380

		Gun fire heard at 11.50am. Children into cloak-rooms. School dismissed 12.05. Gun fire again at 4.05. Children into cloak-rooms. Dismissed 4.25	6 Med 1940	380
		ARW 1.50pm. All Clear 2.06: School assembled 2.15pm	12 Med 1940	381
		Circular No 55 (Military Service) received Circular No 58 (Kitchen Front) received	13 Med 1940	381
		ARW 9.45am. AC 10.15. School assembled 10.25. ARW 2.30pm. Children home and to shelter. All Clear 2.55pm	17 Med 1940	381
		ARW 9.50am. Few children in shelter. AC 10.22. School assembled 10.32am	18 Med 1940	381
		Circular No 61 (Dinners, Lunch etc.) received	24 Med 1940	381
		ARW 11.42am. Children home and to shelter. All Clear 12.10	25 Med 1940	381
		ARW 3.50pm. Children home and to shelter. All Clear 4.10pm	26 Med 1940	381
		ARW 11.42am, Children dispersed. AC 12.14. ARW 2.05pm. Children dispersed. AC 2.35pm. The school closed at 4.10pm for two weeks holiday	27 Med 1940	381
		ARW 2.20pm. RP 2.48pm. Children sent home and to the Air Raid Shelter	16 Hyd 1940	382
		ARW 3.10pm. RP 3.22pm. Children home and to shelter. ARW 3.29pm. RP 3.59pm. Children home and to shelter	21 Hyd 1940	382
		ARW 11.40am. Children dispersed, RP 12.43pm. The head-teacher took 24 children this afternoon to [??] Court to have their respirators changed. Left 2.55pm and returned 3.55am	28 Hyd 1940	382
		Received from the Director of Education a letter congratulating staff and scholars on their splendid response during the City of Cardiff week of special effort for War Weapons-£77 8s 6d	1 Tach 1940	383
		ARW 3.10pm. All children to school shelter. RP 3.30pm	11 Tach 1940	383
		ARW 3.50pm. Children home and to shelter. RP 5.03pm	13 Tach 1940	383
		ARW 9.47am. RP 10am. Assembly 10.10am	15 Tach 1940	383
		ARW 2pm. Children sent home and to school shelter. RP 2.15pm. Afternoon sessions began 2.25pm. ARW 2.40pm. Children dispersed. RP 3.23am	21 Tach 1940	383
		ARW 4pm. Children dispersed: RP 4.18pm	22 Tach 1940	383
		ARW 3.09pm. Children dispersed. RP 4.29pm	26 Tach 1940	384
		ARW 11.55am. Children dispersed. RP 12.48am	27 Tach 1940	384
		ARW 2.01pm. Children dispersed. RP 3.04pm	3 Rhag 1940	384
		ARW 2.53pm. Children dispersed. RP 3.13pm	4 Rhag 1940	384
		ARW 1.48pm. RP 2.03pm. Assembly 2.10pm. ARW 2.14pm. Children dispersed: RP 2.50am	11 Rhag 1940	384

		School re-opened: all the staff present. Slight damage to roof and cracked ceilings-result of enemy action on Jan 2 <sup>nd</sup> . Received letter from the Director, saying that this school may be used as an emergency centre	6 Ion 1941	384
		ARW 1.50pm. RP 2.02pm. Assembly 2.12pm	20 Ion 1941	384
		A few parents visited the school re Evacuation of children: little definite information to give them. A small stock of food, some crockery and 250 blankets have been placed in the school in readiness for possible emergencies	23 Ion 1941	385
		Circular No 109 received (War Gases)	10 Chwe 1941	385
		Mr E B Evans attended the lecture on "Gases" at Newport Rd High School this morning	11 Chwe 1941	385
		Mr E B Evans attended the lecture on "Gases" at Newport Rd High School this morning	14 Chwe 1941	385
		Forms re Exam of Unofficial evacuees received	17 Chwe 1941	385
		ARW 10.18: Children dispersed: RP 10.50am	28 Chwe 1941	386
		ARW 3.52pm. Children dispersed: RP 4.26pm	3 Maw 1941	386
		School closed: premises taken for housing and feeding people rendered homeless by enemy action. The entire school staff present, giving all possible help. This help will continue until normal school work resumes	5 Maw 1941	386
		ARW 3.32pm. RP 3.52. Children dispersed: work resumed 4pm	17 Maw 1941	387
		Miss Lewis and Miss Jones attended the WVS parade this afternoon on the occasion of the visit of TM The King and Queen	19 Maw 1941	387
		ARW: RP 10.05. Assembly 10.15. Circular No.199 received. ARW 3.46: children dispersed: RP 5.10pm	26 Maw 1941	387
		ARW 2.24pm. Children dispersed. RP. 3.16pm. Work resumed 3.30pm	27 Maw 1941	388
		Circular No.10 and 11 received. The Head Master visited class rooms, saw that few children were without gas-masks	22 Ebr 1941	389
		ARW 2.12pm. Children dispersed. RP 2.27	22 Mai 1941	390
		A parents meeting was held in the school this afternoon to discuss evacuation	27 Mai 1941	390
		ARW 4.20pm. Children dispersed. RP 5.04	28 Mai 1941	390
		ARW 10.45am. Plane overhead-children left in school: children dispersed 11.10. RP 11.33	29 Mai 1941	390
		Children for Evacuation were examined by doctor. ARW 11am. Children dispersed. RP 11.12. The school was closed this AM for Whitsun Holidays	30 Mai 1941	390
		The school re-opened after the Whitsun holidays: all staff present excepting Mr E B Evans who volunteered for Evacuation duties	9 Meh 1941	391

		Circular No 46 received. Mrs W Watts TC Reg No 34/5049 reported for temporary duty here, replacing Mr Evans who has been transferred for duty om a reception area (Talgarth) as from 16/641	23 Meh 1941	391
		ARW 1.22pm. RP 1.52pm. Assembly 2.08pm. ARW 2.14pm/ Children dispersed. RP 2.26pm. ARW 4.22pm. Children dispersed. RP 4.36pm	14 Gor 1941	392
		ARW 3.03pm. Children disp[erse]d. RP 3.37pm	15 Gor 1941	392
		ARW 2.03pm. Children dispersed. RP 2.28pm	12 Aws 1941	392
		Mr G T Lewis absent-taking his "Evacuation week" leave	25 Aws 1941	393
		The close of the 2 <sup>nd</sup> yr of school work under conditions of war. Deficient rest and disturbed lessons have had a definite effect on the work generally. There has been a wavering of concentrated effort, though little ill effects are seen in play-ground activities. Written work has given way to mental work...Once again I record with gratitude that the ready obedience and good conduct of the children when dispersal was ordered, reduced to a minimum my anxiety for their safety	29 Aws 1941	394-395
		Mr G T Lewis returned to duty after a week's leave given for Evac[uation] duties	1 Med 1941	395
		Received Circs No 65 and 66. Produce from garden sent to City Hall for the M of F Exhibition	2 Med 1941	395
		Senior Boys left school at 10.15am to attend the M of F exhibition at the City Hall. Mr Lewis is in charge	4 Med 1941	395
		Miss Lewis took the Senior Girls to the City Hall M of Food Exhibition. The HT left school at 3.30pm to attend the exhibition	5 Med 1941	395
		At 3.45pm a message was received to the effect that the school was to be open on Sunday 19 <sup>th</sup> from 8am. Boling water in plentiful supply to be available. Arranged that the caretaker, with Miss Lewis and Miss Jones and two WVS members should be on duty. They were released at 2.30pm	17 Hyd 1941	397
		Circular No.92 (Sup Clothing Coupons) together with Forms G C 6,7,8 and 9 received	14 Tach 1941	398
		Circular No. 96 and Sup Clothing Coupons received	11 Rhag 1941	399
		Circular No2/42-43-re accidents to Children. A. Fire Service Water Storage Basins and Tanks. B. Dangerous Military Objects. In accordance with request, Head Teacher and staff took necessary steps to see that effect is given to the warnings concerning the dangers from the above	14 Ebr 1942	402
		Circular No 9/42-43-re The Position of the Schools in the event of Invasion. In accordance with a request contained therein, a list of those teachers, giving their private addresses, was submitted to the D of E. These teachers will remain available for service with the children in the event of invasion	13 Mai 1942	403

		Received Circular No 11/42-43 re Rationing of Soap	21 Mai 1942	404
		Received Circular No 12/1942-43 re Waste Paper Salvage	1 Meh 1942	404
		Received Circular No.15/42-43 re Waste Paper Salvage. The City Engineer has arranged that collection from this school will be made on Wednesday mornings and will commence this Wednesday, the 10 <sup>th</sup> instant	10 Meh 1942	405
		Received Circular No.18/42-43 re the desirability of the senior girls making comforts for the men and women serving in His Majesty's Forces and the Mercantile Marine. Miss Gwen Lewis is going to pick up necessary wove at the Lady Mayoress' Parlour and give her utmost cooperation to the scheme	25 Meh 1942	405
		Received Circular No.21/42-43 re Care of Children during School Holidays and a paragraph to the effect that the committee intends to put the school feeding scheme into operation at the beginning of next term. Teachers of Domestic Science, Handicraft, Welsh and Delta classes are invited to act as supervisors at school canteens	16 Gor 1942	406
		Received Circular No 22/42-43, a further letter re Care of School Children during the Summer Holidays. Head Teachers are at liberty to arrange for their schools to be opened for the afternoon sessions from either 2-4pm or 2.30pm-4.30pm if they so desire	18 Gor 1942	406
		Received Circular No.23/42-43 re Supply of Meals and Milk during School Holidays	21 Gor 1942	406
		Circular No 24/42-43 re Free Milk-Application by parents for the continuance of Free Milk must be made at the School attendance Department, City Hall between 9.30-12.30pm and 2-4.30pm before the 22 <sup>nd</sup> August	22 Gor 1942	406
		Circular No.26/42-43 re Communication with Teachers in an Emergency during the Summer Holidays. The names and addresses and telephone numbers of all teachers, proposing to spend any part of the holiday period away from home were sent to the Education Office this day. A duplicate register of their particulars has been made, and displayed on the Notice Board in the Head Teachers Room at this school. It will remain there for reference during the holiday period	29 Gor 1942	406-407
		Circular No.24/42-43, dated 24 <sup>th</sup> August re Gas Masks and Damage to Defence works was received this morning, as was Circular No 29/42-43 re Damage to trees and shrubs, particularly in the Corporation Estates. Circular No 32/42-43 was also received. This latter circular referred to the "Tanks for Attack" campaign	1 Med 1942	408
		Received Circular No.39/42-43 re Tanks for Attack campaign	14 Med 1942	408
		Received Circular No.42/42-43 re "Dig for Victory" exhibition to be held at the assembly room, City Hall on Wednesday Thursday and Friday, 23 <sup>rd</sup> 24 <sup>th</sup> and 25 <sup>th</sup> September. Arrangements have been made for a party from this school to visit the exhibition on 25 <sup>th</sup> instant at 10am	17 Med 1942	408

		A selection of the produce of the school garden was sent for exhibition at the City Hall	22 Med 1942	409
		Party of 20 senior scholars visited the "Dig for Victory" Exhibition at the City Hall at 10am	25 Med 1942	409
		Received Circular No.44/42-43 re Fuel Economy in School Buildings	30 Med 1942	409
		A letter has been received from the D of E granting permission for Miss Gwen Lewis to take a party of 25 scholars to visit an exhibition of work by Allied Artists at the Pyke Thompson Gallery, National Museum of Wales on Thursday afternoon, the 13 <sup>th</sup> instant	8 Hyd 1942	410
		Received Circular No.52/42-43 re Issue of Supplementary Clothing Coupons to certain children	22 Hyd 1942	410
		Received Circular No53/42-43 re "Special Place" Examination, 1943. There will be joint examination conducted by the Metropolitan Evacuating Areas and the participating authorities	3 Tach 1942	410
		Received Circular No 65/42-43 re School Meals during Holidays and Circular No 66/42-43 re Christmas Gifts from the Secretary of the British War Relief Society of the USA	15 Rhag 1942	412
		Received acknowledgement of HTs letter of 9 <sup>th</sup> inst re Air Raid Shelter accommodation at this school. The matter is being taken up by the City Engineer	15 Chwe 1943	414
		Circular No.88/42-43 re Opening of School Playground gates-Instruction States-shall be opened outside school hours only on the occasion of an "Alert"	1 Ebr 1943	415
EC20/1	Marlborough Road Girls School	England declared war with Germany on Sunday 3 <sup>rd</sup> Sept 1939. This morning all children were sent home for a week at least, by Directors orders	4 Med 1939	315
		Mr Jones HMI called in school this morning to ascertain number of evacuees and refugees attending this school	9 Hyd 1939	319
		Schools closed for the afternoon-half-holiday granted on account of visit to Cardiff of Their Majesties the King and Queen	9 Chwe 1940	321
		St David's Day was celebrated by a varied programme consisting of songs, dances and plays in the hall. Miss Roberts, a former Head Mistress, addressed the girls on the present war and how we can all help to win it, by our own industrial efforts, to the courageous, brave, cheerful, self-sacrificing and to be economical	1 Maw 1940	321-322
		By Government order: schools were reopened today: thereby curtailing our Whitsun Holidays for National Reasons	14 Mai 1940	323
		School assembled today for celebration of Empire Day. A good programme was carried out in the Hall. National Anthems and Items of national importance etc. given by the girls	24 Mai 1940	323-324
		Very few girls in the Hall this morning at 9am owing to disturbed night through the presence of enemy planes overhead. At 9.30-time to close registers, there are only 176 girls present, the	1 Gor 1940	324



		closing postponed until 10am. Miss Parry HMI called during the morning to ascertain these numbers		
		A circular came to school this morning, stating morning session for school, until further notice, be 11am-12 noon. Afternoon session as usual-2-4.30 30/40-41	2 Gor 1940	324
		Warning Siren sounded at 9.55am. All girls and Staff were in Air Raid Shelter until 10.45. Registers marked, although there were only 128 girls present and of 215	14 Aws 1940	324
		Schools close this evening for two weeks as extension to our usual Summer Holiday. The children have been in the Air Raid Shelter three times today: The Warning Siren having been sounded that number of times	27 Med 1940	328
		Schools reopened. All members of Staff present. On 2 <sup>nd</sup> Jan 1941 Cardiff experienced its first heavy air raid. Alert sounded at 7pm and Raiders Passed at 1.25am. On Saturday Night Jan 4 <sup>th</sup> another raid was made upon us:-from 6pm till 6.45 am on Sunday morning	6 Ion 1941	328-329
		A terrible catastrophe took place last night, to our beloved school. Through enemy action, the whole of the Senior School, which housed the boys and girls, suffered irreparable damage. High explosive bombs were dropped in this district and it is surmised that a stick of bombs demolished our building: Children asked not to come near school until-	4 Maw 1941	329
		The interim-4 <sup>th</sup> March-17 <sup>th</sup> March has been spent in salvage work. Every member of the Staff has worked most earnestly and energetically to this purpose. It has been found impossible to enter the debris in Stds I II III and Form II classrooms but a great deal of stock from other classrooms, as well as the three sewing machines and the gramophone has been retrieved, and is now in use	17 Maw 1941	330-331
		Schools close for Easter Holiday. Scholarship Examination held yesterday and Tuesday 8 <sup>th</sup> -9 <sup>th</sup> April. Nine of our girls did not take the Examination as they intended-they were privately but temporarily evacuated so only fifty seven were present	11 Ebr 1941	331
		Schools close today for Whitsun Holiday. Most of the Staff and I spent our morning at Roath Park School with our little girls, whose mothers registered their names yesterday: to be evacuated tomorrow Saturday 30 <sup>th</sup> May 1941 to a safer area	29 Mai 1941	332
		Schools reopened today. All members of staff present. Eighteen of our girls were taken to Pontlottyn on 31 <sup>st</sup> May. Reports are that they are happy and satisfactorily settled	2 Meh 1941	332-33
		Cardiff Warships Week. Marlborough Rd Girls' School raised £155 in War Savings	17-24 Ion 1942	336
		The sum of £8 2s 6d was sent by Miss Bancroft to the Red Cross and St John War Organisation earmarked for Prisoners of War Parcels fund-the proceeds of a play given by Form III Girls to the rest of the School and sale of Garden Produce by Girls in various classes	13 Gor 1942	338

		School closes for Midsummer Holiday of one month. Skeleton Staff on duty at Albany Rd School during holiday period as follows-First week Miss Thorne. Second week-Miss Bancroft. Third week-Miss Davies. Fourth week-Miss Fisher. Miss Beavan and Miss Myerson on duty at one week each in cooperation with Staff on Infants Dept. at Marlborough Rd Infants Dept. This arrangement due to decision of Committee that schools be kept open for voluntary attendance of children whose mothers are engaged in War work	30 Gor 1942	340-341
		Twenty Senior Girls accompanied by Miss Bancroft visited "Dig for Victory" Exhibition at City Hall this morning	25 Med 1942	341
		A "Bring and Buy" Sale of books, games etc. among the children realised £5 which is being sent to Lady Cripps by Miss Fisher for the children of China	14 Rhag 1942	341-342
		As the result of a concert (and Raffle for a Dolls Bed) given at Albany Rd School by Stds III and IV and Forms I II III and IV the sum of £4 was sent by Miss Bancroft to the Red Cross Prisoners of War Parcels Fund	21 Ebr 1943	344
EC21/1	Radnor Road, Canton Infants	Owing to declaration of "War" school closed until further notice	4 Med 1939	243
		School reopened this morning. All staff present. Received circular No 54/39-40-re "Evacuation of Schools". School closes at 11.45am and 3.45pm for the present. Playtime not taken	18 Med 1939	243-244
		Received circular No 57/39-40- re "School time table" etc.	27 Med 1939	244
		Received circular re "Nutrition Survey"	29 Med 1939	244
		Received circular No 67/39-40-re "School sessions"	2 Tach 1939	245
		Received letter from the "Milk Marketing Board containing registered number Reg No 9549"	6 Tach 1939	245
		Afternoon session commenced at 1.30pm to enable children to get home in the daylight	20 Tach 1939	245
		Received circular No 77/39-40-re "School supplies"	6 Rhag 1939	245
		Received circular No 78/39-40-re "Meal tickets" Received circular No 81/39-40 re "Waste Paper"	13 Rhag 1939	245
		Received circular No 86/39-40-re "Closing of Schools". Workmen commenced to build "Air Raid Shelters" in playground	23 Ion 1940	247
		Received circular 89/39-40 re "School sessions and War Savings campaign"	29 Ion 1940	247
		Afternoon session commences at the usual hour 2pm	5 Chwe 1940	247

		School closed for the afternoon on the occasion of the visit of Their Majesties King George VI and Queen Elizabeth	9 Chwe 1940	247
		Received circular No 104/39-40-re "Necessitous school children"	15 Maw 1940	249
		Received circular No 105/39-40-re "Books, apparatus and stationery"		
		Received circular No 4/40-41-re "School supplies"	19 Ebr 1940	250
		Received circular No 6/40-41 re "Admission of children under five years of age"	23 Ebr 1940	250
		Received circular No 9/40-41-re "Empire Day"	7 Mai 1940	250
		Received circular No 12/40-41-re "Meals for necessitous school children"		
		Whitsuntide Holiday cancelled owing to War, and school reopened on Whit Tuesday, following Government instructions	14 Mai 1940	251
		Received circular No 30/40-41-re "School sessions"	2 Gor 1940	251
		Morning school commenced at 10.50am	3 Gor 1940	251
		Received circular No 31/1940-41-re "Air Raid Warnings; Homework etc."	4 Gor 1940	252
		Received circular 32/40-41-"Loose talk and loose thinking" by Mr Duff Cooper-Minister of Information	12 Gor 1940	252
		School commenced at 11.5am owing to an "Air Raid Warning". No play taken in the afternoon sessions. School dismissed at 3.50pm instead	15 Gor 1940	252
		Air-Raid Warning 11.47am. School dispersed to homes and Air Raid Shelters	18 Gor 1940	252
		Air Raid Warning 2.55pm. School dispersed to homes and Air Raid Shelters. Received circular No 35/40-41-re "Paper economy in schools"	19 Gor 1940	252
		Received circular No 41/40-41-re "Air Raid Precautions in schools" etc.	22 Gor 1940	252
		Received circular No 42/40-41 re "Summer Holidays" etc.		
		Air Raid Warning 2.55pm. School dismissed to homes and Air Raid Shelter	24 Gor 1940	253
		School re-opened after the Midsummer Holidays. All staff present. Morning school starts at 10am	13 Aws 1940	253
		Owing to Air Raid Warnings only 20 children present. School closed for the morning session	15 Aws 1940	253
		Air Raid Warning 10.45am. School dispersed to homes and Air Raid Shelter	21 Aws 1940	253
		Air Raid Warning 10.45am to 11.15am	22 Aws 1940	253
		Received circular No 49/40-41 re "Damage by Air Raids"	27 Aws 1940	253
		Air-Raid Warning 10.10am to 10.45am	2 Med 1940	253-254
		School working under a new Time-table. Air Raid Warning 1.50-2.20pm		
		Air Raid Warning 10.15-10.45am	4 Med 1940	254

		Received circular No 54/40-41-re "School Holidays and Air Raid Warnings etc."	9 Med 1940	255
		Air-Raid Warning 1.50pm to 2.15pm	12 Med 1940	255
		Received circular No 55/40-41-re "Military Service and whole time and part time paid Service in Civil Defence"	13 Med 1940	255
		Received circular No 58/40-41-re "Action on the Kitchen Front"		
		Air-Raid Warning 9.45-10.20am Air-Raid Warning 2.40-3.10pm	17 Med 1940	255
		Air Raid Warning 9.45-10.30am	18 Med 1940	255
		Air-Raid Warning 11.40am to 12.15pm	25 Med 1940	255
		Air Raid Warning 11.40am to 12.15pm. Air Raid Warning 2.05pm to 2.25pm	27 Med 1940	255
		Air-Raid Warning 2.20-2.50pm	16 Hyd 1940	256
		Air Raid Warning 3.10-3.20pm and 3.30-4pm	21 Hyd 1940	256
		Air Raid Warning 3.15-3.35pm	11 Tach 1940	256
		Received circular No 82/40-41 re "Milk in schools"	18 Tach 1940	257
		Credit stock of War Saving Stamps increased from £5 to £8	20 Tach 1940	257
		Air Raid Warning 2pm-2.15pm. Air Raid Warning 2.45pm-3.25pm	21 Tach 1940	257
		Received circular No 84/40-41 re "Time spent in Air Raid Shelters"	22 Tach 1940	257
		Air Raid Warning 3.10pm-4.30pm	26 Tach 1940	257
		Air Raid Warning 11.55am-12.50pm	27 Tach 1940	257
		Air Raid Warning 2pm-3.05pm	3 Rhag 1940	257
		Air Raid Warning 2.55pm-3.15pm	4 Rhag 1940	257
		Air Raid Warning 1.50pm-2.10pm. Air Raid Warning 2.15-3.55pm	11 Rhag 1940	257
		Received circular 92/40-41-re "Communication with teachers in an emergency"	16 Rhag 1940	257
		Received circular No 99/40-41-re "Fire Watchers in School"	20 Ion 1941	258
		Received circular No 101/40-41-re "Evacuation Scheme for school children"	21 Ion 1941	258
		Air-Raid Warning 10.25-11.50am. St David's Day programme taken. Scholl dismissed for the afternoon	28 Chwe 1941	259
		School commenced at 2.15pm owing to an "Air-Raid Warning"	7 Maw 1941	259
		Air Raid Warning 11.25-11.55am. Air Raid Warning 3.10pm-3.30pm	11 Maw 1941	259
		Air Raid Warning 3.35pm-4pm	18 Maw 1941	259
		School commenced at 10.10am, owing to an Air Raid Warning	26 Maw 1941	259
		Air Raid Warning 2.30-3.20pm	27 Maw 1941	259

		Credit Stock of War Savings Stamps increased from £8 to £10	30 Ebr 1941	260
		Air Raid Warning 2.15-3.30pm	22 Mai 1941	260
		Head Teacher absent this morning. Leave granted to attend a meeting at the Technical College re "Evacuation"	26 Mai 1941	260
		Parents meeting re "Evacuation"	27 Mai 1941	260
		Miss Thomas absent. Leave granted to attend Education Committee meeting at the City Hall. Registration of children to be evacuated	28 Mai 1941	260
		Air Raid Warning 11.55 [10.55?]-11.40am. Registration of children to be evacuated	29 Mai 1941	260-261
		Medical examination of children to be evacuated	30 Mai 1941	261
		School reopened after the Whitsun Holidays. Miss G Morgan absent. Miss G Morgan is at Mountain Ash in charge of the evacuated children	9 Meh 1941	261
		Miss G Morgan returned to duties	16 Meh 1941	261
		Miss G Morgan absent. Leave granted in lieu of Whit week	30 Meh 1941	261
		Miss G Morgan returned to duties	7 Gor 1941	261
		Air Raid Warning 2.15-2.35pm	14 Gor 1941	261
		Air Raid Warning 3-3.35pm	15 Gor 1941	261
		School reopened after the Summer Holidays. Air Raid Warning 2-2.30pm	12 Aws 1941	261
		School working under a new Time-table	18 Aws 1941	262
		Received circular No 65/41-42-"Government Evacuation Scheme"	15 Med 1941	263
		Received circular No 72-41-42-"Preservation of wild fruit"	19 Med 1941	263
		Received circular No 80/41-42-re "Milk in schools"	16 Hyd 1941	264
		School closed at 3.45pm for winter months. No play taken	3 Tach 1941	264
		Five students from Furzedown Training College commenced "Teaching practice" today	17 Tach 1941	265
		Furzedown students completed their "Teaching practice"	5 Rhag 1941	265
		Received circular No 108/41-42-re "Rationed goods"	19 Ion 1942	265
		Received copy of Memo 293 re "Limitation of Supplies Order"	20 Chwe 1942	266
		Received circular re "Limitation of Supplies Order" Class 13 goods	5 Maw 1942	266
		Credit Stock of War Savings Stamps increased from £10 to £12	25 Maw 1942	266
		Miss Mills student from "Furzedown Training College" commenced teaching practice today	27 Ebr 1942	267
		Received circular No9/42-43-re "Schools in the event of invasion"	14 Mai 1942	267
		Received circular No 11/42-43-re "Rationing of soap"	21 Mai 1942	267
		Miss Mills student from Furzedown Training College completed her teaching practice today	22 Mai 1942	267

		School re-opened after the Whitsun Holidays. All staff present. Received circular No 12/42-43 re "Waste paper salvage"	1 Meh 1942	267
		Received circular No 16/42-43 re "Books, apparatus and stationery"	11 Meh 1942	268
		Received circular No 17/42-43 re "Under 5 year old children"	25 Meh 1942	268
		Mrs Stoddart absent. Husband home from sea	1 and 6 Gor 1942	268
		Received circular No 21/42-43 re "Care of children during school holidays"	16 Gor 1942	269
		Received circular No 22/42-43 re "Care of children during school holidays"	20 Gor 1942	269
		Received circular No 23/42-43 re "Milk during Summer Holidays"	22 Gor 1942	269
		Received circular No 26/42-43 re "Summer Holidays-Communication with teachers in an emergency"	29 Gor 1942	269
		School closed for the Summer Holidays. School will be open from Aug 3 <sup>rd</sup> to Aug 28 <sup>th</sup> . Two teachers will be on duty each week to look after the children who will attend school	30 Gor 1942	269
		Received circular No 30/42-43 re "Free milk" Received circular No 31/42-43-re "Municipal musical society" Received circular No 32/42-43-re "Tanks campaign" Received circular No 28/42-43-re "Gas Masks" Received circular No 29/42-43-re "Damage to trees"	2 Med 1942	270
		Received circular No 44/42-43 re "Fuel economy in school" Received circular No 45/42-43-re "School canteen"	1 Hyd 1942	271
		Received circular re "Opening of Llandaff Rd Baptist Church Hall as Canteen for Radnor Road"	6 Hyd 1942	271
		School canteen at Llandaff Rd Baptist Chapel opened today. 11 children went from this department	12 Hyd 1942	271
		Received circular No 49/42-43 re "School canteens"	22 Hyd 1942	271
		School reopened after the Mid-term Holiday. All staff present. School closed at 3.45pm for the winter months. No playtime taken	3 Tach 1942	272
		Received circular No 55/42-43-re "Fire Prevention (Business Premises) Orders"	10 Tach 1942	272
		Received circular No 61/42-43 re "Provision of meals during holiday periods"	2 Rhag 1942	272
		Received circular No 64/42-43 re "Cardiff School Children's Infirmary Fund"; "War-time Nurseries"	8 Rhag 1942	272
		Received circular No 65/42-43-re "School Meals during holidays"	15 Rhag 1942	273

	School re-opened after the Christmas Holidays. All staff present. Received circular No 68/42-43-re "Damage to Air Raid Shelters"	4 Ion 1943	273
	Received circular No 71/42-43-re "Milk and Meal supplies"	12 Ion 1943	273
	Four students for Furzedown Training College present this afternoon	19 Ion 1943	273
	Received parcel containing sweets and toys from the British War Relief Society USA	20 Ion 1943	273
	Four students from Furzedown Training College commenced school practice today	25 Ion 1943	273
	Miss A Rogers HMI (Physical Training) Mr Tanner HMI Misses Fox and Jones present this morning to examine "Students for Furzedown College"	18 Chwe 1943	274
	Four students from Furzedown Training College finished school practice today. Air Raid Warning 3.10pm to 3.40pm	19 Chwe 1943	274
	Credit Stock of National Savings increased to £15. St David's Day programme taken. School dismissed for the afternoon	1 Maw 1943	274
	Received circular No 86/42-43-re "Book, apparatus and stationery"	29 Maw 1943	275
	Received circular No 2/43-44-re "Provision of Meals during holidays"	8 Ebr 1943	275
	Received circular No 3/43-44-re "Arts and Crafts Exhibition during Victory Week"		
	Received circular No 6/43-44-re "School Meals during Easter Holidays"	14 Ebr 1943	275
	Received circular No 11/43-44-re "Arts and Crafts Exhibition"	14 Mai 1943	276
	"Wings for Victory" week starts today. Miss EM Andrews absent this morning. Permission granted by the Director of Education to attend "Arts and Crafts Exhibition"	17 Mai 1943	276
	Head Teacher absent this afternoon. Leave granted to attend "Arts and Crafts Exhibition". Total amount collected in "Wings for Victory week" £662 2s 0d	20 Mai 1943	276
	Received circular No 14/43-44-re "Provision of Meals during the Holiday period"	24 Mai 1943	277
	Received circular No 15/43-44-re "School Meals during Whitsun Holidays"	31 Mai 1943	277
	Received circular No 22/43-44-re "Instruction in Welsh"; "Meals in Summer Holidays"	2 Gor 1943	278
	Received circular No 22/43-44-re "School Meals during Summer Holidays"	14 Gor 1943	278
	Received circular No 23/43-44-re "Wings for Victory Holiday and Meals"	19 Gor 1943	278
	School closed for the Summer Holidays Friday July 30 <sup>th</sup> granted as a holiday because of the great success of the "Wings for Victory week". Amount collected in this department £662 2s 0d	29 Gor 1943	278
	School re-opened after the Summer Holidays. All staff present. Received circular No 25/43-44-re "Surplus Furniture, Dinner children" etc.	1 Med 1943	279
	Received circular No 31/43-re "Heating of Schools"	28 Med 1943	280
	Received circular No 32/43-44-re "Sound Tests, Teachers' Handicraft Guild"	1 Hyd 1943	280

		Four students from "Furzedown Training College" present today	2 Rhag 1943	280
		Received circular No 45/43-44-re "School Hours"; "Christmas Gifts"	8 Rhag 1943	280
		Received circular No 46/43-44-re "School Meals and Milk during Xmas Holidays"		
		Four students from Furzedown Training College present this afternoon	9 Rhag 1943	281
		Received circular No 50/43-44-re "Prepaid Bus/Tram Tickets". Received toys and sweets from America. These were distributed to the children	17 Ion 1944	281
		Four students from Furzedown Training College commenced school practice today	24 Ion 1944	281
		Class 1b taken to the GWR station by Miss Fox ("Furzedown Training College") Misses May and Beale	31 Ion 1944	282
		From today school will commence at 8.55am. School working under a new Time Table	7 Chwe 1944	282
		Miss Adams HMI and Miss Fox "Furzedown Training College" present this morning. Examination of students	16 Chwe 1944	282
		Four students from Furzedown Training College finished school practice today	18 Chwe 1944	282
		Received circular No 60/43-44-re Shadow Kitchens opened on Sat Feb 19 <sup>th</sup> 1944	1 Maw 1944	282
		Received circular No 61/43-44-re "School Meals during Easter Holidays 1944"	2 Maw 1944	283
		Received "Optimists Chocolate" from the Optimists Club, Toronto, Canada. These were distributed to the children	3 Maw 1944	283
		Received circular No 62/43-44-re "Coal for schools"	13 Maw 1944	283
		Received circular No 63/43-44-re "Coal for schools"	22 Maw 1944	283
		Received circular No 65/43-44-re "Royal visit to Cardiff"	28 Maw 1944	283
		School closed for the afternoon on the occasion of the visit of Their Majesties King George VI, Queen Elizabeth and Princess Elizabeth	29 Maw 1944	283
		Received circular No 1/44-45-re "Books, apparatus and stationery"	5 Ebr 1944	284
		Received circular No 4/44-45-re "Empire Day"; salaries of teachers etc. Received circular No 5/44-45-re "Heating of Schools"	24 Ebr 1944	284
		Received circular No 10/44-45-re School Meals during Whitsun Holidays Received circular No 11/44-45-re "Teachers Superannuation Contributions"; "Salaries of Uncertificated Teachers"	17 Mai 1944	284
		Received circular No 12/44-45-re "School Canteens-Furniture and Equipment"	22 Mai 1944	285
		Received circular No 21/44-45-re "Books, apparatus"; List of salaries. Amount collected "Salute the Soldier week" £341 14s 0d. Gift to Lord Mayor £2 16s 0d	16 Meh 1944	285
		Received circular No 22/44-45 re "Vitamins for children under five"	19 Meh 1944	285



		Received circular No 25/44-45-re "Salute the Soldier week"	29 Meh 1944	286
		Received circular No 26/44-45 re "School Meals during Summer Holidays 1944"	10 Gor 1944	286
		Received circular No 29/44-45 re "Evacuees in Cardiff Schools"		
		Received circular No 30/44-45-re "Vitamins for children under 5" and instruction in Welsh		
		Received circular No 38/44-45 re "Provision of Meals, Milk for Evacuated school children	26 Gor 1944	286
		School re-opened after the Summer Vacation of 5 weeks. All staff present. Received circular No 39/44-45 re Vitamin supplements	4 Med 1944	287
		Received Circular No 42 re Evacuees in Cardiff		
		Received circular No 46/44-45 re 1. Mustard Gas Warning 2. Public Health Lecture 3. Rationing of Cloth etc. 4. Vitamins for under 5s	18 Med 1944	288
		Received circular No 50/44-45 re 1.School Meals 2.Public Health Lecture 3. Educational Visits	22 Med 1944	288
		Received 29 bottles of Orange Juice and returned 36 empty bottles	4 Hyd 1944	289
		12 benches received for School Canteen	10 Hyd 1944	289
		Received circular No 53/44-45-re School Meals during Half-term and Mid-term Holiday changed to October 30 <sup>th</sup> and 31 <sup>st</sup>	13 Hyd 1944	289
		School Meals commenced on these premises today and all the canteen brought here from Llandaff Road Baptist Chapel	23 Hyd 1944	289
		Received circular No 58/44-45 re 1. School contracts for Arnolds and Dyards 2. School Funds	3 Tach 1944	290
		Received 59 bottles of orange juice for the canteen	7 Tach 1944	290
		Received circular No 59/44-45 re the National Savings Movement	10 Tach 1944	290
		Received circular No 60/44-45 re City of Cardiff Book Drive 2 <sup>nd</sup> -16 <sup>th</sup> December. Received circular No 61/44-45 re 1. Invoices for goods received 2. Christmas Gifts from America	27 Tach 1944	290
		Received circular No 46/44-45 re School Meals during Christmas Holidays	13 Rhag 1944	290
		Received circular No 65/44-45 re: - 1. Book Drive 2. Keep Fit Classes 3. Cardiff School Children's Infirmary Fund	15 Rhag 1944	290

		Received circular No 66/44-45-re 1. Diseases etc. (not notifiable by Medical Practitioner) 2. Immunisation of School children against Diphtheria 3. Food and Health	10 Ion 1945	291
		11 bottles Cod Liver Oil and 50 bottles of Orange Juice received this afternoon	15 Ion 1945	291
		The three students from Furzedown College commenced school practice here today	5 Chwe 1945	292
		Received 48 bottles of orange juice and 2 tins of Cod Liver Oil	16 Chwe 1945	292
		Received circular No 76/44-45 re School Meals during Easter Holidays Received circular No 77/44-45 re Collections in schools	23 Chwe 1945	293
		Received circular No 78/44-45-re The Domestic Front-Fuel Economy	28 Chwe 1945	293
		Received circular No 81/44-45-re WVS Re-Homing Gift Scheme 2. Collections in Schools 3. Routine Medical Inspection in Schools and room to be heated	8 Maw 1945	293
		Received circular No 79/44-45 re New Year's Party for Evacuated Children	16 Maw 1945	294
		Received circular No 83/44-45 re 1. School collection for Prince of Wales Hospital on March 23 <sup>rd</sup> 2. Teachers. Handicraft Guild and applications to join new classes	19 Maw 1945	294
		Received circular No 86/44-45 re a. Examination for the High Schools b. Applications for teachers for Delta Class c. School children's Gas Masks d. Invoices	23 Maw 1945	294
		Received bulleting No 1/45-46 re 1. Cardiff Anglo-Soviet Friendship Council-Film Show 2. Annual Welfare week 3 Summer Schools	16 Ebr 1945	295
		Received circular No 5/45-46 re "V" Day Celebrations	1 Mai 1945	296
		Received circular No 6/45-46 re School Meals during the Whitsun Holidays Received circular No 8/45-46 re 1. Celebration of Termination of Organised Hostilities in Europe 2. Heating in Schools	4 Mai 1945	296
		Received circular No 9/45-46 re 1. Celebration of Termination of Hostilities in Europe 2. Music in Schools	7 Mai 1945	296
		Declaration of Victory in Europe made by the Prime Minister Mr Winston Churchill at 3 o'clock in the afternoon. School closed this day and tomorrow the 9th	8 Mai 1945	296
EC21/8	Radnor Road,	Declaration of War against Germany	3 Med 1939	158

	Canton Infants			
		War Declared yesterday. Schools closed for one week. Circular 44/re Closure of schools, Senior schools, feeding etc.	4 Med 1939	158
		Circular 46/re Evacuation of Schools, Circular 47/ Constables, ARP. School reopens-full staff	11 Med 1939	158
		Miss Phillips called re arrangements for Domestic Science classes. Classes at Severn Rd are to be discontinued as school is too far away. All lessons are now to be given at Lansdowne Rd. Five classes are arranged for:-number of girls attending these at present is 95	12 Med 1939	158
		Circular 50/re Civil Pay to employees during service with Military or Auxiliary Services. Circular 52/National Service and enclosure	14 Med 1939	158
		ARP Practice is taken weekly	22 Med 1939	160
		United ARP Practice 3 departments. Circular 55/re Handicraft and Domestic Science. Circular 56/re First Aid Courses, Circular 57/re Respirators, attendance, time tables and swimming instruction	24 Med 1939	160
		Circular 59/ Nutrition Survey	29 Med 1939	160
		Junior and Senior assemblies for Harvest Service. Owing to National circumstances (War) teachers brought products-flowers vegetables and fruit instead of children. These were given to sick and poor, and in all cases received gratefully. Children's collection for Infirmary £3	10-11 Hyd 1939	161
		HT busy with ARP arrangements 11.30-12	17 Hyd 1939	161-162
		Circular 61/39-40 re Half-term holiday changed to Oct 30 <sup>th</sup> and 31 <sup>st</sup>	18 Hyd 1939	162
		ARP dismissal 4.15pm	19 Hyd 1939	162
		Circular 65/re First Aid Courses. Class organised for Nov 1 <sup>st</sup> -5 to 6pm	1 Tach 1939	162
		Circular 67/re School sessions. Morning 9-12, aft 1.30-3.45. November 20 <sup>th</sup> 1939-January 31 <sup>st</sup> 1940	2 Tach 1939	162
		Circular from the Milk Marketing Board. School number is 9545. Exit for APR Emergency to be in room No 6. Miss Oram has kindly presented the school with a wireless set. This will be fixed up for use in the corridor, Rooms 1, 2 and 3	6 Tach 1939	163
		Circulars re Payment of salaries distributed and one form sent for each teacher to the office	10 Tach 1939	163
		Wireless has been used during the week for nature talk, PT lessons and music	16 Tach 1939	163
		Circular re Amalgamation of Committees	17 Tach 1939	163
		Letter received re Miss Oram's gift of a wireless receiver from the Director. Change of times for afternoon session 1.30-2: 2-2.30. 2.30-3. 3-3.10. 3.10-3.45. ARP WE arrangements	20 Tach 1939	163

		Circular 77/re increase in contract supply prices	6 Rhag 1939	164
		Circular 78/- re Meals of Necessitous children. Circular 80/-Christmas Circular 81-re Waste Paper	13 Rhag 1939	164
		Circular 82-re Cardiff School Children's Infirmary Fund. Jean Mogford will present purse for the school Wed 20 <sup>th</sup> Dec. Letter for Rhose school camps expressing great appreciation of seven woollen knitted blankets (squares) sent with a little clothing to the Evacuees for the girls of this school. Two blankets, two pillow cases and a pair of mittens are being forwarded to HM Submarine Trident this afternoon	18 Rhag 1939	164-165
		Junior and Senior entertainment films shown	18-19 Rhag 1939	165
		Senior girls all listen in to the Prime Minister this afternoon at 2.45	9 Ion 1940	165
		Senior films showing this afternoon	11 Ion 1940	165
		ARP dismissal. Quite satisfactory except for inability to open school gate to full extent. HT is writing about this to the Director	18 Ion 1940	166
		Circular 86/-re Closing of Schools. Director is to be notified prior to the closing	23 Ion 1940	166
		Circular 88/re Payment of Salaries, Enclosures, Schools in Wartime. Memoranda 8 and 9 re Gardens and Ordnance Survey Maps	26 Ion 1940	166
		Their Majesties King George and Queen Elizabeth visit Cardiff. Miss Cowan, Miss Watson and Miss Williams have permission to attend ARP Parade. Children line Cowbridge Rd and Clive Rd to Victoria Park Rd W. Holiday in afternoon. Circular 94/re Milk in Schools. Circular 95/re Visit of Their Majesties	9 Chwe 1940	167-168
		Circular 98/39-40 re Provision of Milk for schools. Two forms 208 M to be filled in a returned by March 6th	27 Chwe 1940	168-169
		Dr Murphy carried out a Nutrition Survey of all scholars. Thirty three cases are to be attended to on Wed and Thursday	3 Maw 1940	169
		Memoranda 12 and 13 on Schools in War-time were received this morning	11 Maw 1940	170
		Rather more films being shown than usual owing to overlapping in ordering	13 Maw 1940	171
		Circular 104/-Necessitous children, Easter vacation. Circular 105/Books, Apparatus, Stationery. Circular 108/Easter Vacation Courses, Educational Exhibition	15 Maw 1940	171
		Mr B Williams called re tickets for film show for Canton Welfare Club. Amt = £3 0s 3d. Infirmary money taken for boxes £1 4s 7d	19 Maw 1940	172
		Bulleting re Scholarships for agricultural workmen	2 Ebr 1940	173

		Circular 4/School supplies. Circular 5/DS Handicraft-normal conditions should now exist	19 Ebr 1940	175
		Circular 7/re Food also Bulletin 7/ Border children	26 Ebr 1940	175
		Circular 8/-re "Action on the Kitchen Front"	6 Mai 1940	175
		School re-opens owing to the political situation. Circular 14/- HT received Circular 15/- re re-opening of school at her home	14 Mai 1940	175-176
		Circular 17/- re Action on the Kitchen Front. Four girls will help Miss Gyles	16 Mai 1940	176
		Circular 19/re Supplementary Petrol Rations	28 Mai 1940	177
		Receipt for £3-0-0 for Overseas League Tobacco Fund Empire Day	30 Mai 1940	177
		Circular 20/re Books, Apparatus and Stationery	5 Meh 1940	177
		Circular 21/- re Provision of Meals to Necessitous children	6 Meh 1940	177
		Circular 22/- re National Savings. During the week a very special effort had been made to increase the War Savings takings and with great success-Amount taken totalled £8 5s 0d. 42 new members	13 Meh 1940	177-178
		Circular 25/-re Paper Shortage	17 Meh 1940	178
		Senior girls are busy covering windows in classrooms and corridors with diagonal strips ARP	24 Meh 1940	178
		Letter from Mr Duff Cooper, Minister of Information re National Situation. Circular 27/- Letter for Minister for Information	25 Meh 1940	178
		Circular 29/-re Kitchen Front	28 Meh 1940	178
		Circular 30/re Schools sessions 11am-12 noon, 2pm-4.30 as from July 3rd	2 Gor 1940	178
		Overhead Raid Practice became real. A German plane overhead. 10.35 girls in playground. All under shelter 1 minute. Very successful	3 Meh [Gor?] 1940	179
		Circular 31/40-41 re ARP Homewatch, School libraries, Domestic centre. ARP Warning 12.05 noon. All girls had gone home. HT and 5 teachers used shelters	4 Meh [Gor?] 1940	179
		Circular 31/re Evacuation of children and asking for volunteers to accompany children to port of embarkation	10 Meh [Gor?] 1940	179
		Circular 32/- Letter from Mr Duff Cooper	12 Meh [Gor?] 1940	179
		Air Raid Warnings. Girls went home at 3. Collection of aluminium for War purposes	18 Meh [Gor?] 1940	179
		Circular 35/-re Paper shortage received the careful attention of HT's staff. Air Raid Warning at 3pm. Girls went home	19 Meh [Gor?] 1940	179
		Circular 41/ARP, School sessions	22 Gor 1940	179

		Circular 35/ accompanied net for windows. As we have already strapped windows, I am writing to the office. Air Raid Warning at 2.55. Girls went home or to the shelters. Warning lasted one hour	25 Gor 1940	179
		Last day of term. Summer Vacation 2 weeks. Return August 13th	26 Gor 1940	180
		Infirmity Fund for year ending July 31 £12 2s 0d forwarded	14 Aws 1940	180
		Registers not marked in the morning owing to Air Raid Warning	15 Aws 1940	180
		In future girls will return the school after the "All Clear"	16 Aws 1940	180
		Two warnings 10.40am and later at 11.30am	21 Aws 1940	180
		Circular Re Damage due to Air Raids	27 Aws 1940	180
		Note books and record books of last year to be used-Economy Drive	28 Aws 1940	180
		Circular 54/re School Holidays and ARP Air Raid Warnings school sessions	9 Med 1940	182
		Technical College Films shown this aft. Stds 1, 2, 3 and 4b only. Silent films-not as ordered. Air Raid Warnings caused a late opening morning and afternoon. I have given out a dozen forms for Milk at a reduced rate today	12 Med 1940	182
		Circular 55/Military Service and Whole-time paid service in Civil Defence. Teachers signed forms which were forwarded. Circular re Action on the Kitchen Front. Circulars distributed	13 Med 1940	182
		Miss Robinson absent-house bombed miraculous escape	16 Med 1940	182
		Miss Robinson has been granted one week's leave of absence	18 Med 1940	182
		Circular 61/40-41 re Necessitous children and holiday arrangements	24 Med 1940	183
		Harvest services Junior 10-10.30 Senior 10.45-11.15. Raised by collection £2 7s 10d. Sale of Fruit etc. brought by staff £1 0s 6d. Total £3 8s 4d for Cardiff Royal Infirmary, Raid Warning 11.30am. All went home	25 Med 1940	183-184
		Circular 64 and 65/(a) Thanks of Committee for the way in which the work of the schools has been conducted (b) re ARP, Fire Lighting, Air Raid Shelters, Use of bells and whistles, Respirators	14 Hyd 1940	184
		Circular 67/re Teaching of First Aid 68/re Fairwater Mixed and Infants' books required 69/National Savings Movement Circular 70-Mid-term holiday is cancelled, School leavers, B of E Circular Autumn tasks for school children. These tasks we feel apply to country children and can hardly be undertaken by town children unfortunately	17 Hyd 1940	184-185
		A collection is being made for the blind. Next week one will be made for St John's Ambulance and Red Cross Funds in addition to a special War Savings Effort. HT has explained to girls the	18 Hyd 1940	185

		unusual need and urged the importance of sacrificial giving at two separate assemblies-Junior and Senior		
		Circular 76-re First Aid Classes. HTs meet at Technical College 3.30pm on Thursday	29 Hyd 1940	185
		Circular 78-re First Aid. Two names forwarded to attend Course 1A. Type of manual settled-First "Red Cross". Miss Jarman and Miss Oram 1A	5 Tach 1940	186
		Miss Oram to act as member of a deputation this morning-leaves school 11.40am. Letter of thanks received from Director to staff and children for splendid effort during War Weapons Week	6 Tach 1940	186
		HT interviewed parents of girls who use the shelter during a Warning. Result parents will meet children if they have to stay in shelters during a Warning and darkness falls	15 Tach 1940	186
		Circular 82/re Milk in schools. Form 208M. No taking Milk Necessitous 18	18 Tach 1940	186
		Circular 84/40-41 re Exam for Evacuees for High school entrance also enclosure to be forwarded by Friday	29 Tach 1940	187
		Circular 86/re Books, Apparatus etc. Prices-revised list enclosed	6 Rhag 1940	187
		Circular 87/re School Holidays. These are as stated in the day book Circular 90/re Necessitous feeding of children during holiday	12 Rhag 1940	187
		Circular 92/re Emergency Communication	16 Rhag 1940	187
		Last day. We have held parties, concerts and girls have quite enjoyed "breaking up" in spite of very little in way of refreshments	19 Rhag 1940	187
		School should have re-opened on Jan 6 <sup>th</sup> but on Jan 2 <sup>nd</sup> Cardiff had a Fire Blitz. Severe damage has been done in the City and in this district. The Girls' building has been used for the evacuation of people from the Insole Estate. Teachers were on duty-a rota was drawn up but by Tuesday tea time all Evacuees had been billeted or sent to Lansdowne. Numbers are greatly depleted. Circular 96 re Entrants of High Schools Entrance Exam: will have to be left over to next week	10 Ion 1941	187-188
		Circular 99/re Firefighters	20 Ion 1941	188
		Circular 101/re Evacuation also a schedule. Three HTs decided upon calling a meeting of parents on Thursday 23 <sup>rd</sup> inst 3pm in Girls' dept.	21 Ion 1941	188
		Circular 103/re Fire Fighting Circular 104/re Evacuation of school children. Schedule accompanying Circular 103/ forwarded same morning	23 Ion 1941	188
		Circular 102/re Instruction on First Aid in school and accompanying syllabus	24 Ion 1941	188

		First Aid material-2 text books 6 triangular bandages received	28 Ion 1941	188
		Circular 109/re Refresher Course War Gases. Miss Oram will attend Tuesday 11 <sup>th</sup> and Friday 14 <sup>th</sup> Feb	10 Chwe 1941	189
		Circular 111/-Letter memorandum from Head Constable re danger from portions of bombs. Case of accidental death of boy. Relics to be given to the Police. Circular 112/Fire Prevention (Business Premises). No response to request for Fire Watchers	14 Chwe 1941	189
		Circular 114/re Annual Tenders	20 Chwe 1941	189
		Received from the Office for Firs Aid bandages	21 Chwe 1941	190
		Miss Robinson is attending a gas instruction class on Tuesday mornings	26 Chwe 1941	190
		Blitz Monday night. Att Tuesday 267. Blitz Tuesday night. Att Wednesday 255	4 Maw 1941	190
		Circular 117/re Surplus furniture and apparatus. This shall receive attention today	11 Maw 1941	190
		HT is today supervising the entrance examination for the London Authorities	12 Maw 1941	191
		Misses Cowan, Watson and Oram have permission from HT to attend inspection by Their Majesties on their visit to Cardiff's bombed districts. They are Air Raid Wardens and Red Cross workers	19 Maw 1941	191
		Circular 1/re Financial Allowance	2 Ebr 1941	192
		Film exhibit to all sections of school	3 Ebr 1941	192
		Circular 9/re School Supplies	21 Ebr 1941	193
		Circular 10/re Respirators	22 Ebr 1941	193
		Films shown to all girls-excellent selection this week	24 Ebr 1941	193
		Circular 13/re Nat Savings Poster Circular 14/re Meeting this afternoon at 3.30 at Technical College Circular 15/re Shadow Kitchens Circular 16/re Border Children. HT out this afternoon-meeting re Shadow Kitchens	5 Mai 1941	194
		HT at a WVS meeting	6 Mai 1941	194
		Collection for the blind £1 18s 1d	13 Mai 1941	194
		HT at City Hall this morning with Miss Phillips-business Shadow Kitchens	20 Mai 1941	194
		Circular 23/-re Evacuation, Medical examination May 30 <sup>th</sup> at Severn Rd	27 Mai 1941	195
		Registration of Evacuees. 32 girls. Teachers-escorts Messes Jarman, Malpass and Lewis. Volunteers for teaching in a reception area-nil	27-30 Mai 1941	195
		Evacuees leave for Mountain Ash with three escort teachers. HT saw girls off at 10am for Severn Rd Taff Rly Station	30 Mai 1941	195



		School re-opens after Whitsun Vacation. 5 Evacuees have returned and a few more girls have been evacuated privately. Circular 42/-Staffing and Registration. Circular 43/-Evac of children and teaching staff. Amount raised by collection for Royal Alfred Flag Day £1159 10s 2d. Radn Girls-£1 3s 9d	9 Meh 1941	195
		Letter for Ship Adoption Society	11 Meh 1941	195
		Circular 51 re Evacuation. Lists to be forwarded on Fridays	7 Gor 1941	196
		Circular 5/-re Summer Holiday July 24 <sup>th</sup> -Aug 12 <sup>th</sup> and Sept 29 <sup>th</sup> -Oct 13 <sup>th</sup> , Mid-term Holiday is cancelled	8 Gor 1941	196
		Circular 59/41-42 re School Year, School in War Time, Books, Apparatus and Stationery	15 Aws 1941	197
		Head Teacher has permission to attend the Food Exhibition but has decided not to avail herself of it. Circular 66-re Food Exhibition. Girls attending domestic courses may go with a teacher on Thursday at 10.30am	2 Med 1941	198
		Circular 68/ Government Evacuation poster received	17 Med 1941	198
		Harvest Festival Services-Junior and Senior taken this morning. Produce was sold for benefit of the Cardiff Royal Infirmary and realised the magnificent sum of £5 8s 9d. A parcel of bread and vegetables was sent to Dr Barnardo's home and flowers to St Winifred's Hospital. A letter from Cpt Dixon of "Barrwhin" was read to girls	15 Hyd 1941	199-200
		Circular 80/41-42 "Milk in Schools"	16 Hyd 1941	200
		HT encouraged voluntary attendance at the BBC morning service for schools at 9.05am. There were 98 girls present. A larger room will be used next week	17 Hyd 1941	200
		Sunday-Premises open for WVS work. Water kept boiling 8am-2pm	19 Hyd 1941	200
		Circular 86/41-42 re Inventory to be made and forwarded without delay. Miss Silsby of Furzedown College caked to arrange practice for evacuated students Nov 17-Dec 5 <sup>th</sup> . 5 1 <sup>st</sup> year students. A start was made on the inventory it will take a long time	22 Hyd 1941	200-201
		Annual Financial Return Form received	29 Hyd 1941	201
		Circular 90/re Rest Centre Marshals	3 Tach 1941	201
		Five students arrived this morning to take up duties for three weeks from Furzedown College, London. Circular 92/41-42 re Supplementary Clothing Coupons. List to be forwarded by Nov 30th	17 Tach 1941	201
		Circular 94/41-42 re Rationing of Cloth, Clothing etc.	28 Tach 1941	202
		Circular 96/re Supplementary Clothing Cards Coupons for 10 children have been received	9 Rhag 1941	202

		Cardiff School Infirmary Fund-one girls to attend service on Wed 17 <sup>th</sup> -2.15pm	12 Rhag 1941	202
		Circular 108/re Warship Week. 10 pupils to visit Museum Wed 21 <sup>st</sup> inst 10am	16 Ion 1942	203
		Warship Week-special effort. Money received any day any time. Aim-£120	19-24 Ion 1942	203
		Circular re Unofficial Evacuees	20 Ion 1942	203
		Warship Week Jan 17-24 <sup>th</sup> grand total £317 8s 6d objective was £120	24 Ion 1942	203
		Circular 109 re Warship Week	29 Ion 1942	203
		Miss Silsby of Furzedown has arranged to give nature demonstration lessons to F2 on Thursday pm, stating 19 <sup>th</sup> inst	11 Chwe 1942	205
		Miss Munro of Furzedown College took F3-2.15-3 F2 3.10-4.30 today-demonstration lesson former on trees, latter on birds. Permission granted for a further 3 lessons to be given at same time, on the same day of the week	19 Chwe 1942	205
		Circular 114/re Annual Tenders	20 Chwe 1942	206
		Circular 117/Limitation of Supplies Order	9 Maw 1942	206
		Circular 119/re Teacher's Handicraft Class Exhibition March 17 <sup>th</sup> and 18 <sup>th</sup> 10.30am-5pm 16 <sup>th</sup> 2.30-5	12 Maw 1942	206
		Re Circular 119/Two teachers are attending the Exhibition each session. Miss Oram went alone today. Tuesday am Miss Malpass Miss Jarman, pm Misses Lewis, Cowan, Wed am Miss Watson Miss Williams pm Misses Thomas and Brigham	17 Maw 1942	207
		I should like here to testify to interest aroused by lessons taken by Furzedown students on trees and birds	26 Maw 1942	207
		Circular 123/re Exam for Special Places, Air Raid Precautions	30 Maw 1942	207
		The senior pupils of Forms 3 and 4, having knitted comforts for the Russian Red Cross effort wished further to arrange a concert to raise further funds. The rehearsal was given this afternoon to the scholars, the result was a splendid one. Seniors only. Concert for parents (charge 6d each). Seniors were supplemented by junior items for each class. A tremendous success-discovery of talent in unexpected places. Grand total parents and children £7 2s 6d	28-29 Ebr 1942	208
		Circular 8/re Evacuated school children's boot and clothing Fund	7 Mai 1942	208
		Instruction re Shadow Kitchen received this week end	8-11 Mai 1942	208
		Letter from Miss Silsby received-request for 5 students, June 8 <sup>th</sup> -to practice. Have offered 5 senior classes. Circular 9/Confidential re Invasion-Names of teachers to be forwarded with particulars of any emergency work undertaken	13 Mai 1942	208-209

		Circular 10 and 11/re USSR Lectures, Rationing of Soap. Workmen are busy decorating outside of school and repairing and rectifying the Blackout arrangements	21 Mai 1942	209
		School re-opens after Whitsun Vacation. Full staff. Circular 10/- re Collection of Salvage	1 Meh 1942	209
		Five students Misses Taylor, Earl, Mabe, Young, Conway from Furzedown College are here this morning arranging work for next week when they start a four weeks' training course	2 Meh 1942	209
		Circular 12/re Waste Paper Salvage	5 Meh 1942	209
		Girls subscribed toward the Br Red Cross and St John's Fund this week	8 Meh 1942	210
		Circular 16/-re Books, Apparatus, Stationery-also 2 price lists (revised)	11 Meh 1942	210
		Memoranda re Medicinal plants and reservation of fruit by schools	16 Meh 1942	210
		Circular 17/re Schools' canteens	8 Gor 1942	210
		Circular 21/-Care of children during holidays. Rota-1 <sup>st</sup> wk. Misses Watson, Cowan and Thomas. 2 <sup>nd</sup> wk. Misses Malpass, Jarman and Williams. 3 <sup>rd</sup> wk. Misses Lewis and Oram. 4 <sup>th</sup> HT and Miss B Jones. Occupations-Community Singing, Sports, Gala, Excursions, Visits to Parks when possible, Improvised Concerts, Games, Knitting, Sewing, Painting Gummed Paper Work, Films. Individual effort of Beryl Walters, F2, in raising £5 12s 6d for Russian Red Cross has been very gratefully received by Mrs Churchill	16 Gor 1942	210
		Letter for Director in appreciation of work done by girls for Master and crew of the SS Barrwhin our adopted ship to which and for which several mails have been sent and received and parcels sent. Letter from Cardiff Royal Infirmary for a special appeal. This will be made this week. Circular 22/re Care of children during school holidays	20 Gor 1942	210-211
		Circular 23/Meals and Milk during holiday Circular 26/Communication with teachers during holiday Infirmary Collection Total Special-£11 18s 9 ½ d. Grand total £17 11s 0d War Savings Special Effort Week's total £23 5s 0d	29 Gor 1942	211
		Circular 28/re Children's Gas Masks Circular 29/re Damage to trees and shrubs Circular 30/re Free Milk No = Nil Circular 32/Competition re Tanks for Attack	2 Med 1942	211-212
		Special savings effort "Tanks for attack" 1 <sup>st</sup> week £23 5s 0d 2 <sup>nd</sup> £46 18s 0d 3 <sup>rd</sup> wk. £29 7s 6d 4 <sup>th</sup> £64 3s 0d Total £218 18s 0d. Senior girls and 18 boys are doing intensive work in singing this week in readiness for Sat Sept 11 <sup>th</sup> when a choir will sing on the Castle Green in connection with "Tanks for Attack" effort	7 Med 1942	212-213

		42/Dig for Victory Exhibition girls to attend Friday 2th inst 10am	11 Med 1942	213
		Harvest Festival-very inspiring proceeds Cardiff Royal Infirmary £5 1s 0d Circular 44/Fuel economy Circular 45/School canteen, Keep Fit Class	30 Med 1942	213
		Savings Oct 1 1941-Sept 30 1942 £1030	1 Hyd 1942	213
		Circular 44/42 re Canteen	2 Hyd 1942	214
		Heads of three depts. Met Miss Lloyd Morgan at Hope Baptist Hall to discuss canteen work. Rota to be drawn up. Next week supervision will be in the hands of the heads of the three departments. £1 4s 0d subscribed by girls forwarded to the MNCS for wool for comforts for SS Barrwhin. Very interesting letters received for our ship SS Barrwhin-read to girls by Miss Cowan-express gratitude for parcels received	6 Hyd 1942	214
		Baths-34 girls signed, 30 were bathed. Thirty girls have brought money for dinners for next week. Rota has been seen by teachers and will be placed on notice board	8 Hyd 1942	214
		Inspection of Gas Masks. No present 238 Without Masks 8 Needing repair 34	9 Hyd 1942	214
		First week for "Meals" scheme. Wed: late arrival 12.55 delayed service. 30 children	12-16 Hyd 1942	215
		Circular 46/re Reserve List of Head Teachers. Violet Cooke has received a letter of thanks and receipt for £2 from Lady Isobel Cripps-Aid to China Fund. Violet is still making hats and posies	16 Hyd 1942	215
		Circular 52/-Issue of Supplementary Clothing Coupons. Forms also sent. Miss Cowan in charge. Request for 12lbs wool for socks, and 12lbs for mittens sent today to the MNCS	22 Hyd 1942	215-216
		Private news received from Mr Redfern of the sinking of SS "Barrswhin"-12 lives saved. Mr Stubbs, engineer, who had written to the girls is lost. Two casks of oranges subscribed for by the crew as a "Thankyou" to the girls has gone down	3 Tach 1942	216
		Two assemblies held this week-Junior and Senior-the latter arranged by the girls themselves for today. Object-raise money for wool for comforts. Total raised-£2 10s 7d cheque forwarded. Circular 53/Metropolitan High school exams and enclosure. No Evacuee entrants this year	6 Tach 1942	216-217
		Circular 34 [54?]/Message of Sir Stafford Cripps to be read on Nov 11 <sup>th</sup> . Circular 55/re Fire Prevention and enclosure-list of teachers and their voluntary service	9 Tach 1942	217
		Circular 60/re Thanksgiving Day (America), EJ Arnold's revised price list received. Four students from Furzedown College started practice this morning-Misses Weller, White Thomas and Lynch	23 Tach 1942	217
		Circular 61/1 Provision of Meals during school holiday	2 Rhag 1942	217

		Circular 63/re Report on Canteen for week Dec 7-14 to be forwarded daily to the office	4 Rhag 1942	217
		Assemblies-collection taken for MNCS totalled £1 11s 7d. Cheque forwarded by HT. Some very good work has been done during the term but this shows room still for improvement which I hope will follow as a result of quieter nights and steadier days	8 Rhag 1942	218
		Films shown this afternoon depicting work in Dr Barnardo's Home. Girls brought £1 5s 0d. Miss Metcalf called and informed us that the collection taken for Prisoners of War Fund amounted to £1 7s 0d	11 Rhag 1942	218
		Infirmiry Purse Presentation £27 11s 4d-a record. Girls have today posted a letter to Captain Dixon formerly of the Barrwhin	16 Rhag 1942	219
		Circular 66/re Christmas Gifts. Christmas assembly with whole school. Forwarded to MNCS General Headquarters Bute St Cardiff 12 pairs socks. Last day in school	17 Rhag 1942	219
		Circular 68/re Damage to Air Raid Shelters. They are "out of bounds"	4 Ion 1943	219
		Circular 69/re Book Drive	6 Ion 1943	219
		Circular 71/re Milk and Meals	12 Ion 1943	219
		Circular 75/re Book Drive	20 Ion 1943	220
		Book Drive 9 <sup>th</sup> -23 <sup>rd</sup> Jan Result 4422 books	22 Ion 1943	220
		Circular 77 re War Time Day Nurseries and Teachers' Handicraft Guild	3 Chwe 1943	221
		Circular 78/re Annual Tenders. Needlework requirements for 12 months to be forwarded to office by Feb 27th	11 Chwe 1943	221
		Collection taken in connection with MNCS broadcast. Cheque for £14 5s 0d forwarded to Mr Edmond Natts. Cheque for £1 1s of forwarded to Mr Kirkland Bridge	1 Maw 1943	222
		I am not satisfied with the discipline at the canteen and have issued an order that the teacher on duty drops tools at 11.45 to enable her to be on the premises at 12 before the children arrive. Circular 82/re Annual Tender. Have forwarded annual tender today	3 Maw 1943	222
		As the BBC service was overlooked on Tuesday, girls were invited to attend at 9am for this morning's service. I am pleased to say 45 girls availed themselves of this opportunity even though it meant ½ hr earlier in school	5 Maw 1943	223
		Seven labels with messages (one from each standard) returned to London NW3 MNCS to be attached one to each of seven parcels. Result of £14 5s 0d gift of March 1st	16 Maw 1943	223
		Circular 88/re Opening of school playground gates-only to be opened for an Alert	29 Maw 1943	224
		Circular 2/re Provision of Meals during holiday	8 Ebr 1943	224

		Circular 3/Arts and Crafts Exhibition		
		Circular 6/School meals during Easter Holiday. No requiring payment meals nil. Necessitous 1	13 Ebr 1943	224-225
		£2 2s 6d MNCS Cheque forwarded	16 Ebr 1943	225
		New term opens today. Mrs Smith not present owing to her husband's home coming. Circular 8/re Empire Day school sessions, salaries, medicinal plants, evacuated children. Receipt for MNCS £2 2s 6d sent 22.4.43. Bulletin No 1 Accidents to children	3 Mai 1943	225
		Arts and Crafts Exhibition Circular	4 Mai 1943	226
		MNCS assemblies yesterday result cheque sent today £2 7s 6d	13 Mai 1943	226
		Senior girls are at Conway Rd this afternoon practising for Jun 22 <sup>nd</sup> "Wings for Victory" ceremony on Castle Green. The school is decorated and every effort will be made next week to reach our target-£250. Circular 12/Wings for Victory	14 Mai 1943	226
		"Wings for Victory" week. School target £250. Busy week. Money taken daily. Grand Total £824 16s 6d	17 Mai 1943	227
		Collection taken for cigarettes for soldiers. Total £1 7s 6d Empire Cigarette League	24 Mai 1943	227
		Collections for the blind 19s 4d. Circular 14/re Provision of meals during holiday, Gov evacuation scheme. Arts and Crafts exhibition	20-24 Mai 1943	227
		Concert for Red Cross Funds as Flag Day is in the holiday. Proceeds £2 11s 7d	10 Meh 1943	227
		Circular 22/ School meals during Summer Holiday, Supply of Milk, Holiday in celebration of "Wings for Victory" week, "How to keep well in Wartime"	14 Gor 1943	228
		BSAS Senior assembly. Wool fund £1 8d Junior assembly. Wool fund £1 12s 8d. Grand total £2 15s 0d	14-15 Gor 1943	228
		Infirmity money has now reached £23 14s 3d for 1943. Special circular effort-£4 17s 10d. Harvest festival £5 2s 6d	15 Gor 1943	228
		Circular 23/re School Holiday arrangements	19 Gor 1943	228-229
		Infirmity money has now reached £27 0s 10 ½ d. Receipt received for Merchant Navy for £2 15s 0d. Gas Masks-list of 27 girls whose masks are faulty, forwarded to office	28 Gor 1943	229
		School re-opens after Midsummer Vacation. Full Staff. Several communications from the BSAS including an airgraph from Cpt Dixon. Bulletin No.4. Circular 25/Use of playgrounds and classrooms. Classrooms or halls to be available to meals children during inclement weather. Surplus furniture	1 Med 1943	229
		Circular 24A Dig for Victory exhibition. 20 girls to attend on Sept 9 <sup>th</sup> 11.40-12	6 Med 1943	229

		"Dig for Victory" exhibition at City Hall Thursday Sept 9 <sup>th</sup> 20 girls attending with Miss David in charge	9 Med 1943	230
		Harvest Thanksgiving services-school assembled as a whole junior and senior. Hymns were sung. Sale of goods-£7 3s 6d for Cardiff Royal Infirmary + 1s 6d = £7 5s 0d-most creditable	13 Med 1943	231
		Circular 32/ Sound tests Circular 33/ Supplementary clothing coupons	1 Hyd 1943	231
		War Savings half yr April-Sept 1943 £1027 16s 0d. No of girls for supplementary coupons 75	4 Hyd 1943	231
		Last Thursday and for each of the next three Thursday afternoons a junior and senior science demonstration-to be given by Miss Munro, Furzedown College. Forty students accompany her	5 Hyd 1943	231
		MNCS Cheque £1 17s 6d. Two girls have received letters from merchant seamen acknowledging receipt of knitted socks sent to MN when we were without a ship	5 Hyd 1943	232
		Supplementary clothing coupons received this morning. Nos 346145-346219 inclusive, 75 in all. Clothing coupons will be distributed in due course	7 Hyd 1943	232
		Leaflets posters etc. received re War Savings	27 Hyd 1943	232
		"Raise the Standard" campaign. Cheque for MNCS after full assembly £1 10s 0d. Furzedown students on Thursday last completed a series of four visits in connection with science demonstration classes. Girls have enjoyed the classes and we have reported thereby	28 Hyd 1943	232
		Circular 39/re special examinations for Metropolitan Evacuating Areas	3 Tach 1943	233
		Circular 43/-re Make Do and Mend-exhibition 24th-30 <sup>th</sup> . On Nov 24 <sup>th</sup> 30 girls attended. Very good	23 Tach 1943	233
		Poppy Day collections. £2 11s 5d	29 Tach 1943	233
		Circular 45/ School hours, damage to public amenities, short course Bangor, Christmas Gifts Circular 46/re Meals in Xmas holiday Furzedown students have paid preparatory visits to their classes. They will be practising here (Jan 24-Feb 24)	8 Rhag 1943	233-234
		Films on work of Dr Barnardo's Home shown to school. £1 5s 0d collected for the home	14 Rhag 1943	234
		Films shown for raising school funds for charities amounts to be allocated when total is known. Annual films-200 pictures. HT unable to secure pantomime films owing to War-time removals	15 Rhag 1943	234
		Concerts and parties have been given. Senior girls gave a very entertaining rendering of "Cinderella. Other items included "The Pied Piper" rendered by Std 2 who sang beautifully; "The Mad Hatter's Tea Party" artistes very good; "Waxworks that moved" caused great amusement	23 Rhag 1943	234-235

		and included our prime minister, Mr Churchill and Popeye, the sailor. A collection was taken. Forwarded to Prisoners of War Fund £5 St Dunstons Blind Institute £2 Our Ship-£1 5s 0d. A splendid parcel of knitted woollies and gifts were forwarded to our ship MS "Bradford City"		
		Four students from Furzedown College start here today	24 Ion 1944	235
		Circular 55/re St David's Day, Welsh society TCF, MOI publications, form for addresses. This week we have instituted a full school assembly in corridor. Collection for our ship MNCS £2 14s 6d	8 Chwe 1944	235
		Prepared school for WVS practice on 19 <sup>th</sup> . Circular 56/-Shadow Kitchen to be opened on 19 <sup>th</sup> at Howells' School	18 Chwe 1944	235
		Shadow Kitchen at Howells' school open for inspection. WVS also in the exercise. The latter showed need for change re sleeping accommodation	19 Chwe 1944	236
		Six girls attended Red Army Day celebration at the Capitol	25 Chwe 1944	236
		Circular 61/re Meals arrangements for Easter holiday. Circular 60/Director expressed his thanks to those who had made the Civil Defence Exercise on Feb 19 <sup>th</sup> such a success	8 Maw 1944	236
		Circular 62/-re Coal for schools. No fire in HTs room though day is cold and wet. This is due to coal strike	14 Maw 1944	236
		Circular 63/-Coal-fires may be lit on the 23 <sup>rd</sup> March. Director's thanks expressed. Cheque to MNCS £2 10s 0d	22 Maw 1944	237
		An Alert last evening lasted 1 ¼ hrs. One or two children are rather unnerved	24 Maw 1944	237
		Holiday in afternoon for Royal Visit-King, Queen, Princess Elizabeth	29 Maw 1944	237
		A collection is being made this week for the Blind Institute. Total £1 15s 0d	18 Ebr 1944	238
		Circular 4/Empire Day, Salaries, EWS, School canteen, swimming	21 Ebr 1944	238
		Cigarette Fund £2 15s 0d	25-26 Ebr 1944	238
		Circular 10/School meals during holiday	2 Mai 1944	239
		Collections for school funds £6 12s 0d	19 Mai 1944	239
		Circular 14/re "Salute the Soldier" week. Result to be forwarded to Director June 23rd	25 Mai 1944	239
		Circular 16/Recruitment of staffs under the emergency scheme for training of teachers. Seen and signed by all members of the staff	5 Meh 1944	239
		Circular 21/re Apparatus, stationery etc. Concert this pm impromptu for Red Cross and St John £2 2s 6d forwarded. Salute the Soldier total £729 13s 0d	16 Meh 1944	240



		Re international correspondence. Circular 23/girls will write as requested	22 Meh 1943	240
		Circular 25/re Cardiff "Salute Soldier" week	29 Meh 1944	240
		Circular 26/School meals during the holidays. Circular 29/Evacuees in Cardiff schools	5 Gor 1944	240
		Circular 35/re Exhibition "Dig for Victory"	14 Gor 1944	241
		Circular 37/"Dig for Victory" competition. Entries to be forwarded by July 28th	20 Gor 1944	241
		Education schedule and special film show	21 Gor 1944	241
		Circular 38/ Meals for evacuated children, Book recovery and Waste Paper Drive	26 Gor 1944	241
		Cardiff's Salute the Soldier week	28 Gor 1944	241
		Circular 41/Dig for Victory exhibition. 20 girls Sept 7 <sup>th</sup> at 11am Circular 42/Evacuees in Cardiff schools. Number received to be forwarded Wed 6th	4 Med 1944	241
		Circular 43/ Film "When We Build Again"	5 Med 1944	242
		Circular 46/ Mustard Gas Warning, Public Health Lecture, Rationing of Cloth Wool etc.	18 Med 1944	243
		Harvest Festival service-splendid display of gifts. The best were sent to Dr Barnardo's Home, and the sanatoriums gifts of flowers to former teachers. Proceeds of sale of residue £6 12s 6d to Cardiff Royal Infirmary	20 Med 1944	243
		Miss Munro and Miss Ashley, Furzedown College start a series of demonstrations to thirty students' classes 3, 4 and Fl. Subjects, science and scripture. Lessons ¾ hr each. No of lessons 4 or 5 to be given. Day-Thursday am	28 Med 1944	243
		Circular 51/re Supplementary Clothing Coupons	2 Hyd 1944	243
		Four Furzedown students are on school practice starting Oct 9 <sup>th</sup> and ending on Oct 27 <sup>th</sup>	9 Hyd 1944	243
		Circular 53/re Mid-term Holiday, Red Cross Russian Fund school contribution	13 Hyd 1944	243-244
		School canteen transferred to infants school corridor	23 Hyd 1944	244
		Furzedown students have completed their practice. Miss Munro and Miss Ashley seem quite satisfied. Cheque to MNCS £1 10s 0d	1 Tach 1944	244
		Circular 58/School contracts, agricultural fires, school funds, Army Apprentice Tradesmen	8 Tach 1944	244
		Circular 58/ Metropolitan Examination	12 Tach 1944	245
		Circular 60/re book drive Dec 2 <sup>nd</sup> -16 <sup>th</sup> Circular 61/re Invoices, Christmas gifts	27 Tach 1944	245
		Our second contribution to being taken today to wounded soldiers at the City Lodge. Cigarettes (300) and apples	4 Rhag 1944	245
		Circular 46/School meals, Supply of milk, Christmas gifts, Lansdowne Rd Meal Centre for holiday. List to be forwarded on Thursday, Dec 21 <sup>st</sup> . Infirmary boxes opened yesterday	13 Rhag 1944	246

		contained £3 2s 4 ½ d making £25 0s 3 ½ d for year 1944. A sale held on Friday last sponsored by staff, scholars realised £15 for ToCH Cardiff Burma House forwarded by cheque on Monday 12 <sup>th</sup> inst		
		Collection for Dr Barnardo's Home-£1 12s 6d. Xmas concert and parties have been held this week an allowance of tea, magazine, jam sugar and milk was made by the Food Office	21 Rhag 1944	246
		Cheque to Great Ormond St £2	13 Chwe 1945	247
		Cheque forwarded to MNCS £2 15s 0d	16 Chwe 1945	247
		Circular 76/Meals arrangements for East Wk also for week ending 30 <sup>th</sup> Circular 77/re Collections in school	23 Chwe 1945	247
		Circular 78/Domestic Front-Fuel Economy and Horticultural Show	28 Chwe 1945	247
		Circular 81/re a WVS Re-homing gifts scheme collection March 12 1945 b. collections in schools	9 Maw 1945	248
		Circular 83/Metropolitan Exam, School collection, Teachers' Handicraft Guild	19 Maw 1945	248
		Circular 86/re Examination with form, Delta class, Gas Masks, Invoices	22 Maw 1945	248
		Bulletin No 1 re Cardiff Anglo Soviet Council Film Show, Nat Museum April 21 <sup>st</sup> 10.30. Red Army Hospital Work, Brave Girl, Christmas Tree. 10 scholars may attend Circular 1 Teachers Handicraft Guild Cardiff and District Horticultural Show, Schedule of Handicraft and material, Accidents to children	16 Ebr 1945	249
		Circular 3 re Practice at Reardon Smith Lecture Hall. 20 girls went yesterday and today. Number to be reduced to 16 for a BBC flash to take place two hours after "V" Day announcement. Programme for schools' celebrations also given	1 Mai 1945	250
		Circular 7-VE Day assembly at Canton High school within one hour of announcement. Revised copy of Circular 7/new assembly point Radnor Rd school	2 Mai 1945	250
		F2 went to the Temple of Peace 10am. The Polish princess turned the page in the Remembrance book and girls saw her place a wreath on the 1914-1918 War Memorial	3 Mai 1945	250
		Circular 8/red "V" Day, Heating of schools, Educational lectures	4 Mai 1945	250
		May 8 <sup>th</sup> 1945 VE Day. Holiday. European War Sept 3 <sup>rd</sup> 1939-May 8 <sup>th</sup> 1945	8-10 Mai 1945	251
EC22/2	St Germans Metal Street Infants	The school closed today owing to the outbreak of war with Germany	3 Med 1939	82
		The school opened this morning. The attendance of infants at school is entirely at the option of the parents. Circular No 54/39-40 received re evacuation of schools	18 Med 1939	82

		Circular No 67/39-40 received re School Sessions "The afternoon session shall begin at 1.30pm and close at 3.30pm"	2 Tach 1939	84
		Circular-resolution passed by City Council relating to salary applicable to employees during their absence from duty by reason of Military Service	10 Tach 1939	84
		As directed by circular 67/39-40 the afternoon session began at 1.30pm and closed at 3.30pm. The morning recreation will be shortened to allow children to leave school at 11.50am	20 Tach 1939	84
		Circular 81/39-40 re Waste Paper	13 Rhag 1939	85
		Circular 89/39-40 re School Sessions	31 Ion 1940	89
		Circular 93/39-40 re- Easter Vacation Courses Circular 94/39-40-re Milk in schools Circular 96/39-40 re King's Visit. The schools have been granted a half-holiday this afternoon on the occasion of the visit of Their Majesties to the city	9 Chwe 1940	89
		School reopened after vacation. Fifteen children under five years of age were readmitted today. They left when war broke out	1 Ebr 1940	90
		Mrs McLean was sent for, her brother having been killed in action	17 Ebr 1940	90
		Circular 8/40-41 "Action on Kitchen Front"	4 Mai 1940	91
		School reopened today, by Government request owing to the hostilities on Holland and Belgium	14 Mai 1940	91
		Owing to last night's Air Raids only 36 children were in school. There are 134 on books. The Registers were marked	1 Gor 1940	92
		Again only 35 children were in school. Registers were marked. Circular No 30/40-41 received re School Sessions. Until further notice Morning session 11am to 12 noon. Afternoon 2pm to 4pm	2 Gor 1940	92
		Circular No 31/40-41 received re evacuation of children immediately an Air Raid Warning is given	4 Gor 1940	92
		School reopened after Summer Vacation	13 Aws 1940	92
		An Air Raid Warning was sounded at 9.55am children who were in school were sent home. The all clear sounded at 10.50 and the children reassembled at 11am	15 Aws 1940	92
		The children were sent home when an Air Raid Warning was sounded at 10.45am. The all clear went at 12.15, midday	21 Aws 1940	92
		The children were sent home again immediately they came to school, both morning and afternoon, owing to Air Raids. In each case the raid lasted about half an hour. The children returned to school after the "All Clear"	2 Med 1940	93
		Circular 54/40-41 received re School Holidays, Air Raid Warnings and School Sessions	10 Med 1940	93

		The children to school at 2pm after an Air Raid Warning	12 Med 1940	93
		Circular 55/40-41-Military Service and Whole time and Part time paid service in Civil Defence	13 Med 1940	93
		Circular 58/40-41 Re "Action on the Kitchen Front". The Director of Education and Mr Thomas visited the school this morning-much damage had been done in the night, through Air Raids especially in the school area	16 Med 1940	93-94
		A Warning went at 9.45am and the all clear went at 10.10am. Registers were marked at 10.30am	17 Med 1940	94
		School closed for the second fortnight of the Summer Holidays	27 Med 1940	94
		Received circular 65/1940-41 re Appreciation of the way in which teachers and pupils are carrying on during these difficult times. Circular 64/40-41 re Air Raid Precautions in schools	14 Hyd 1940	94
		Circular 69/40-41 re National Savings Movement Circular 70/40-41 re Mid-term Holiday-has been cancelled Circular 71/40-41 re Cardiff Schools War Weapons week	17 Hyd 1940	94
		War Weapons week. By collection of coppers 18/-. Saving certificates £18 worth. 6d stamps £1 19s 0d. 1d stamps 2s 0d. Total £20 19s 0d. A PO for 18/- was sent to the Lord Mayor for the Spitfire Fund	25 Hyd 1940	95
		Circular No 80/40-41 received re School Sessions. To continue with the same sessions as fixed for summer months. 10am-12 noon 2pm-4pm	9 Tach 1940	95
		Circular 82/40-41 re Milk in schools. From 208m enclosed	15 Tach 1940	95
		Circular No 84/40-41 Enclosed an Air Raid Form for B of E	21 Tach 1940	95
		Air Raid Warning 3.10. The children did not return to school	26 Tach 1940	95
		Air Raid Warning 2.05pm. All Clear 3.05pm	3 Rhag 1940	96
		Air Raid 2.52pm. All Clear 3.13pm. 11 children did not return to school	4 Rhag 1940	96
		Circular No 86/40-41 re Books apparatus stationery increases in prices	5 Rhag 1940	96
		Air Raid Warning 1.55pm. All Clear 2.05pm. Another Warning 5 minutes later all clear 3.05- registers were then marked and closed at 3.15pm	10 Rhag 1940	96
		Circular 92/40-41 re Communications with Teachers in an Emergency; Cardiff School Children's Infirmary Fund	16 Rhag 1940	96
		Circulars 99,100 101 were received re Fire Watchers, St David's Davy celebrations, Evacuation Scheme. A meeting of parents re Evacuation was held in the Parish Hall on Friday Jan 24 <sup>th</sup> . About 40 were present	27 Ion 1941	97
		Circular 112/40-41 111/40-41 re Fire prevention and memorandum copy from Chief Constable	13 Chwe 1941	97-98

		Heavy Air Raid bombs dropped in the District	26 Chwe 1941	98
		Miss Parry and Miss Phillips came to school to see if any children were hurt. There was no damage to any of the homes of children in this dep	27 Chwe 1941	98
		Air Raid Warning at 10.10am. All Clear 11am. The St David's Day concert took place from 11am to 12 noon, The school was closed for the afternoon	28 Chwe 1941	98
		I allowed Miss Hubbard to go home during the afternoon. Her home had been damaged owing to a delayed bomb. Air Raid Warning at 3.40pm. The children did not return to school	3 Maw 1941	98
		School reopened today-delayed bombs were in the district and Iron St was closed to the public. There were 39 children present this morning	10 Maw 1941	99
		Head Teachers met the Director to hear about Evacuation Scheme	26 Mai 1941	99
		Parents of children from the 3 Depts. met here, to hear of the scheme	27 Mai 1941	99
		Children met at Tredegarville School and were taken by train to Aberdare. Miss Hubbard, Miss Jewell and Miss McLean accompanied them-and saw them to their billets. 28 infants went to Aberdare	31 Mai 1941	99
		Miss Jewell went to Aberdare to teach at St Fagans School	23 Meh 1941	100
		School reopened today after two weeks holiday. Air Raid Warning about 2pm. All Clear 2.30pm. Children returned to school. School session 9.30am-12: 2pm-4pm. Miss Jones has gone to Aberdare to replace Miss Jewell, Miss Jewell is on holiday. Circular 59/41-42 received re School Year to commence on Aug 18 <sup>th</sup> 1941	12 Aws 1941	100-101
		Mr Ronswell ARP inspected the children's Gas Masks. 11 required repairs and those needing adjustment were attended to	18 Med 1941	102
		£33 0s 3d was collected for Warship Week	23 Ion 1942	104
		On the authority of the Managers 5 children were admitted to from the nucleus of a Nursery Class for children between 3 and 4 years, as there has been many applications from the parents in this district who are either engaged in war-work or who are anxious to take occupations. The classes were rearranged to meet this need. Since sending a letter to the Director on Jan 9 <sup>th</sup> re the formation of such a Nursery Class, a waiting list was kept of children desirous to enter, some of whom have been admitted as they became 4 years old	23 Meh 1944	106
		Mr Clayton HMI visited the school this morning to enquire into the proposed scheme, in which he showed a sympathetic interest	24 Meh 1942	106
		School closed today. School to be kept open from Aug 3-Aug 28. Attendance of children optional. 25% of staff to be present each week. The above scheme was abandoned as from Aug 17 <sup>th</sup> as so few children attended	30 Gor 1942	107

		During the week the children collected books for the City Book Drive	19 Ion 1943	111
		An "Alert" sounded at 3.05pm and the "All Clear" at 3.40pm. The children ran home and the school was cleared very quickly. A few returned at 3.40pm	19 Chwe 1943	112
		School closed temporarily owing to damage from incendiaries during night Air Raid. Boys and Girls Dept.'s damaged. Two incendiaries in Classroom III-floor and screen burnt-hole in roof	18 Mai 1943	113
		School closed temporarily for the rest of the week	19 Mai 1943	113
		The workmen had cleared the roof of the Girls school and so the Infant Dept. reopened. 86 children attended and the classes were arranged in 3 rooms as the Baby Room was given over for the use of the Boys dept. while their stock was being moved to other accommodation	25 Mai 1943	113-114
		All the rooms are clear, so the Infants have worked in their own classes. The total amount collected for Wings for Victory was £25 9s 6d	31 Mai 1943	114
		Alert during the night-very few children in school this morning	16 Gor 1943	115
		School closed for Summer Holiday after afternoon session. The extra day's holiday granted for good results of the amount collected during "Wings for Victory" week	29 Gor 1943	115
		The workmen finished repairing windows which were started on Tuesday	8 Hyd 1943	116
		New electric bulbs were put in place of used ones in each room and the locks repaired on the desk in CI I room and one in the Baby Room	11 Hyd 1943	116
		Received circular No/45/43-44 re School Hours; Christmas Gifts; Damage to school amenities Also circular No 45/43-44 School Meals during Christmas Holidays	9 Rhag 1943	118
		Received circular No 49/43-44 re "Cardiff School-Children's Infirmary Fund"; and "Christmas Gifts from America"	16 Rhag 1943	118
		Received Circular No.50/43-44 re "Prepaid Bus/Tram Tickets"	18 Ion 1944	119
		The Head Teacher attended a meeting re "Shadow Kitchens" at Tredegarville School at 2.15pm	4 Chwe 1944	119
		The school reverted to its normal hour of opening this morning viz 9am	7 Chwe 1944	119
		Received circular No 59/43-44 re "Optimists Chocolate" from Canada for distribution among the children. Later received circular 61/43-44 re "School Meals during Easter Holidays 1944"	2 Maw 1944	120
		Received circular No 62/43-44 re "Coal for Schools"	14 Maw 1944	120
		Received circular No 63/43-44 re "Coal for Schools"	23 Maw 1944	121
		The attendance this morning was low due to an Air Raid Warning during the night. Received circular No 65/43-44 re "Half-holiday on the occasion of the Royal Visit to Cardiff"	28 Maw 1944	121
		School closed this afternoon on the occasion of the visit of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth	29 Maw 1944	121

		Received circular No 1-44-45 re "Books, apparatus; stationery; school postage" Closed school this morning for the Easter Vacation	6 Ebr 1944	121
		Received circulars No4/43-44 (44-45?) re "Empire Day; Salaries of Teachers; Financial Year 1944-45" and No 5/43-44 (44-45?) re "Heating of Schools	24 Ebr 1944	121
		The attendance was low this morning due to an Air Raid Warning from 2.15am-3am	15 Mai 1944	122
		Received circular No10/44-45 re "School Meals during Whitsun Holidays" and No 11/44-45 re "Teachers' Superannuation Contributions"	16 Mai 1944	122
		School re-opened this morning. Received circular No 16/44-45 re "Recruitment of Staffs under the Emergency Scheme for Training of Teachers"	5 Meh 1944	122
		Received circular No 19/44-45 re "School Medical Service"	9 Meh 1944	123
		Amount collected in the department this week for "Salute the Soldier" was £381 14s 6d	16 Meh 1944	123
		Received circular No 21/44-45 re "Books apparatus and stationery"; No 22/44-45 re "Vitamins for children under five"	19 Meh 1944	123
		Received notice from the Director of Education that permission has been granted for Miss Lewis and Miss Nicholls, students from the Furzedown Training College, to do teaching practice in this department from 2th-28 <sup>th</sup> July 1944 (inclusive dates)	22 Meh 1944	123
		Received circular No25/44-45 re "Cardiff Salute the Soldier" week	28 Meh 1944	123
		Received circulars Nos 26/44-45 re "School Meals during Summer Holidays"; 29/44-45 re "Evacuees on Cardiff Schools"; 30/44-45 re "Vitamins for children under five"	10 Gor 1944	123-124
		Received circular No 35/44-45 re "Dig for Victory Exhibition, 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> September 1944"	17 Gor 1944	126
		Received circular No 37/44-45 re "Dig for Victory Exhibition"	20 Gor 1944	126
		Received circular No 38/44-45 re "Provision of meals for evacuated school children; book recovery and waste paper drive"	26 Gor 1944	126
		Reopened school this morning after the Summer Vacation. Received circular No 39/44-45 re "Cod Liver Oil and Orange Juice"	4 Med 1944	126-127
		Cod Liver Oil and Orange Juice were given this afternoon to all the children under five years of age. Mrs Fender has been appointed to administer the vitamins	11 Med 1944	127
		Received circular No 46/44-45 re "Mustard Gas Warning"	18 Med 1944	127
		Miss Morfydd Phillips attended school this afternoon to see the children under five years of age have their vitamins	21 Med 1944	127
		Received circular No 58/44-45-re "School contracts; School Funds"	6 Tach 1944	128
		Received circular No 59/44-45 re "National Savings Movement"	9 Tach 1944	128

		Received circulars No 60/44-45 re "City of Cardiff Book Drive"; 61/44-45 re Invoice for goods received; Christmas Gifts"	27 Tach 1944	129
		Received circular No 46/43-44 (44-45?) re "School Meals during Christmas Meals (Holidays?) 1944	13 Rhag 1944	129
		Received circular No 65/44-45 re "City of Cardiff Book Drive; Keep Fit Classes for Female Teachers; Children's Infirmary Fund"	15 Rhag 1944	130
		Received circular No 66/44-45 re "Diseases etc. not notifiable by Medical Practitioners; Immunisation against Diphtheria; Food and Health Lecture"	9 Ion 1945	130
		Received circulars No 76/44-45 re "School meals during Easter Holidays 1945"; No 77/44-45 re "Collections in School"	23 Chwe 1945	132
		Received circular No 78/44-45 re "The Domestic Front-Fuel Economy"	28 Chwe 1945	132
		Received circular No 81/44-45 re "WVS Re-Homing Gifts Scheme"	8 Maw 1945	132
		Received circulars No 83/44-45 re "School Collections; Teachers' Handicraft Guild"; 84/44-45 re "Book, apparatus and stationery"	16 Maw 1945	132
		Received circular No 86/44-45 re "School children's Gas Masks; Invoices"	26 Maw 1945	132-133
		Received circular No 1/45-46 re "Teachers Handicraft Guild; Schedule of craftwork materials; Accidents to scholars"	16 Ebr 1945	133
		Received circular No 5/45-46 re "V Day Celebrations"	1 Mai 1945	133
		Received circulars Nos 6/45-46 re "School Meals during Whitsun Holiday"; 8.45-46 re "Celebration of Termination of Organised Hostilities in Europe"	3 Mai 1945	133-134
		Received circular No 9/45-46 re "Celebration of Termination of Organised Hostilities in Europe"	7 Mai 1945	134
		School closed for two days to celebrate the termination of organised hostilities in Europe	8 Mai 1945	134
EC24/4	St Mary's Clarence Road Infants	School closed at 12am. Department to be used as a First Aid Party and Ambulance Depot	1 Med 1939	192
		School re-opened. Room 1 used as First Aid Party and Ambulance Depot	18 Med 1939	192
		Mr Jones HMI visited and inquired about protection for children	19 Med 1939	192
		The afternoon session begins at 1.30pm and closes at 3.30pm. This alteration lasts from Nov 20 until 31 <sup>st</sup> January 1940	20 Tach 1939	193
		Mr Jones HMI called in to inspect Air Raid Precautions	8 Rhag 1939	193
		The afternoon session again begins at 2pm and closes at 4pm	5 Chwe 1940	194



		Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff. School closes afternoon session only	9 Chwe 1940	194
		Whitsun Tuesday. By Government Order all Elementary Schools re-opened. Hostilities broken out in Holland and Belgium	14 Mai 1940	200
		Miss Pugsley returned to duties. Being at Oxwich, Gower, failed to hear that schools re-opened	15 Mai 1940	200
		Air Raid Warning just before 1am. 26 little ones absent this morning	20 Meh 1940	201
		33 children present. Three Air Raids during night. Registers not marked morning session. Mr Jones HMI visited to enquire number present and reaction of children	1 Gor 1940	201
		Received circular this morning as from July 3 <sup>rd</sup> 1940:-Times of school should be:-Morning session 11am to 12 noon. Afternoon session 2pm to 4pm	2 Gor 1940	201
		Air Raid Warnings during morning and afternoon. Children spent the whole of the morning session in the shelter	10 Gor 1940	201
		Summer Terminal Examinations not taken owing to the frequency of Air Raids night and day. Little ones tired and nervous and unable to concentrate	23 <sup>Gor</sup> 1940	201-202
		School closed this afternoon for the Summer Vacation July 25-Aug 13-Two weeks only	25 Gor 1940	202
		Attendance very poor all the week on account of Air Raids	16 Aws 1940	202
		A further two weeks' holiday has been granted to the schools commencing Monday, 30 Sep until Oct 14	27 Med 1940	204
		Air-Raid 11.20am until 12.40	28 Hyd 1940	204
		School re-opened this morning. 47 children present (Thurs Jan 2 <sup>nd</sup> Heavy Air Raid). All children in attendance spent morning session in the baby room, because the school was not properly heated. An Incendiary bomb fell on the coal shed. The coal and sticks were wet	6 Ion 1941	204
		Head Teacher left school at 11am to attend a meeting at the Technical College with respect to Air Raid Precautions	7 Ion 1941	205
		Meeting of parents held this afternoon at 3.30 to discuss Evacuation Scheme for children age five and over	24 Ion 1941	205
		Attendance for week poor. Children getting little sleep through Air Raids	21 Chwe 1943	205
		Alert 1.30pm. Children in shelter from 2pm to 3pm	27 Maw 1941	206
		Head Mistress left School at 10.30am to attend a meeting at Technical College to discuss the organisation of the "Shadow Kitchens"	6 Mai 1941	206
		Head Mistress spent afternoon at Education Office City Hall with Miss M Phillips in connection with the detailed organisation of the Shadow Kitchens	20 Mai 1941	206

		Head Mistress attended a meeting at the Technical College at 10.30am to discuss the question of the immediate evacuation of Cardiff School children	25 Mai 1941	206-207
		A meeting of parents held at school at 3.30pm to discuss the question of evacuation	27 Mai 1941	207
		School opened both session for registration of Evacuees	28-29 Mai 1941	207
		13 children (12 boys and 1 girl) to be evacuated on Saturday May 31 <sup>st</sup> (Abercynon)	31 Mai 1941	207
		School re-opened after Whitsun Vacation. Miss M Coney retained at Abercynon with evacuated children for a further week, sanctioned by the Director W Williams	9 Meh 1941	207
		Miss Coney absent on a week's holiday from June 30 <sup>th</sup> , in lieu of Whitsun week	30 Meh 1941	207
		Miss Coney returned to duties. Head Mistress left school at 2.30pm to attend a meeting of the Shadow Kitchen at Charles St	7 Gor 1941	209
		School closed this afternoon for the Summer Vacation July 24-Aug 12. Two weeks only	24 Gor 1941	209
		The boys were evacuated to Abercynon and the girl to Bridgewater	18 Aws 1941	211
		School closed this afternoon for a further two weeks' vacation	26 Med 1941	211
		Inventory of all school furniture, books, apparatus and stationery sent to City Hall. Duplicate copy kept at school	7 Tach 1941	211
		Head Teacher attended meeting of members of Shadow Kitchen called by Miss Phillips at Charles St, Congregational Church at 10.45	6 Mai 1942	214
		Head Mistress sent out a questionnaire about the School Feeding Scheme. Result 10 Yes, 84 No	20 Gor 1942	216
		Care of children during school holidays. School and playground to be kept opened. Organised outdoor and indoor activities. Teacher in charge for one week duty:- 1 <sup>st</sup> week-Miss Pugsley 2 <sup>nd</sup> week-Miss Coney 3 <sup>rd</sup> week-Miss Brotherton 4 <sup>th</sup> week-Mrs Evans (Mixed Department)	30 Gor 1942	216
		Owing to poor attendance of children during the past two weeks, the Voluntary Attendance Scheme was abandoned	17 Aws 1942	216
		School canteen at Eleanor St to be opened on Monday. Only four children brought their 2/- for meals for next week	4 Med 1942	217
		Five children paid for dinners for the following week	17 Med 1942	218
		Air Raid Warning 3.17pm. All Clear 3.45pm	19 Chwe 1943	219-220

		Heavy Enemy Action during early hours of morning. A few windows broken, attendance poor in the morning	18 Mai 1943	221
		Children nervous during remainder of week	21 Mai 1943	221
		Head Mistress attended a meeting at Eleanor St School at 10.30am in order to discuss the re-organised Shadow Kitchen Scheme	27 Ion 1944	224
		Head Mistress met the other Head Teachers at Eleanor St School Canteen to discuss Food and Heating arrangements at 3.30pm	1 Chwe 1944	224
		Visit of Miss Parry HMI. An Air Raid Warning at 5.30am	3 Chwe 1944	224
		This did not affect the attendance. A few scholars came in late	4 Chwe 1944	224
		School re-opened at 9am this morning until further notice	7 Chwe 1944	224
		8 dozen Optimists' Chocolate Bars distributed to the little ones	3 Maw 1944	224
		Royal Visit to Cardiff of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth. School closed for afternoon session	29 Maw 1944	225
		Second Front opened at 6.30am	6 Meh 1944	225
		Mr Phillips visited school to suggest plans and means of distributing Orange Juice and Oil to the under fives	15 Meh 1944	226
		"Salute the Soldier Week". Children and teachers did their utmost to make the week's school savings satisfactory. Total £519-10s-6d	16 Meh 1944	226
		Apparatus for Orange Juice and Oil delivered:-24 beakers, 24 spoons, 2 jugs. 1 tray, 1 bowl, 1 towel, 1 dishcloth, 24 bottles Orange Juice, gallon Cod Liver Oil	21 Gor 1944	226
		Scheme for Cod Liver Oil and Orange Juice operated as from Monday 11 <sup>th</sup> Sept 1944. The Vitamin supplements to be administered to the children in their classroom at 2pm	11 Med 1944	229
		Received 29 bottles of Orange Juice	28 Med 1944	229
		Termination of Organised Hostilities in Europe. School closed for two days	8 Mai 1945	232
		VE Days May 8 and May 9	9 Mai 1945	232
EC25/2	St Patricks, Grangetown Infants	School will be closed from today owing to war being declared	4 Med 1939	392
		Circular 67, stating that Rule No 10 Page 10 of the Education Committee Year Book shall be temporarily withdrawn. The alterations are: - Morning session begin at 9 close at noon. Afternoon session begin 1.30 close 3.30. This begins on 20th November 1939	2 Tach 1939	394

		A half-holiday has been granted today pm on the occasion of the visit of Their Majesties King George and Queen Elizabeth	9 Chwe 1940	395
		Circular No 6, stating that children over four years of age can be admitted, subject to certain conditions	23 Ebr 1940	397
		Circular No 6, stating that children under five years of age may be admitted was received	8 Mai 1940	397
		Owing to War condition school is re-opened today	14 Mai 1940	397
		Circular No 21 asking for names of teachers willing to offer their service to supervise the children during meals at their various centres	6 Meh 1940	398
		Circular No 30 was received. It stated that the times of school sessions as from July 3 <sup>rd</sup> 1940, until further notice will be Morning session 11am-12 noon and afternoon session from 2pm-4pm	2 Gor 1940	399
		Circular No 35 was received, dealing with paper economy in schools	19 Gor 1940	399
		School reopened after Summer Vacation	13 Aws 1940	399
		The school windows are being covered with net	28 Aws 1940	399
		Circular (No 54), referring to school holidays and Air Raid Warnings, was received	10 Med 1940	399
		Circular No 55 was received. It referred to Military Service and whole time and part time paid service in Civil Defence. The completed forms were returned to the office. A doctor and nurse visited the school in connection with the nutrition survey. Circular 58 dealing with "Action on the Kitchen Front" Exhibition and demonstration of War-time cooking was received. Reprints of and advertisement in this connection were distributed to the scholars	13 Med 1940	400
		Circular 69, giving information of the National Savings Movement, was received. Circular 70, stating that the Mid-term Holiday was cancelled was received. Circular 71, dealing with the Cardiff Schools War Weapons Week, was received	17 Hyd 1940	400
		Circular No 80 was received. It stated that as Summer Time is to continue during the Winter months, the school sessions are to remain unaltered	11 Tach 1940	401
		School re-opened pm. As a result of the recent bombing several panes of glass have been broken and one window pane is demolished. The attendance is low as many families have had to leave their homes	6 Ion 1941	402
		Seven bags of sand were received from the Education Committee and were deposited in the class rooms and the cloak hall	10 Ion 1941	402

		Circulars 99 and 100 were received. The first was an appeal for fire watchers for schools to be organised by the schools' staff. The second that the programme for St David's Day should be carried out on Friday am 28 <sup>th</sup> February 1941	20 Ion 1941	403
		Circular 101, dealing with an enquiry re evacuation scheme for school children was received	21 Ion 1941	403
		Circular 103, desiring particulars of the services undertaken by teachers for Civil Defence purposes outside school hours, was received	23 Ion 1941	403
		A meeting for explaining Evacuation Scheme for school children to parents was held in the mixed department at 10.30	27 Ion 1941	403
		A contribution of £1, collected by the school children, was forwarded to the Lord Mayor, for the Spitfire Fund	4 Chwe 1941	403
		Circular 74, asking Head Teachers to speak to the children about interfering with sandbags, was received	5 Chwe 1941	404
		Circular No 111, was received, asking the co-operation of Head Teachers with the Police, to warn children of the dangers which can result from interfering in any way with bombs or portions of bombs. Circular (112), dealing with Fire Prevention Order, was received	17 Chwe 1941	404
		An acknowledgement of the donation of £1 for the Spitfire Fund was received from the Lord Mayor's secretary	24 Chwe 1941	404
		A letter was received from the Director of Education in which a 10/1 note was enclosed. The money is to be used to purchase boots or articles of clothing for a child or children whose homes were affected by enemy action	27 Chwe 1941	404-405
		A special programme for St David's Day was carried out this morning. The proceedings were interrupted by an "Alert". The "All Clear" was sounded about half an hour after. The school will be closed this afternoon	28 Chwe 1941	405
		A letter, requesting that repairs should be carried out to the window-panes, was forwarded to the Director of Education	5 Maw 1941	405
		Lessons were interrupted at 11.30am, as the siren was sounded at that time. The "All Clear" went at 12 noon. Lessons were interrupted pm as siren sounded at 3.15pm. The warning lasted about twenty minutes	11 Maw 1941	405
		The Alert was sounded at 3.40. The All Clear sounded at 3.55	17 Maw 1941	405-406
		The Registered Number which has been allotted in the Board's records in connection with the School Milk Scheme is 16610	27 Maw 1941	406
		Circular No 1 was received. This gave information of 1. Books, apparatus and stationery 2.Collection of Waste Paper 3. School Postage	2 Ebr 1941	406

		Circular No 3, dealing with communication with teachers in an emergency during the Easter Holidays, was received	8 Ebr 1941	406
		Circular No 9 dealing with School Supplies was received	21 Ebr 1941	406
		Circular No 10 was received. It gave information how school children should be safeguarded so far as respirators are concerned	22 Ebr 1941	407
		Circular No 15, referring to voluntary help and arrangement of Shadow Kitchens. The Head Teacher attended a meeting held at the Technical College to discuss the organisation of the "Shadow Kitchens"	6 Mai 1941	407
		Several more window panes in the school were shattered by the blast in the raid of last night	12 Mai 1941	407
		Three quarters pf a hundred weight was collected by the Cardiff Waste Paper Co	22 Mai 1941	408
		The Head Teacher attended a meeting held at the Technical College at 10.30am. The matter discussed was the Evacuation of School Children. Circular No 22 was received. It gave information of arrangements for dinners and milk of necessitous children during the Whitsun Holidays	26 Mai 1941	408
		School opened after Whitsun Holiday. Of the thirty three children evacuated five have returned	9 Meh 1941	408
		Workmen have mended some of the window panes	10 Meh 1941	408
		Miss Guise was appointed to a school in Llwynypia in connection with evacuation scheme	16 Meh 1941	409
		A notification was received that Miss Guise has been transferred for duty in a Reception Area as from 17 <sup>th</sup> June 1941	23 Meh 1941	409
		In response to circular 51, a list of children who have returned home, after having been evacuated, was forwarded to the Director of Education by post	7 Meh 1941	409
		Circular No 52 was received. This gave information (1). Schools close on Thursday evening 24 <sup>th</sup> July 1941 (2). Two weeks holiday will be given from Monday 29 <sup>th</sup> Sept 1941 to Monday, 13 <sup>th</sup> Oct 1941 (3). Usual mid-term holiday at the end of October is cancelled. (4). From the 12 <sup>th</sup> August 1941 the hours of school sessions shall be as follows, viz:-Morning session shall begin at 9.30am and close at noon. Afternoon session shall begin at 2pm and close at 4pm	8 Gor 1941	409-410
		An alert was given at 3pm when the children went to the shelter where they remained until 3.40 when the "All Clear" was sounded	15 Gor 1941	410
		School reopened after two weeks holiday. Circular 59, received, stated that the new school year will commence on Monday 18 <sup>th</sup> Aug. Miss Guise is on holiday for three weeks. Miss Clarke is transferred to Llwynypia	12 Aws 1941	410

		The transfer of Miss Clarke was notified to the Director of Education. Miss Clarke resumed duties on 25 <sup>th</sup> Aug 1941 (pm). The form was sent notifying the Director	25 Aws 1941	411
		Circular 75 was received. It gave information of a proposed guild for instructing teachers in the making of equipment and apparatus for use in their schools as well as in day nurseries	24 Med 1941	411-412
		Information was given on circular 78 of a meeting to be held at Severn Rd Handicraft Centre to discuss the formation of a Nursery Craft Guild for teachers	13 Hyd 1941	412
		A circular (99), relating to Christmas Gifts, was received. The gifts were received from the British War Relief Society (Inc.). Twenty Four children will be entitled to gifts. The recipients will each receive two gifts and a half pound packet of candy	12 Rhag 1941	413
		Circular No 101 was received. It gave information relating to dinner and milk tickets for necessitous school children during the Christmas Holidays	15 Rhag 1941	413
		Circular 104 was received giving information of school canteens, Milk in Schools Scheme, Keep fit class and War Time Nurseries	17 Rhag 1941	414
		£1 collected by the children, was forwarded to the Lord Mayor, for the "Spitfire" Fund. School is closed today (pm) for the Christmas Holiday	18 Rhag 1941	414
		School reopened. A receipt, for donation of £1 from the school children for the Cardiff "Spitfire" Fund, was received from the Lord Mayor	5 Ion 1942	414
		Gifts from America for twenty four children were distributed	7 Ion 1942	414
		A "Lend to Save" circular was received	14 Ion 1942	414
		A response to circular 109, stating that schools' contribution to Cardiff Warship Week was £50 8s 0d, was forwarded to the Director of Education	29 Ion 1942	415
		The Head Teacher and First Assistant left school at 3pm to visit the Teachers' Handicraft Guild at Severn Rd Nursery School, Canton	16 Maw 1942	416
		Miss Clarke and Mrs Donovan left school at 3pm for the purpose of visiting the work done by the Teachers' Handicraft Guild	17 Maw 1942	416
		The reply to circular (No 9), dealing with the position of schools in the Event of Invasion, was forwarded to the Director of Education	15 Mai 1942	417
		Salvage was collected	11 Meh 1942	418
		The Mobile Bath Unit was at the school. Owing to lack of time, twelve scholars only were able to have a bath	16 Meh 1942	418
		Six boxes, each containing 24 bars of chocolate, were received for distribution amongst the children. The gift was received from The Optimist Club, Toronto, Canada. A notice was received	26 Meh 1942	418

		that the "Life Buoy" Mobile Bathing Unit will be at this school on Tuesday next and thereafter on every alternate Tuesday		
		Circular No 17, dealing with school canteens, was received	8 Gor 1942	418
		Circular No 21, dealing with care of school children during school holidays, was received	17 Gor 1942	419
		School will be closed for ordinary routine. A programme for children who wish to attend school during the holidays has been arranged	30 Gor 1942	419
		The examination of the children's' Gas Masks was held by the ARP	10 Med 1942	419
		Examination of Gas Masks by ARP took place	12 Hyd 1942	420
		The teachers, who have volunteered to act as supervisors at the canteen, begun duty today. The number of the dinner book is 2801	4 Tach 1942	421
		Notice has been received that the Lord Mayor and the Lady Mayoress will pay an Official Visit to the school on 10.12.42 at 11am	3 Rhag 1942	421-422
		A half-holiday was granted by the Lord Mayor on the occasion of his visit to the school	10 Rhag 1942	422
		Some gifts and sweets from the British War Relief Society were distributed to school children	27 Ion 1943	423
		The rota for attendance for supervision at the meal centre begins today	28 Ion 1943	423
		The siren sounded at 3.20pm. The children sheltered until the "All Clear" went at about 3.40pm	19 Chwe 1943	424
		Circular (2) relating to Provision of Meals during the Easter vacation was received	8 Ebr 1943	425
		Supervision of meals in Ninian Park School, commenced for staff	9 Ebr 1943	425-426
		Circular No 8, giving particulars of Empire Day, School sessions, Salaries of teachers, was received	3 Mai 1943	426
		A "Wings for Victory" circular (No 12) was received	17 Mai 1943	426
		Circular (15) was received. It gave information of school meals during Whitsun Holidays 1943	1 Meh 1943	427
		School will be closed at 12 noon today, for the Whitsun Holiday. During "Wings for Victory" week the total sum collected was £76 5s. The target was £50	11 Meh 1943	427
		The rota for supervision of meals began	5 Gor 1943	428
		Circular No 22 was received. It gave information of (1) School meals during Summer Holidays (2) Supply of Milk to necessitous school children during Summer Holiday 1943 (3) Holiday in celebration of Cardiff "Wings for Victory" week. (4) "How to Keep Well in Wartime" (a booklet)	14 Gor 1943	429
		Circular (No 25) giving directions of 1. Use of playgrounds and classrooms 2. Surplus furniture	1 Med 1943	429
		School was closed all day as there were no fires, owing to shortage of coal	30 Tach 1943	432
		Gifts and sweets received from America were distributed to the children	13 Ion 1944	433
		School commenced at 9am	7 Chwe 1944	434



		Circular No 55 was received. It referred to (1) St David's Day celebration (2) Welsh Society of Institute of Christian Education (3) Teachers private addresses (4) Ministry of Information Publication	10 Chwe 1944	434
		A meeting of head teachers to discuss Shadow Kitchen arrangements was held am in St Patrick's Hall	18 Chwe 1944	434
		Chocolate, received from the Optimists Club, Toronto, Canada, was distributed to the children	3 Maw 1944	435
		Circular 62 was received. It gave instruction how to be careful of coal, owing to the present stoppage of work in the South Wales Coalfield	13 Maw 1944	435
		Circular No 63, stating that coal restrictions will be removed from Thursday next, the 23 <sup>rd</sup> March, was received	22 Maw 1944	436
		Circular No 65, stating that on the occasion of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth it has been decided to grant the schools a half holiday on Wednesday next	28 Maw 1944	436
		Medical cards (admission no 882) were forwarded to the Public Health Department, City Hall	2 Ebr 1944	436
		Circular (No 22), giving information of Vitamins for children under five in attendance at school, was received	19 Meh 1944	437
		The reply to Circular 22 (Vitamins) was forwarded to the Director of Education	20 Meh 1944	438
		Information was received from the Director of Education, that a student from the Furzedown Training College, has been granted permission to do practice of teaching at this school-24 <sup>th</sup> to 28 <sup>th</sup> July and 4 <sup>th</sup> to 12 <sup>th</sup> September	29 Meh 1944	438
		In connection with the distribution of Cod Liver Oil and Orange Juice the following were received:-44 beakers, 44 spoons, one dish cloth and one wiping up cloth. Miss D Wills, a student at the Furzedown College, has commenced a weeks' teaching practice with the youngest children	24 Gor 1944	438-439
		Cod Liver Oil and Orange Juice were supplied to children under 5	11 Med 1944	440
		Forty seven bottles of Orange Juice were delivered. Twenty one empty Orange Juice bottles were collected	3 Hyd 1944	440
		Forty eight bottles of Orange Juice were received and one towel. Thirty six empty Orange Juice bottles were taken	2 Tach 1944	441
		The Olive Oil and Orange Juice returns were:-Number of children on registers under 5 = 41. Surplus of Olive Oil = ½ gallon. Surplus of Orange Juice = 70 bottles	14 Tach 1944	441

		Circular 60 was received. It stated that a book drive was arranged for the 2 <sup>nd</sup> December 1944 to 16 <sup>th</sup> December 1944	27 Tach 1944	442
		Tickets were received and distributed to six children for gifts from the Ragnhild Smith Petersen Memorial Fund	18 Rhag 1944	442
		Circular 66 was received. It dealt with 1. Diseases etc., not notifiable by Medical Practitioners 2. Immunisation against Diphtheria 3. Food and Health Ten bottle of Orange Juice were received. Thirty six bottles (empty) were taken	11 Ion 1945	443-444
		Information that, 11 bottles of Cod Liver Oil and 31 bottles of Orange Juice were in stock, was forwarded to the Director of Education	15 Ion 1945	444
		Notification that, seven bottles of Cod Liver Oil and 12 bottles of Orange Juice were remaining in stock, was forwarded to the Director of Education	14 Chwe 1945	446
		Thirty two bottles of Orange Juice and one pound of Powdered Soap was received	26 Maw 1945	447
		Bottles of Orange Juice in stock = 55. Cod Liver Oil-can almost full	13 Ebr 1945	448
		A lb packet of Soap was received. Circular No 5 was received giving details for "V" celebrations in school	1 Mai 1945	448
		A collection for the Blind was made. A receipt for £1 was received from the "Red Cross"	3 Mai 1945	448
		Circular N06 was received. It gave information on school meals during Whitsun Holidays. Circular No 8 was received. It gave information of 1. Celebration of Termination of Organised Hostilities in Europe 2. Heating in schools	4 Mai 1945	448
		Circular (9) was received, giving information of the manner of celebrating the Termination of Organised Hostilities in Europe	7 Mai 1945	449
		School reopened after three days holiday for Victory Celebration	11 Mai 1945	449
EC28/1	Severn Road Manual Centre	School closed. Outbreak of war.	4 Med 1939	62
		Centre closed. Caused by minor damage of incendiary bomb	4 Maw 1941	64
		J E Jones left for HM Forces	13 Aws 1941	64
		VE Day	8 Mai 1945	66
		Holiday	9 Mai 1945	66
		School closed at 10am	10 Mai 1945	66
		School reopened	11 Mai 1945	66

EC30/1	Splott Road Infants School	Received circular No 44/39-40-re Information and Instructions about the closing of schools for one week following the declaration of War	4 Med 1939	319
		School closed until further notice	11 Med 1939	320
		Received circular No 51/39-40 re The reopening of Infants Schools on Sept 18 <sup>th</sup> also circular with information regarding civil pay to employers during service with Military and Auxiliary Services	14 Med 1939	320
		Received circular No 54/39-40 re Evacuation of children from schools in case of Air Raids, also instructions in regard to lights, Time Tables and requisitions. School reopened today	18 Med 1939	320
		Received circular No 56/39-40 re First Aid courses in schools	21 Med 1939	320
		Received circular No 57/39-40 re Report of Joint Advisory Committee on various matters affecting schools due to present War conditions	27 Med 1939	320
		Received circular No 59/1939-40 re Nutrition Survey by school medical officers of elementary school children to ascertain their state of nutrition	29 Med 1939	321
		Received circular No 63/39-40 re Mid-Term Holiday October 30 <sup>th</sup> -31 <sup>st</sup>	18 Hyd 1939	321
		Received circular No 67/39-40 re The change of time of school sessions. From Nov 20 <sup>th</sup> 1939 the hours will be 9am-12 and 1.30-3.30pm until Jan 31 <sup>st</sup> 1940	2 Tach 1939	322
		School opens for afternoon session at 1.30pm and will continue to open until Jan 31 <sup>st</sup> 1940 at this time and will close at 3.30pm	20 Tach 1939	322
		Received circular 78/39-40 re arrangements for the distribution of Milk and Dinner tickets during Xmas Holidays. Received circular 81/39-40 re disposal of waste paper	13 Rhag 1939	323
		Half-Holiday granted to all schools on the occasion of Their Majesties King George and Queen Elizabeth's visit to Cardiff. Five members of the staff left school early to attend ceremony of inspection by Their Majesties of voluntary organisation	9 Chwe 1940	325
		Received two large store cupboards	20 Maw 1940	326
		Received circular No 6/40-41 re Conditions under which children under 5 yrs. of age may be admitted	30 Ebr 1940	326
		Received circular No 12/40-41 concerning the issue of dinner and milk tickets for holidays	7 Mai 1940	326
		Received circular No 14/40-41 re Decision to allow children under 5 yrs. to be admitted at the discretion of Head Teachers	9 Mai 1940	326
		Whitsun Holidays cancelled by Order of the Government. School reopened	14 Mai 1940	327
		The attendance was very poor on Tuesday and Wednesday morning owing to Air Raid Warnings during the night	25-26 Meh 1940	327

		The attendance is very poor this morning owing to Air Raid Warnings during the night	1 Gor 1940	327
		From July 3 <sup>rd</sup> until further notice the times of school sessions will be as follows viz Morning session 11am-12 noon. Afternoon session 2pm-4pm	2 Gor 1940	327
		No examinations this term owing to the effect on attendance caused by War conditions	3 Gor 1940	327
		The attendance today has been seriously affected, owing to an Air Raid	10 Gor 1940	328
		Air Raid Warning at 2.45pm	24 Gor 1940	328
		Summer Holidays 2 weeks. School closes at 4pm	25 Gor 1940	328
		From August 13 <sup>th</sup> to Nov 15 <sup>th</sup> the school sessions will be as follows-Mornings 10-12 Afternoons 2-4	13 Aws 1940	328
		The attendance this morning was seriously affected owing to an Air Raid	14 Aws 1940	328
		Air Raid Warning at 10.40am "All Clear" sounded at 11.35am	21 Aws 1940	328
		Air Raid Warning at 10.45am. All Clear 11.15	22 Aws 1940	328
		Circular 49/40-41 re Damage to school property by Air Raids	26 Aws 1940	329
		Air Raid Warning 9.45am. All Clear 10.55am. Air Raid Warning 1.50pm. All Clear 2.20pm	2 Med 1940	329-330
		Air Raid Warning at 9.30am and 10.20am. "All Clear" at 10 and 10.40am	4 Med 1940	330
		Air Raid Warning 9.50 "All Clear" 10.10	5 Med 1940	330
		Circular 54/40-41 re School Holidays for two weeks beginning on Sept 30 <sup>th</sup> also instructions regarding Air Raid Warnings and School sessions	9 Med 1940	330
		Air Raid Warning 1.50. All Clear 2.10pm	12 Med 1940	330
		Air Raid Warning 9.45am All Clear 10.10am. Air Raid Warning 2.30pm. All Clear 2.50pm	17 Med 1940	330
		Air Raid Warning 9.50am. All Clear 10.30am	18 Med 1940	330
		Circular 61/40-41-re arrangements for meals during holidays	23 Med 1940	330
		Air Raid Warning 11.40. All Clear 12.10pm	25 Med 1940	330
		Air Raid Warning 3.45pm. All Clear 4.15	26 Med 1940	330
		Air Raid Warning 11.45. All Clear 12.15	27 Med 1940	330
		Received circular 64/40-41 re Air Raid Precautions in schools Circular 65/40-41 re Copy of a minute passed by Education Com 27 <sup>th</sup> Sept 1940 "The Director reported that he had visit schools during and immediately after Air Raids, and that he found the morale of both staffs and pupils to be unshaken. Further the attendance of children even in districts which had been bombed heavily on previous nights was almost normal. Resolved That the Committee place on record their great appreciation of the way in which both teachers and pupils are carrying on during these difficult times"	14 Hyd 1940	331

		Air Raid Warning 2.25pm. All Clear 2.50pm	16 Hyd 1940	331
		Mrs Stokes Miss Holland and Miss Gallon will leave school early this afternoon to attend meeting at City Hall to be addressed by Lord Kennett on National Savings. Air Raid Warning 3.10pm. All Clear 3.25pm. Air Raid Warning 3.40pm. All Clear 4.05pm	21 Hyd 1940	331-332
		Air Raid Warning 11.45am. All Clear 12.45	28 Hyd 1940	332
		Air Raid Warning 3.15pm. All Clear 3.30pm	11 Tach 1940	332
		Air Raid Warning 2.50pm. All Clear 3.15pm	13 Tach 1940	332
		Air Raid Warning 2pm. All Clear 2.20pm. Air Raid Warning 2.40pm. All Clear 3.25pm	21 Tach 1940	332
		Air Raid Warning 3.05pm. All Clear 4.30pm	26 Tach 1940	332
		Air Raid Warning 2pm. All Clear 2pm. All Clear 3.10pm	3 Rhag 1940	332
		Air Raid Warning 2.55pm. All Clear 3.15pm	4 Rhag 1940	332
		Air Raid Warning 1.50pm. All Clear 2.05pm. Air Raid Warning 2.15pm. All Clear 2.50pm	11 Rhag 1940	332
		Miss Vokes is absent today owing to injury to her arm caused by Air Raid	6 Ion 1941	333
		Received circular No 99/40-41 re Fire Watchers for schools Received circular No 100/40-41 re St David's Day celebrations Received circular 101/40-41 re Enquiry concerning Evacuation Scheme for School Children	20 Ion 1941	333
		Alert 10.15. All Clear 10.50	28 Chwe 1941	333
		Attendance this morning is very low only 87 children present owing to the heavy raid over Cardiff last night	4 Maw 1941	334
		Attendance still very low owing to raid on Tuesday night	5 Maw 1941	334
		Alert 11.30. All Clear 12. Alert 3.10. All Clear 3.30pm	11 Maw 1941	334
		Alert 3.35pm. All Clear 3.55pm	17 Maw 1941	334
		Alert 1.25pm. All Clear 2.25pm	31 Maw 1941	335
		Alert 2.15pm. All Clear 2.30pm	22 Mai 1941	335
		Head Teacher attended meeting at Technical College re Evacuation of children on May 31st	26 Mai 1941	335
		Alert 10.50	29 Mai 1941	335
		School reopens after Whitsun Holiday. Staff all present. Admitted 15 children. Twenty nine children were evacuated to reception areas on May 31 <sup>st</sup> from this school. Two have returned to school today	9 Meh 1941	336
		Alert 2.15pm. All Clear 2.40pm	14 Gor 1941	336
		Alert 3.00. All Clear 3.35pm	15 Gor 1941	336
		School closes this afternoon for two weeks holiday July 25-August 12th	24 Gor 1941	336

	Morning session opens at 9.30	12 Aws 1941	336
	No play during afternoon sessions school closes at 3.45pm	18 Aws 1941	336
	Head Teachers attended opening of Food Exhibition at City Hall	2 Med 1941	337
	Three students of Furzedown College begin three weeks teaching practice today	17 Tach 1941	338
	Splottlands Infants School asked by Savings Committee to raise £75 for Cardiff Warship Week. Total amount raised by school was £171	23 Ion 1942	338
	Miss Vokes has joined the ATS and left for Wrexham today	20 Chwe 1942	339
	Mrs Stokes visited Exhibition of Nursery School Toys	16 Maw 1942	339
	School closed today for Parliamentary Election	13 Ebr 1942	339
	Children had shower baths in Mobile Van	26 Meh 1942	340
	Mrs Thomas absent (Husband home on leave)	9 Gor 1942	340
	Mobile Bath Van	10 Gor 1942	340
	Received Circular 21/42-43 re Arrangements for care of children during school holidays	16 Gor 1942	340
	School closed this afternoon for month of August for ordinary school routine and is open for care of children whose mothers are doing War work	30 Gor 1942	341
	Dinners for children were served today 29 children paid for the week	7 Med 1942	342
	Miss Parry HMI visited the school today and the dinner centre	21 Med 1942	342
	Three students for Furzedown Training College begin three weeks teaching practice	24 Tach 1942	343
	Received circular 68/1942-43. Damage to Air Raid Shelters	4 Ion 1943	343
	Circular No 86/42-43. Books, Apparatus, Stationery. Cost per head 4s on average number on registers	27 Maw 1943	344
	Circular No 88/1942-43. Gates of school playgrounds shall be opened outside of school hours only on the occasion of an Alert	1 Ebr 1943	344
	Circular 2/43-44-“Provision of meals during holidays”	7 Ebr 1943	344
	Received circulars:-No 5/43-44 re Border Children Glam and Mon and Institution Children No 6/43-44 re School meals during Easter Holiday	14 Ebr 1943	345
	Circular No 8/43-44 re Empire Day 1943, School sessions, Salaries of Teachers 1943-44	3 Mai 1943	345-346
	Received circular re Arts and Crafts Exhibition	10 Mai 1943	346
	Received circular No 11/43-44-re Arts and Crafts Exhibition and Vacation courses in beginners’ Spanish	14 Mai 1943	346

		Received circular re Wings for Victory Campaign. AM Head Teacher present at opening of Arts and Crafts Exhibition in connection with above campaign. PM Head Teacher on duty as supervisor at Arts and Crafts Exhibition 2.15-5.30pm	17 Mai 1943	346
		Attendance to 174 this morning and 241 afternoon after severe enemy raid on previous night. (Huge stone through roof of baby room causing large hole and displacing rafter)	18 Mai 1943	346
		Received circular (Bulletin No 2/43-44) re Clothing Exchange Scheme. School target for "Wings for Victory" = £150. Amount realised = £223	21 Mai 1943	347
		Received circular No 14/43-44 re Provision of Meals during the holiday period; Government Evacuation Scheme; Arts and Crafts Exhibition	24 Mai 1943	347
		Received circular No 15/43-44 re School Meals during Whitsun Holiday	31 Mai 1943	347
		Received Bulletin No 3/43-44 re Safety Warning to school children-Summer School British Social Hygiene Council	21 Meh 1943	347
		Received circular No 17/43-44 re Instruction in Welsh; Cardiff "Wings for Victory" week; Provision of meals during Summer Holidays; Rationing of Cloth, Clothing etc. Towel and Tea Cloths; Enclosed; Welsh census forms and circular 15566	2 Gor 1943	348
		Received circular No 22/43-44 re Meals during Summer Holidays; Supply of Milk to Necessitous children (Summer Holidays); Holiday in celebration of Cardiff Wings for Victory Week; How to Keep Well in Wartime	14 Gor 1943	348
		Received circular No 23/43-44 re Holiday in celebration of Cardiff "Wings for Victory" week, Friday 30 <sup>th</sup> July 1943; and Supply of school meals and milk during Summer Holidays 1943 (Addendum to circular No 22/43-44)	19 Gor 1943	349
		School closed after afternoon session for holiday 30 <sup>th</sup> July 1943: Holiday in celebration of Cardiff "Wings for Victory" week; whole of August-Summer Holiday	29 Gor 1943	349
		Received circular No 25/43-44 re 1. Use of playgrounds and classrooms 2. Surplus furniture	1 Med 1943	350
		Circular No 31/43-44 re Heating of schools	28 Med 1943	350
		Circular No 32/43-44 re Sound Tests; Public Warning Signals; Schedule of school stationery etc.; Teachers Handicraft Guild	1 Hyd 1943	350
		Circular No 37/43-44 re School meals during Autumn Mid-term Holidays	20 Hyd 1943	351
		Schedule of craft work, materials, books, apparatus, stationery, expenditure form	11 Tach 1943	351
		Three first year students from Furzedown Training College commence three weeks teaching practice (Misses John, Watkins, James)	22 Tach 1943	351

		Circulars:-45/43-44-re School hours; Damage to public amenities; Short course on United Nations; Christmas Gifts 46/43-44-re School meals during Christmas Holidays 1943; Supply of milk to necessitous school children Xmas 1944	8 Rhag 1943	352
		Circular re appointments in 1. Severn Rd Nursery School 2. War-time Nurseries	20 Rhag 1943	352
		Children's Xmas Party held during afternoon session. Children had a very enjoyable afternoon and a record tea for Wartime	22 Rhag 1943	352
		Circular No 50/43-44-re Prepaid Bus/Tram tickets	17 Ion 1944	353
		Reversion to normal hours of school sessions viz-9 am to 12; 2pm-4pm	7 Chwe 1944	353
		Circular No 61/43-44 re 1. School meals during Easter Holidays 2. Supply of milk to necessitous school children during Easter Holidays 1944	2 Maw 1944	354
		Circular No 62/43-44 re Coal for schools	13 Maw 1944	354
		Circular No 63/43-44 re Coal for schools	22 Maw 1944	354
		Circular No 65/43-44 re Royal Visit to Cardiff	28 Maw 1944	354
		School closed for afternoon session-Royal Visit	29 Maw 1944	354
		Circular No 1/44-45-re Books, Apparatus, Stationery, School Postage, Form B	5 Ebr 1944	355
		Circular No 4/44-45 re 1. Empire Day 24 <sup>th</sup> May 1944 2. Salaries of Teachers; Financial Year 1944-45 3. Emergency Water Supplies 4. School canteen containers 5. Swimming instruction	21 Ebr 1944	355
		Circular No 5/44-45-re Heating of schools	24 Ebr 1944	455
		Circular No 6/44-45 re 1. Border children-Elementary education Glamorgan and Monmouthshire Areas 1 <sup>st</sup> April 1943-31 <sup>st</sup> March 1944 2. Education (Institution children) Act, 1923 3. Short courses for teachers interested on the Domestic Front campaign 1944	1 Mai 1944	456
		Circulars:-No 10/44-45 re 1. School meals during Whitsun Holidays, 1944 2. Supply of Milk to necessitous school children during Whitsun Holidays, 1944 No 11/44-45 re 1. Teachers' Superannuation Contributions 2. Salaries of Uncertificated Teachers (Elementary Schools) 3. Schedule of Craftwork Materials	17 Mai 1944	356-357
		Circular No 14/44-45 re Cardiff's "Salute the Soldier" week	25 Mai 1944	357



		Circulars-No 16/44-45 re Recruitment of staffs under Emergency Scheme for Training of Teachers. No 17/44-45 re Appointment of Head Teachers	5 Meh 1944	358
		Circular No 19/44-45-re School medical service	8 Meh 1944	358
		Circular No 21/44-45 re Books, apparatus, stationery-Miscellaneous schedule; Course in religious knowledge; Teachers' salaries	16 Meh 1944	358
		Circular No 22/44-45 re Vitamins for children under five in full-time attendance at public elementary schools	19 Meh 1944	358
		Circular No 27/44-45-re Cardiff "Salute the Soldier" week. Total contributions = £252 11s 0d (Target = £75)	4 Gor 1944	358
		Circulars:-No 26/44-45-re 1.School meals during Summer Holidays. 2. Supply of milk to necessitous school children during Summer Holidays 1944 No 29/44-45-re Evacuees in Cardiff schools No 30/44-45-re Vitamins for children under five years in full-time attendance at elementary schools; Instruction in Welsh; Census papers and summary forms	7 Gor 1944	359
		Circular No 35/44-45-re Dig for Victory exhibition 6 <sup>th</sup> -8 <sup>th</sup> Sept 1944; Damage to allotments and gardens	14 Gor 1944	359
		Circular No 37/44-45-re 1. Dig for Victory Exhibition Sept 6 <sup>th</sup> -8 <sup>th</sup> 1944 2.Education schedule 3. Special film show	21 Gor 1944	359
		Circular No 38/44-45-re 1.Provision of meals for Evacuated school children 2. Book recovery and waste paper drive 3. Cardiff's "Salute the Soldier" week	26 Gor 1944	359
		Circular No 42/44-45-re Evacuees in Cardiff schools	4 Med 1944	361
		Circular No 39/44-45- re Vitamin supplies-Cod Liver Oil and Orange Juice for children under 5 in public elementary schools (Administrative memorandum No 485)	5 Med 1944	361
		Scheme for administration of Cod Liver Oil and Orange Juice to children under 5 years of age comes into operation today. No of children eligible = 90 refusals = 8	11 Med 1944	361
		Circular No 46/44-45-re Mustard Gas Warning; Elementary schedule; Item 259; Vitamins for children under five years in full-time attendance at elementary schools	18 Med 1944	361
		Circular No 50/44-45-re School meals; Public health lecture; Educational visits	22 Med 1944	361
		Circular No 53/44-45-re Mid-term holiday; School meals during Autumn Mid-term Holidays 1944	13 Hyd 1944	362
		Circular No 58/44-45-re School contracts; Schedule of handicraft materials; Agricultural fires; School funds	3 Tach 1944	362

		Circular No 59/44-45-re National Savings Movement; Also "Message to the youth of Britain"	10 Tach 1944	362
		Circulars 60/44-45-re City of Cardiff book drive No 61/44-45 re Invoices for goods received; Christmas gifts	27 Tach 1944	362
		Circular No 46/44-45-re 1. School meals during Xmas Holidays 1944 2. Supply of milk to necessitous school children 3. Xmas gifts	13 Rhag 1944	363
		Circular No 65/44-45-re City of Cardiff book drive 2 <sup>nd</sup> -16 <sup>th</sup> Dec 1944; Keep fit classes for female teachers; Cardiff's school children's' infirmary fund	15 Rhag 1944	363
		Circular No 66/44-45-re 1. Diseases etc., not notifiable by medical practitioners 2. Immunisations of school children against Diphtheria 3. Food and health	11 Ion 1945	363
		Circulars: No 76/44-45-re School meals during Easter Holidays 1945 and supply of milk to necessitous school children during Easter Holidays. 77/44-45 re Collections in Schools	23 Chwe 1945	364
		Circular No 78-44-45-re Domestic Front-Fuel Economy; Cardiff and District "Horticultural Show"	28 Chwe 1945	365
		Circular No 81/44-45-re WVS Re-homing Gifts Scheme	8 Maw 1945	365
		School meals during Easter Holidays	9 Maw 1945	365
		Circulars: - No 83/44-45 re 2. School collections; Prince of Wales Orthopaedic Hospital 3. Teachers' Handicraft Guild No 84/44-45-re Books, apparatus, stationery etc.; School postage	19 Maw 1945	365
		Circular No 86/44-45-re Delta class; School children's Gas Masks; Invoices	23 Maw 1945	365
		Circular No 1/45-46-re 1. Teachers' Handicraft Guild 2. Cardiff and District Horticultural Show 3. Schedule of craft work materials 4. Accidents to scholars 5. St David's Day celebrations Bulletin No 1/45-46-re 1. Cardiff Anglo-Soviet Friendship Council 2. Animal welfare week (Film Show) 3. Coleg Harlech Summer schools 1945 4. Aberystwyth (EHA) Summer school 5. Summer school in religious instruction	16 Ebr 1945	366
		Circular No 5/45-46-re "V" Day celebrations	1 Mai 1945	367

		Circulars: - No 6/45-46-re School meals during Whitsun Holidays; Supply of milk to necessitous school children. No 8/45-46-re 1. Celebration of Termination of Organised Hostilities in Europe 2. Heating of schools	4 Mai 1945	367
		Circular No 9/45-46-re 1. Celebration of Termination of Organised Hostilities in Europe 2. Music in schools	7 Mai 1945	368
		School closed for two days 8 <sup>th</sup> and 9 <sup>th</sup> May. "VE" Day+1. For Celebration of Cessation of Organised Resistance in Europe	8 Mai 1945	368
EC31/2	Stacey Road, Roath, Infants	Circular 44/38-39 (39-40?) received re Closure of Schools. School closed until further notice	4 Med 1939	271
		School reopened after national crises. Received circular 54/39-40 re Evacuation of schools	18 Med 1939	271
		Received circular 56/39-40 re First aid courses in schools	21 Med 1939	271
		Received circular 57/39-40 re Respirators and attendance of children during War	27 Med 1939	271
		Received circular 59/39-40 re Nutrition of children survey	29 Med 1939	271
		School closed for Half-term Holiday Oct 30 <sup>th</sup> and 31st	27 Hyd 1939	272
		Received circular 67/39/40 re School sessions alteration. Owing to War Conditions, and the fact that the children cannot play in comfort with their gas masks on their backs, it has been found advisable to do without play continuing straight on through the time table. School is therefore dismissed at ¼ to 12 and ¼ to 4	2 Tach 1939	272
		Re Meals for children	13 Rhag 1939	272
		Received circular 89/39-40 re Return to normal school sessions on Feb 5	29 Ion 1940	273
		Received circular 94/39-40 re Milk bottles Received circular 96/39-40 re Royal Visit King and Queen. School closed in honour of Royal Visit pm	9 Chwe 1940	273
		Circular 104/39-40 received re Easter Holiday Milk	13 Maw 1940	273
		Circular 105/39-40 received re Books and apparatus with new allowance per head and on average numbers on books 3/9	14 Maw 1940	274
		Circular 6-40-41 received re Admission of under fives	23 Ebr 1940	274
		Circular 8-40-41 received re "Action on the Kitchen Front"	6 Mai 1940	274
		Circular 12-40-41 received re Milk for Whitsun	7 Mai 1940	274
		Circular 14-40-41 received re Admission of under fives	9 Mai 1940	274
		Circular 15/40-41 received re Opening of schools	13 Mai 1940	274

		School reopened by Government Order on account of War Conditions	14 Mai 1940	274
		Circular 19/40-41 received re Supplementary petrol rations	27 Mai 1940	274
		Received circular 21/40-41 re Provision of Meals	6 Meh 1940	275
		Received circular 22/40-41 re National Savings Movement	13 Meh 1940	275
		Circular 27/40-41 received from Minister of Information Mr Duff Cooper	25 Meh 1940	275
		Circular 30/40-41 received re School sessions	2 Gor 1940	275
		Owing to War Conditions the ordinary school session has been altered to 11-12. Under these times the usual time table will be suspended and the times devoted to reading, number and writing in the morning. The ordinary afternoon time table will be followed	3 Gor 1940	275
		Circular 31-40-41 received re dismissal of children when Air Raid Warnings sound	4 Gor 1940	275
		Circular 32/40-41 received re Teachers volunteering for overseas travel	9 Gor 1940	275
		Owing to the present war conditions there will be no playtime. The time table will continue and children will leave school early	10 Gor 1940	275
		Circular 32-40-41 received. Duff Cooper's information	12 Gor 1940	275
		Circular 34-40-41 received Re Window protection	18 Gor 1940	276
		Circular 35/40-41 received re Paper economy in schools	19 Gor 1940	276
		Circular 41/40-41 received re Air Raid Precautions and school holiday for Summer Circular 42/40-41 received re Meals for holidays	21 Gor 1940	276
		School reopened after Summer Holidays	13 Aws 1940	276
		Air Raid Warning sounded at 10.20. Those living near were sent home and the remainder placed in the shelter. All Clear sounded 12.25	21 Aws 1940	276
		Air Raid Warning sounded at 10.50. Children followed the above plan. All Clear sounded 11.25	22 Aws 1940	276
		Circular 49/40-41 received re Damage during Air Raids	27 Aws 1940	276
		Air Raid Warning sounded 9.40. All Clear 10.15. Children came to school	2 Med 1940	277
		Air Raid Warning sounded 10.30. All Clear 11.55. Dismissed school	3 Med 1940	277
		Air Raid Warning sounded 9.50. All Clear 10.35. Children returned to school	4 Med 1940	277
		Air Raid Warning sounded 9.50. All Clear 10.30. Children came to school	5 Med 1940	277
		Circular 54/40-41 received re Holidays; Air Raid Warnings; School sessions	9 Med 1940	277
		Circular 55/40-41 received re Military Service	13 Med 1940	277
		Air Raid Warning at 2.30pm. All Clear 3pm. Children went home and returned to school	17 Med 1940	277
		Circular 61/40-41 received re Holidays and milk	24 Med 1940	278

		School reopened after deferred Summer Vacation. Circular 64-40-41 received re Air Raid Precautions. Circular 65-40-41 received re Children during War Conditions	14 Hyd 1940	278
		Circular 68-40-41 received re Apparatus for new school at Fairwater. Air Raid Warning 2.25pm. Children sent home. All Clear 2.55pm. Children returned to school	16 Hyd 1940	278
		Circular 69-40-41 received re National Savings Movement. Circular 70-40-41 received re Mid-term Holiday Circular 71-40-41 received re Cardiff War Weapons Week	17 Hyd 1940	278
		Air Raid Warning sounded 3.05. All Clear 4pm. Children sent home and did not return	21 Hyd 1940	278
		Air Raid Warning 11.35. Children sent home. All Clear 12.45	28 Hyd 1940	278
		Received circular No 80/40/41 re School sessions. Raid Warning in the afternoon at 3. Children returned to school	11 Tach 1940	278-279
		Raid warning at 3, all clear 3.15. Children returned to school. Raid warning 3.40 and the all clear 5 o'clock, Children did not return to school	13 Tach 1940	279
		Raid Warning 9.45-All Clear 10.05 so children were late in arriving	15 Tach 1940	279
		Received circular No 82/40-41 re Returns for children receiving milk in school	18 Tach 1940	279
		Air Raid Alarm sounded 2.15. All Clear 2.45. Air Raid Alarm sounded 3.15. All Clear 3.35	21 Tach 1940	279
		Received circular No 84/40-41 re returns for the Board of Education regarding Air Raid Warnings	22 Tach 1940	279
		Air Raid Warning at 3.05pm. All Clear 4.25	26 Tach 1940	279
		Air Raid Warning at 11.50am, Children who remained in the shelter were taken home by members of the staff at 12.15, as there was no apparent activity in the air. All Clear at 12.55	27 Tach 1940	279-280
		Air Raid Alarm 2.05-All Clear 3.10	3 Rhag 1940	280
		Air Raid Alarm 2.55-All Clear 3.15	4 Rhag 1940	280
		Received circular No 86/40-41 re Revised prices of books apparatus and stationery	5 Rhag 1940	280
		Air Raid Alarm 1.50. All Clear 2.15. Air Raid Alarm 2.18. All Clear 2.55	11 Rhag 1940	280
		Received circular No 90/40-41 re Necessitous school children-Christmas Holiday arrangements	12 Rhag 1940	280
		Received circular 92/40-41 re Cardiff School-Children's Infirmary Fund; Communication with teachers in an emergency	16 Rhag 1940	280
		Received circular No 95/40-41 re a Meeting of Head Teachers with the Chairman and Director of Education with respect to Air Raid Precautions. Head Teacher left early to attend the meeting	7 Ion 1941	281
		Received circular No 99 re Fire Watchers for schools. Air Raid Warning at 1.50-all clear at 2.10pm but attendance lower than in the morning	20 Ion 1941	281

		Received circular No 101/40-41 re the Enquiry re Evacuation Scheme for school children	21 Ion 1941	281
		Received circular No 103/40-41 re Fire Watchers for schools. Received circular No 104/40-41 re Particulars to give parents about evacuation	22 Ion 1941	282
		Parents meeting was held in the afternoon in accordance in [with?] circular No 101, and quite a large number of parents were present in spite of very bad weather	24 Ion 1941	282
		Evacuation Enquiry Forms returned to the director, and majority of parents do not wish their children to go	30 Ion 1941	282
		Received circular No 74 advising appeal to children to take care of sandbags placed in the streets	5 Chwe 1941	282
		Received circular No 111/40-41 re Memorandum from Chief Constable re Danger of bombs found by civilians. Received circular No 112/40-41 re Volunteers for Fire Spotting-Fire Prevention (Business Premises) Order 1941	14 Chwe 1941	283
		Siren sounded 10.25, all clear 10.55. St David's Day programme carried out when children returned to school	28 Chwe 1941	284
		After a very heavy enemy Air Raid on the city during Monday night many windows of the school were damaged and broken. Children not able to use the building until Friday 7 <sup>th</sup> March	7 Maw 1941	284
		Air Raid Warning at 11.25-All Clear 11.55. Air Raid Warning 3 o'clock all clear 3.30. Received circular No 117/40-41 re Surplus furniture and apparatus	11 Maw 1941	284
		Raid Warning at 3.30. All Clear at 3.50	17 Maw 1941	284
		Miss Fox and Miss Wallace, lecturers and Furzedown Training College, London, now evacuated to Cardiff, visited the school this morning, and gave demonstration lessons to their students	19 Maw 1941	285
		Air Raid Warning at 3.50. All Clear 5.20pm	26 Maw 1941	285
		Air Raid Warning at 2.30. All Clear 3.25pm	27 Maw 1941	285
		Air Raid Warning at 1.25. All Clear 2.25	31 Maw 1941	285
		Received circular No 1/41-42 re Books, apparatus and stationery and cost-per-head for financial year 41-42 (3/9 for Infants Department)	2 Ebr 1941	285
		Received circular No 3/41-42 re Easter Holiday and communication with teachers in an emergency	4 Ebr 1941	285
		Received circular No 8/41-42 re The Necessitous school children and the distribution of meals during Easter Holiday. Received circular No 9/41-42 and the school supplies	9 Ebr 1941	285-286
		Received circular No 10/41-42 re Respirators-school children	22 Ebr 1941	286

		Received circular No 15/41-42 asking for volunteers for "Shadow Kitchens" should the necessity arise in Cardiff. Every member of the staff most willing to help	5 Mai 1941	286-287
		Head Teacher at 2.30 attended a meeting of Head Teachers re the Shadow Kitchen in Rumney. Air Raid Warning at 2.20. All Clear 2.35	21 Mai 1941	287
		Received circular No 21/41-42 re Necessitous children during Whitsun Holidays and arrangements for meals. Received circular No 22/41-42 re the Evacuation of school children from this city and all arrangements for same. Head Teacher attended meeting at the Technical College re the Evacuation of school children	26 Mai 1941	288
		Parents meeting held in the afternoon to give full particulars of the Evacuation Scheme	27 Mai 1941	288
		Received circular No 23/41-42 re the Government Evacuation Scheme and the medical examination on Friday May 30 <sup>th</sup> 1941	28 Mai 1941	288
		Air Raid Warning 10.50. All Clear 11.35. 4 children have been registered at this school for evacuation	29 Mai 1941	288
		Air Raid Warning 11 o'clock. All Clear 11.30. Head Teacher and Miss John were at Splott Road School at 9 o'clock to see to the Evacuation medical inspection. 19 children from this department are registered and are leaving Cardiff tomorrow morning. Miss Thomas attended meeting in the Technical College of all helpers taking children to their destination tomorrow. School closed at midday for the Whitsun Holidays	30 Mai 1941	288-289
		School reopened after Whitsun Holiday-all the Staff and Mrs Evans present. 18 children were evacuated to the Rhondda with the Government Evacuation Scheme on May 31 <sup>st</sup> . Received circular No 42/40-42 re Staffing and Registration of children evacuated. Received circular No 43/41-42 re Evacuation of school children and teaching staffs-Volunteers to go the areas where children have gone	9 Meh 1941	289
		Five students from Furzedown Training College, London, commenced school practice here for 3 weeks. One student has been placed with each of the 5 permanent classes in the school	23 Meh 1941	290
		Received circular No 51/41-42 re the Evacuation of school children and names of children returning and of children whose parents wish them to be evacuated	7 Gor 1941	290
		The 5 students from Furzedown College finished here today	11 Gor 1941	290
		Air Raid Warning at 2.10pm. All Clear 2.30pm	14 Gor 1941	291
		Air Raid Warning at 3.05pm. All Clear at 3.40pm	15 Gor 1941	291
		Received circular No 54/41-42 re Teaching service in Reception Areas	21 Gor 1941	291
		Received circular No 56/41-42 re Necessitous school children-Summer Holidays	24 Gor 1941	291

		School reopened after Summer Vacation. Air Raid Warning 2.05pm. All Clear 2.25pm	12 Aws 1941	291
		Received circular No 62/41-42 re Rationing of cloth, clothing footwear and knitting wool	26 Aws 1941	292-293
		Head Teacher attended the opening ceremony of Cardiff's food week in the City Hall	2 Med 1941	293
		Received circular No 68/41-42 re the Government Evacuation Scheme and posters	18 Med 1941	293
		Received circular No 72/41-42 re Preservation of wild fruit, closure of day schools in the event of invasion and school leavers	19 Med 1941	293
		Received circular No 74/40-41 re Necessitous school children and distribution of milk during the Holidays. Received circular No 77/41-42 re the Lighting installation in the Air Raid Shelters. Received circular No 75/41-42 re classes for making of apparatus for nursery classes to be established in the schools	23 Med 1941	293-294
		School closed at 4 o'clock for part of the Midsummer Holiday	26 Med 1941	294
		Received circular No 78/41-42 re Nursery Craft Guild for Teachers	13 Hyd 1941	294
		Received circular No 88/41-42 re Milk in schools	15 Hyd 1941	294
		Received circular No 86/41-42 re Inventory of school furniture stores etc. and duplicate sent to Education Office	22 Hyd 1941	294
		Received circular No 90/41-42 re Marshals for Rest Centres	3 Tach 1941	295
		Five students for Furzedown College visited the school today for observation	27 Tach 1941	295
		Received circular No 98/41-42 re Christmas Gifts received from British War Relief Society USA sent by children in America to Cardiff children	12 Rhag 1941	296
		Received circular No 101/41-42 re the Necessitous school children-Christmas Holidays and the distribution of milk and dinner tickets	15 Rhag 1941	296
		Received circular No 104/41-42 re "School Canteens"; Milk in school Scheme; Keep fit classes and War-Time Nurseries	17 Rhag 1941	296
		Inspection and replacement of the children's damaged Gas Masks by members of the ARP at Insole Park	8 Ion 1942	296
		Workmen started working on installing the apparatus required for the feeding of children in the school	15 Ion 1942	297
		Five students from Furzedown College started their three weeks school practice here today. Cardiff Warship Week commenced today-our school asked to collect £25 for a Depth Charge. Collected £50 by the end of the afternoon	19 Ion 1942	297
		Received circular No 108/41-42 re Rationing of Cloth, clothing footwear and knitting wool	21 Ion 1942	297



		Received form MK/PT/ST (a) re the Milk Supply Scheme. Total amount collected by this department for Warships Week totalled £71-16-8 and £1 for programme	23 Ion 1942	297
		Received circular No 109/41-42 re the school collection for Warship Week	29 Ion 1942	298
		The 5 students for Furzedown College finished their school practice here this afternoon	6 Chwe 1942	298
		Miss Dinneen a student from Furzedown College is attending here this week to complete her training time	9 Chwe 1942	298
		Received No 115/41-42 re Warship Week. Amount collected by Cardiff children was £33,000	20 Chwe 1942	299
		Received circular No 117/41-42 re Limitation of Supplies Order. Supply of "Class 13" goods	6 Maw 1942	299
		Received circular No 119/41-42 re Exhibition of Toys made at Teachers Handicraft Guild. Teachers can visit Exhibition Monday, Tuesday or Wednesday	12 Maw 1942	299
		Miss Humphreys and Miss Jones visited the Handiwork Exhibition in the afternoon	16 Maw 1942	299-300
		Miss Thomas and Miss Lombardini visited the Exhibition in the morning. Mrs N Davies and Mrs D Davies visited the Exhibition in the afternoon	17 Maw 1942	300
		Three students from Furzedown College started here today for 3 days to complete their time for training	25 Maw 1942	300
		Received circular No 122/41-42 re:- 1. Books, apparatus and stationery 2. Contract for the supply of books, apparatus and stationery 3. School postage 4. Necessitous school children-Easter Holiday	30 Maw 1942	300
		School closed today for Parliamentary Election	13 Ebr 1942	301
		Received circular No 1/42-43-Border children Received circular No 2/42-43-re Accidents to children; Fire service; Water storage basins and tanks	14 Ebr 1942	301
		Received circular No 8/42-43 re City of Cardiff Evacuated children's boot and clothing fund	7 Mai 1942	301
		Received circular No 9/42-43 re The Position of schools in the event of invasion	14 Mai 1942	301
		Four students from Furzedown College giving lessons 2.30-3.30 in physical exercises for inspection by Miss Rogers HMI	20 Mai 1942	301-302
		Received circular No 11/42-43 re the Rationing of Soap for schools	21 Mai 1942	302
		Received circular No 12/42-43 re Waste Paper Salvage	1 Meh 1942	302
		Received crockery and cutlery for the school canteen: 140 plates, beakers, soup dishes, knives, forks and spoons (two spoons short) received this afternoon	8 Meh 1942	302

		Received circular No 16/42-43 re the Revised prices of books, apparatus and stationery	11 Meh 1942	302
		Received cupboard for the crockery and 2 spoons to complete the 140 the quota for the school	19 Meh 1942	302
		Received three dining tables for the midday meals in school	23 Meh 1942	303
		Received circular No 17/42-43 re admission of children under 4 and also to include on monthly form average No of children and average attendance of children under 5	24 Meh 1942	303
		Received circular No 19/42-43 re The distribution of chocolate received by the Lord Mayor from The Optimist Club Toronto. The chocolate was given [to?] the children in the afternoon	26 Meh 1942	303
		Received 1 dozen jugs, 3 tables (small), 8 condiment sets, meat dishes, bread bin, bucket and bin for the school canteen	30 Meh 1942	303
		Received circular No 17/42-43 re School canteens and instructions for running the canteens	10 Gor 1942	303-304
		Received circular No 21/42-43 re Care of children during School Holidays and School Feeding	16 Gor 1942	304
		Received 12 folding chairs for the school canteen	17 Gor 1942	304
		Received circular No23/42-43 re the Care of children during School Holidays and supply of milk and meals to necessitous children	22 Gor 1942	304
		Received circular No 24/42-43 re Necessitous and malnutrition free meal cases	23 Gor 1942	304
		Received 18 benches and tables for the canteen	27 Meh 1942	304
		Received circular No 25/42-43 re School canteens and the monetary arrangements for same. Received circular No 26/42-43 re Holiday addresses of all the staff in case of emergency. Received 6 small benches for the canteen	29 Gor 1942	304-305
		School closed in the afternoon for the Midsummer Vacation. The school will be open during the holiday for children who wish to attend and rota of staff in charge is as follows. 1 <sup>st</sup> week-Miss Humphreys and Mrs Davies 2nd week-Miss Lombardini and Mrs Jones 3rd week-Miss Phillips 4th week-Miss Jones and Miss Thomas	30 Gor 1942	305
		Received circular No 27/42-43 re the Closing of the schools during the last two weeks of the Holidays. Received 2 bowls, 2 jugs, 6 trays, 6 large spoons, 2 ladles, 1 carvers, 6 dish cloths, 12 tea cloths, 1 broom head 3 nail brushes and broom stick	1 Med 1942	306
		Received circular No 28/42-43 re School children's Gas Masks and Damage to defence works Received circular No 30/42-43 re Children receiving free milk Received circular No 32/42-43 re Competitions for school children in connection with "Tanks for Attack" campaign	2 Med 1942	306-307

		Received circular No 39/42-43 re "Tanks for Attack" campaign. Received circular No 41/42-43 re the Opening of the school canteen on Monday next- September 21 <sup>st</sup> and instructions concerning them	14 Med 1942	307
		School canteen opened this morning. 84 children took dinners. The dinners consisted of Potatoes, Cabbage, Gravy, Custard and Prunes. Everything went off very satisfactorily	21 Med 1942	307-308
		Miss Lloyd Morgan, the Dietitian visited the canteen this morning, and expressed satisfaction with arrangements that we have made	22 Med 1942	308
		Received circular No 43-42-43 re the Teachers Handicraft Guild Received circular No 44/42-43 re Fuel Economy in schools. No heating of schools until November 1 <sup>st</sup> Received circular No 45/42-43 re School canteens and keeping a register of children receiving free meals	30 Med 1942	308
		Miss Parry HMI visited the canteen today	5 Hyd 1942	308
		Miss Millar the chief dietitian visited the dinner centre with Miss Parry HMI today	6 Hyd 1942	308
		Received circular No 49/42-43 re Holiday arrangements for school canteens	22 Hyd 1942	308-309
		School opened after Mid-term Holiday-all the staff present. New time table in operation today	3 Tach 1942	309
		Received circular No 55/42-43 re Fire Prevention (Business Premises) Orders	9 Tach 1942	309
		Received circular No 57/42-43 re Weekly reports on the canteen	13 Tach 1942	309
		To ensure children getting home before black-out the afternoon playtime has been given up and school dismissed at 3.50	23 Tach 1942	309-310
		Received circular No 61/42-43 re Provision of meals during Holiday Period	2 Rhag 1942	310
		Received circular No 64/42-43 re Cardiff school children's Infirmary Fund and War-time Nurseries-applications for teacher in charge	8 Rhag 1942	310
		Four senior students for Furzedown Training College in school today for school practice	10 Rhag 1942	310
		Received circular No 65/42-43 re School meals during holidays and arrangements for feeding the children during the holiday	15 Rhag 1942	310
		Received circular No 66/42-43 re the Christmas gifts for children from the British War Relief Society USA	16 Rhag 1942	310
		School reopened after Christmas Holiday. All staff present. Received circular No 68/42-43 re Damage to Air Raid Shelters and Board of Education Pamphlets re Milk, Battle for Fuel	4 Ion 1943	311
		Received circular No 69/42-43 re City of Cardiff Book Drive and Lord Mayor's appeal for books	5 Ion 1943	311
		Received circular No 71/42-43 re the Filling in of Milk and dinner supply books	12 Ion 1943	311

		Received circular No 75/42-43 re the Cardiff Book Drive Received circular No 70/42-43 re Toys received from America-Toys arrived today for distribution	20 Ion 1943	311
		Four senior students from Furzedown Training College commenced their months' school practice here today	25 Ion 1943	311
		Miss Parry HMI visited the school this morning for the inspection of the students from Furzedown Training College	16 Chwe 1943	312
		The four students for Furzedown finished their school practice today. Air Raid Warning 3.10. All Clear 3.35	19 Chwe 1943	312
		Received 2 hand towels for the helpers at the canteen	23 Maw 1943	313
		Received circular No 86/42-43 re the requisition of books apparatus and stationery	29 Maw 1943	313
		Received circular No 2/43-44 re Provision of meals during the Holiday Periods Received Circular No 3/43-44 re the Arts and Crafts Exhibition for Wings for Victory Week (17 <sup>th</sup> -22 <sup>nd</sup> May 1943)	7 Ebr 1943	313-314
		Received 16 boxes of books for distribution from Gifts from America	9 Ebr 1943	314
		Received circular No 6/43-44 re School meals during the Easter Holidays	15 Ebr 1943	314
		Received circular No 8/43-44 re 1. Empire Day Celebrations 2. School sessions 3. Salaries of Teachers Financial Year 1943-44 4. Collection of Medicinal Plants 5. Evacuated children from the areas of other Local Education Authorities	3 Mai 1943	315
		Received circular No 10/43-44 re Arts and Crafts Exhibition, and permission granted Head Teacher to attend any session most convenient for her	14 Mai 1943	315
		Received circular No 12/43-44 re Cardiff's "Wings for Victory" week	17 Mai 1943	315
		Miss Phillips attended Arts and Crafts Exhibition in the afternoon as a supervisor	18 Mai 1943	315
		Head Teachers visited Arts and Crafts Exhibition in the afternoon	19 Mai 1943	315
		The total amount collected for "Wings for Victory" was £242.10/- our target being £60	21 Mai 1943	315
		Received circular No 14/43-44 re "Provision of Meal during Holiday Period"; "Government Evacuation Scheme"	24 Mai 1943	316
		Received circular No 15/43-44 re School meals during Whitsun Holiday"	31 Mai 1943	316
		Received circular No 17/43-44 re Instruction in Welsh; Provision of meals in Summer Holidays and Cardiff Wings for Victory week	2 Gor 1943	317

		Received circular No 22/43-44 re 1. School meals during Summer Holidays 2. Supply of Milk during Summer Holidays to necessitous children 3. Holiday in celebration of Cardiff "Wings for Victory" week given for Friday July 30th	13 Gor 1943	317
		Received circular No 23/43-44 re Holiday for Wings for Victory and Meals during Summer Vacation	19 Gor 1943	317
		Received circular No 25/43-44 re Use of playgrounds and classrooms during dinnertime and Surplus furniture	1 Med 1943	318
		Received circular No 31/43-44 re Heating of Schools	29 Med 1943	319
		Received circular No 32/43-44 re Sound Sirens; School stationery	1 Hyd 1943	319
		Received circular No 37/43-44 re School meals during Mid-term Holidays	21 Hyd 1943	319
		Five students from Furzedown Training College commenced school practice here today and will be here three weeks	22 Tach 1943	319
		Four towels received for use for canteen	6 Rhag 1943	320
		Received circular No 45 re a. School hours b. Damage to public amenities c. Short course on United Nations d. Christmas Gifts from America Received circular No 46 re Arrangement of school meals during Christmas Holidays and Supply of milk to necessitous children during the holiday	9 Rhag 1943	320
		Received circular No 49/43-44 re 1. Cardiff School Children's Infirmary Fund 2. Christmas Gifts from America	16 Rhag 1943	320
		Received circular No 50/43-44 re Prepaid Bus/Tram tickets	17 Ion 1944	321
		In accordance with circular No 45/43-44 school opened at 9 o'clock and new time table in operation from today	7 Chwe 1944	321
		Miss Phillips visited the school in the afternoon to discuss the Shadow Kitchen attached to this school	22 Chwe 1944	321
		Received circular No 59/43-44 re Chocolate from the Optimists Club Toronto. Received the chocolate this morning. Received circular No 60/43-44 re School meals during the Easter Holiday	2 Maw 1944	322
		Received circular No 62/43-44 re Coal for school	13 Maw 1944	322

		Received 4 towels 25 plates and 25 soup dishes for the canteen	21 Maw 1944	322
		Received circular No 63/43-44 re Lifting of the restriction of coal ban for schools form Thursday March 23rd	22 Maw 1944	322
		Received circular No 65/43-44 re Royal Visit to Cardiff on March 29 <sup>th</sup> . The Princess Elizabeth will accompany Their Majesties and this is her 1 <sup>st</sup> visit to Wales	28 Chwe [Maw?] 1944	322
		School closed in the afternoon for the Royal Visit	29 Maw 1944	323
		Received circular No 1/44-45 re Books, apparatus and stationery	5 Ebr 1944	323
		Received circular No 4/44-45 re 1. Empire Day 2. Salaries of Teachers 3. Emergency Water Supplies 4. School canteen containers	21 Ebr 1944	323
		Received circular No 5/44-45 re the Lighting of fires	24 Ebr 1944	323
		Received circular No 6/44-45 re Border children; Institution children; Short courses for Domestic Front campaign	1 Mai 1944	323
		Received circular No 10/44-45 re School meals during Whitsun Holiday	17 Mai 1944	324
		Received circular No 12/44-45 re School canteens and inventory of furniture and equipment for same	23 Mai 1944	324
		Received circular No 14/44-45 re Cardiff's "Salute the Soldier" week	25 Mai 1944	324
		Received circular No 16/44-45 re Recruitment of staffs under the Emergency Scheme for the Training of teachers	5 Meh 1944	324
		Received circular No 21/44-45 re Books, apparatus and stationery schedule	16 Meh 1944	325
		Received circular No 22/44-45 re Vitamins for children under 5 in full time attendance at public elementary schools	19 Meh 1944	325
		The total amount collected in this school for "Salute the Soldier" week was £521-16s 0d and our target was £80	21 Meh 1944	325
		Received circular No 25/44-45 re Cardiff's Salute the Soldier Week	29 Meh 1944	325
		Received circular No 26/44-45 re School meals during Summer Holidays 1944 Received circular No 29/44-45 re Evacuees in Cardiff schools Received circular No 30/44-45 re Vitamins for children under 5 in full-time attendance in school and Instruction in Welsh	7 Gor 1944	325

		Received 6 dish cloths and 3 towels for the canteen. One tray, one bowl and 2 jugs are to be given over for the giving out of Orange Juice and Cod Liver Oil	10 Gor 1944	326
		Received circular No 35/44-45 re "Dig for Victory" Exhibition	14 Gor 1944	326
		Received circular No 37/44-45 re 1. Dig for Victory campaign 2. Education schedule 3. Special Film shows	21 Gor 1944	326
		Received circular No 38/44-45 re 1. Provision of meals for Evacuated children 2. Book recovery and Waste paper drive 3. Cardiff's "Salute the Solider" week Received 50 bottles of Orange Juice and 2 Cod Liver Oil for children under 5. Received 50 beakers 50 teaspoons 1 towel and 1 dish cloth for vitamin distribution	26 Gor 1944	326
		School reopened after Summer Vacation. All staff present. Received circular No 42/44-45 re Evacuees in Cardiff schools-also Circular No 39/44-45 re Vitamin supplements. Received 2 tins of Cod Liver Oil	4 Med 1944	327
		All children under five received Cod Liver Oil and Orange Juice	11 Med 1944	328
		Received 15lbs Yellow Soap and 30lbs Soap Powder for the canteen	12 Med 1944	328
		Received circular No 46/44-45 re Mustard Gas Warning	18 Med 1944	328
		Received circular No 50/44-45 re School meals for Mid-term Holiday	22 Med 1944	328
		Received 73 bottles of Orange Juice	2 Hyd 1944	328
		Received 62 bottles of Orange Juice	24 Hyd 1944	328
		Received 15lbs Yellow Soap and 30lbs Soap Powder for the canteen	8 Tach 1944	329
		Received circular No 59/44-45 re National Savings Movement	10 Tach 1944	329
		Received circular No 60/1944-45 re City of Cardiff Book Drive 2 <sup>nd</sup> -16 <sup>th</sup> December 1944, also circular No 61/44-45 re Invoices for goods received and USA Xmas Gifts	27 Tach 1944	329
		Received circular 46/44-45 re School Meals during Xmas Holidays. Toys arrived today from British War Relief Society USA	13 Rhag 1944	330
		Received circular No 65/44-45 re Cardiff Book Drive, Cardiff School Children's Infirmary Fund and Keep fit classes for female teachers	15 Rhag 1944	330
		Received 5 bottles of Cod Liver Oil	18 Rhag 1944	330
		Received circular No 66/44-45 re 1. Diseases not notifiable by medical practitioners	10 Ion 1945	

		<ul style="list-style-type: none"> <li>2. Immunisation of school children against diphtheria</li> <li>3. Food and Health</li> <li>4. Transfer of teachers</li> </ul> <p>Received 30 bottles of Orange Juice</p>		
		<p>Received circular No 72/44-45 re 1. St David's Day Celebrations</p> <ul style="list-style-type: none"> <li>2. Notes for teachers on town gas</li> <li>3. Teachers private addresses</li> <li>4. Short courses for teachers-conference on "Visual Appreciation"</li> </ul>	7 Chwe 1945	331
		Received 49 bottles of Orange Juice and 2 gallons of Cod Liver Oil	13 Chwe 1945	331
		<p>Received circular No 76/44-45 re School meals during Easter Holidays</p> <p>Received circular No 77/44-45 re Collections in schools</p>	23 Chwe 1945	331-332
		Miss Fox of Furzedown College called to arrange for Physical training demonstrations to be given on March 8 <sup>th</sup> , 15 <sup>th</sup> and 23rd	26 Chwe 1945	332
		Received circular No 78/44-45 re "The Domestic Front-Fuel Economy" and Cardiff and District Horticultural Show	28 Chwe 1945	332
		Received 2 oven cloths, 2 tea towels, 2 dish cloths and a small scrubbing brush for the canteen	6 Maw 1945	332
		<p>Received circular No 81/44-45 re WVS Re-Homing Gift Scheme; School collections; Routine medical inspections in schools.</p> <p>Miss Jones, PT lecturer at Furzedown College demonstrated playground activities to a group of her students this afternoon, with 1A</p>	8 Maw 1945	332
		Received 15lbs Yellow Soap and 30lbs Powder for the canteen	12 Maw 1945	332
		Miss Jones of Furzedown College gave a further demonstration of playground activities to her students this afternoon	15 Maw 1945	332
		<p>Received Circular No 83/44-45 re:-</p> <ul style="list-style-type: none"> <li>1. Metropolitan Evacuee Entrance Examination</li> <li>2. School collections-Prince of Wales Orthopaedic Hospital</li> <li>3. Teachers Handicraft Guild</li> </ul> <p>Received circular No 84/44-45 re Books, apparatus, stationery</p>	19 Maw 1945	332-333
		Miss Jones PT lecturer of Furzedown College gave the third and last demonstration of playground activities this afternoon	22 Maw 1945	333
		<p>Received circular No 86/44-45 re:-</p> <ul style="list-style-type: none"> <li>a. Examination for admission to High Schools</li> <li>b. Delta class</li> </ul>	23 Maw 1945	333



		c. School children's Gas Masks d. Invoices		
		Received 43 bottle of Orange Juice	28 Maw 1945	333
		Received circular No 1/45-46 re:- 1. Teachers Handicraft Guild 2. Cardiff Horticultural Show 3. Schedule of craftwork materials 4. Accidents to scholars 5. St David's Day celebrations Received bulletin No 1/45-46 re:- 1. Anglo Soviet Friendship Council-Film show 2. Animal welfare week 3. Coleg Harlech-Summer schools 1945 4. Aberystwyth (EHA) Summer school 5. Summer school in religious instruction	16 Ebr 1945	333-334
		Received circular No 5/45-46 re V Day celebrations	1 Mai 1945	334
		Received circular No 8/45-46 re:- 1. Celebration of Termination of Organised Hostilities in Europe 2. Heating of schools 3. Education lectures-Tuberculosis and the laws of health Received circular No 6/45-46 re 1. School meals during Whitsun Holidays 2. Supply of Milk to Nec Children during Whit Holidays	4 Mai 1945	335
		Received circular No 9/45-46 re 1. Celebration of Termination of Hostilities in Europe 2. Music in schools	7 Mai 1945	335
		School closed for celebration of Termination of Organised Hostilities in Europe	8 Mai 1945	335
		School re-opened this morning after VE celebrations-36% present-all the staff present	11 Mai 1945	335
EC39/2	St David's Roman Catholic School	Received from Director of Education Circular No.44/39-40 regarding 1. Closure of Schools owing to Declaration of War 2. Marking of Registers 3. Feeding Arrangements 4. Head Teachers Meeting at 3.pm	4 Med 1939	465

		<p>Received from Director of Education</p> <ol style="list-style-type: none"> <li>1. Circular No.50/39-40 regarding Civil Pay to Employees during service with Military or Auxiliary Services</li> <li>2. Circular No.51/39-40 regarding Re-opening of Infants Schools</li> <li>3. Circular No.52/39-40 regarding National Service, with Form for Names of Teachers thus employed enclosed</li> </ol>	14 Med 1939	466
		<p>School re-opened, after having been closed for a fortnight, due to the outbreak of war-127 children present. Received from Director of Education Circular No.54/39-40 regarding</p> <ol style="list-style-type: none"> <li>1. Re-opening of the School</li> <li>2. Evacuation</li> <li>3. Lighting</li> <li>4. Structural Alterations</li> <li>5. Time-Tables</li> <li>6. Requisitions</li> <li>7. Meeting of Head Teachers</li> </ol>	18 Med 1939	466
		Received from Director of Education Circular No.56/39-40 regarding First Aid Courses in Schools, with Syllabus enclosed	21 Med 1939	467
		Received from Director of Education Circular No.57/39-40 regarding storing of respirators, attendance of school children, time-tables, swimming and organised games	27 Med 1939	467
		School re-opened after mid-term holiday. Received from Director of Education Circular No.67/39-40 regarding alterations in times of school sessions	2 Tach 1939	468
		Received from Director of Education Circular letters dated 10 <sup>th</sup> Nov referring to forms enclosed. These concerned a resolution passed by the City Council in relation to the terms and conditions of payment of salary to Teachers engaged on Military Service, Civil Defence etc.	10 Tach 1939	469
		Received from Director of Education Circular No.73/39-40 regarding amalgamation of Committees and reduction in monthly and others Report Forms with BOE Memorandum No.6 on School Broadcasting enclosed	17 Tach 1939	469
		The new winter time-table began to-day. School assembled at 1.30 for the afternoon session, and dismissed at 3.30pm	20 Tach 1939	469
		Received from Director of Education Circular No.77-39-40 relating to new prices for School Supplies	6 Rhag 1939	470
		Received from Director of Education Copies of BOE War-time Memoranda Nos.8 and 9	26 Ion 1940	471

		Received from Director of Education Circular No.89/39-40 regarding School Sessions and War Savings Campaign with letter on latter subject enclosed	29 Ion 1940	472
		Summer time-table was resumed to-day. School assembled at 2pm and was dismissed at 4pm	5 Chwe 1940	472
		Received from Director of Education Circular No.95/1939-40, arranging a Meeting of Head Teachers for this afternoon at 3.30/ Head Teacher attended the meeting and received instructions for taking children and teachers out the following morning to welcome the King and Queen who were to pay a surprise visit to Cardiff	8 Chwe 1940	472-473
		The whole school went out as arranged leaving at 9.15am and returning at 10.30am. Work proceeded as usual until noon and the school was closed for the afternoon	9 Chwe 1940	473
		Received from Director of Education 1. Bulletin giving particulars of Summer Schools' arrangements 2. BOE Pamphlets on Schools in War-time Nos.16 and 17 3. Form B for school use 4. Copies of "Noteworthy"-pamphlets issued by the Ministry of Information	1 Mai 1940	478
		Received from Director of Education Circular No.8/40-41 relating to "Action on the Kitchen Front"	6 Mai 1940	478
		Owing to the International situation all schools re-opened this morning (Whit Tuesday). A slight adjustment of dates in registers was necessary as a week's holiday had been arranged. Received from Director of Education Circular No.15/40-41 regarding the unexpected re-opening of the schools by Government Order	14 Mai 1940	479
		Received from Director of Education Circular No.19/40-41 regarding Supplementary Petrol Rations for Teachers	27 Mai 1940	480
		Received from Director of Education Bulletin dated 30 <sup>th</sup> May relating to summer schools; enclosures were Ministry of Information Bulletins Nos.22, 23, 24 and 25, BOE Wartime Memorandum No.18 and a manifesto signed in [Paris?]	31 Mai 1940	480
		Received from Director of Education Circular No.20/40-41 regarding increased prices for Stationery etc.	5 Meh 1940	481
		Received from Director of Education Circular No.21/40-41 requesting voluntary attendance of Teachers at Meals Centres	6 Meh 1940	481
		A Penny Bank, in conjunction with the Cardiff Trustee Savings Bank, was opened in this school this morning to assist in the National Savings Movement	10 Meh 1940	481
		Received from Director of Education 1. Circular No.22/40-41 regarding the National Savings Movement	13 Meh 1940	482

		2. Circular No.23/40-41 regarding Children from Public Assistance Homes with form for return enclosed		
		Received from Director of Education Circular No.27/40-41 being a copy of a letter circulated by Mr Duff Cooper, Minister of Information to the schools of the country	25 Meh 1940	482
		Received from Director of Education Circular No.30/40-41 appointing School Sessions as follows from 3 <sup>rd</sup> inst. Morning-11am-12 noon Afternoon-2pm-4pm	1 Gor 1940	482
		Received from Director of Education Circular No.31/1940-41 regarding sending home of children when air-raid warnings are given	4 Gor 1940	483
		An air-raid occurred without warning about 3.pm. The children were put into shelter until circumstances allowed of their being sent home. The Director of Education was on the premises during the raid	9 Gor 1940	483
		An air-raid occurred without warning as children and teachers were on their way to school. Only 19 children arrived in the morning and 16 in the afternoon	10 Gor 1940	483
		An air-raid warning was sounded at ten minutes to 12. The children were kept under shelter until the "All clear" sounded at 12.10. Another warning was given about 4pm. The younger children were on their way home. The older ones were kept under shelters until 5.pm when the "All Clear" went	18 Gor 1940	484
		An air-raid warning was sounded at ten minutes to 3. The children were kept under cover until the "Raiders Passed" signal went at 3.55pm. They were then sent home.	19 Gor 1940	484
		Received from Director of Education 1. Circular No.35/40-41 regarding Paper Economy in Schools 2. Circular No.42/40-41 regarding Supply of Milk and Dinners to Necessity School Children in Holidays 3. Circular No/41/40-41 regarding a. Air Raid Precautions in Schools b. School Holidays c. School Sessions	22 Gor 1940	484
		An air-raid warning was sounded at 10 mins to 3. The children were kept under cover until the "Raiders Passed" signal went at 3.55pm. They were then sent home	24 Gor 1940	485
		An air-raid warning was sounded at 10.45 this morning. The children were kept under shelter until the final "All Clear" went at 12.15. Afternoon school began at 12.15	21 Aws 1940	485

		An air-raid warning was sounded at 10.48 this morning. The children were kept under shelter until 5 mins after the "All Clear" had sounded and then dismissed at 11.20am. Afternoon school was as usual	22 Aws 1940	486
		Gun-fire was heard at 11.45am. No warning given. The children were kept under shelter until 12.10 and then, as the firing had ceased, were dismissed. Afternoon school was as usual	23 Aws 1940	486
		Received from Director of Education Circular No.49/40-41 regarding damage to school premises by air-raids	27 Aws 1940	486
		An air-raid warning was sounded at 3.50pm. The children were kept under cover until 5pm when the "All Clear" was sounded	29 Aws 1940	486
		An air-raid warning was sounded at 5 mins to 10 this morning. Children who had arrived at school were put under cover until 10.45am when the "All clear" sounded. School proceeded as usual until 12 noon. Another air-raid warning was sounded at 10 mins to 2 this afternoon. The children who had arrived at school were kept under shelter until 2.20pm when the "All Clear" was sounded. School then proceeded as usual.	2 Med 1940	487-488
		There were 3 air-raid warning during the day	4 Med 1940	488
		There was one air-raid warning during the morning session	5 Med 1940	488
		Received from Director of Education Circular No.54/40-41 regarding a fortnights holiday to be taken from 30 <sup>th</sup> inst:-also arrangement of lessons after air-raid warnings	9 Med 1940	488-489
		Received from Director of Education Circular No.55/40-41 regarding Military Service etc. and conditions regarding pay etc. with Forms for Teachers signatures enclosed	13 Med 1940	489
		Received from Directors of Education Circular No.58/40-41 concerning bills for distribution to children re demonstrations of war-time cooking	16 Med 1940	489
		Two air-raid warnings during the day	17 Med 1940	489
		One air-raid warning during the day	18 Med 1940	489
		Received from Director of Education Circular No.61/40-41 regarding supply of Milk and Meals to children during holiday	24 Med 1940	490
		One air-raid warning during the morning session	25 Med 1940	490
		One air-raid warning during the afternoon session	26 Med 1940	490
		Two air-raid warning during the school day. School closed at 4.pm for the mid-term holiday-2 weeks	27 Med 1940	490
		School re-opened at 10am after the mid-term holiday.	14 Hyd 1940	490

		Received from Director of Education Circular No.64/40-41 regarding air-raid precautions in school and Circular No.65/40-41 expressing appreciation of efforts made in schools to carry on normal work in these difficult times		
		One air-raid warning during the afternoon session	16 Hyd 1940	491
		Received from Director of Education 1. Circular No.69/40-41 regarding the National Savings Movement 2. Circular No.70/40-41 regarding a Mid-term Holiday, School Leavers and a Board of Education Circular enclosed 3. Circular No.71/40-41 regarding Cardiff Schools War-Weapons Week	17 Hyd 1940	491
		Tow air-raid warnings during the afternoon session. Head Mistress left the school at 3.15pm to attend a meeting concerned with War Savings and War Weapons Week held at the City Hall	21 Hyd 1940	491
		One air-raid warning during the morning sessions	28 Hyd 1940	492
		Received from Director of Education Circular No.80/40-41 regarding School Sessions for the winter. One air raid warning during the afternoon session	11 Tach 1940	492
		Two air-raid warnings during afternoon session-children were kept in shelter until 5pm when "All Clear" sounded	13 Tach 1940	492
		The greater part of the afternoon session had to be spent in the air-raid shelter	21 Tach 1940	493
		Received from Director of Education Circular No.84/40-41 concerning school hours spent in air-raid shelters, with form for return enclosed	22 Tach 1940	493
		One air-raid warning during afternoon session-3.10 to 4.30	26 Tach 1940	493
		Air-raid "Alert" from 11.55am to 12.47pm	27 Tach 1940	493
		Air-raid "Alert" from 2.05pm till 3.05pm	3 Rhag 1940	494
		Air-raid "Alert" from 2.57pm till 3.12pm	4 Rhag 1940	494
		Received from Director of Education Circular No.86/40-41 regarding increased costs of Books, Apparatus and Stationery	5 Rhag 1940	494
		The first hour of the afternoon sessions was spent in the air-raid shelter	11 Rhag 1940	494
		Received from Director of Education 1. Circular No.92/40-41 regarding Communication with Teachers in an Emergency 2. Circular-also marked No.92/40-41 regarding Cardiff School-Children's Infirmary Fund	16 Rhag 1940	495
		Received from Director of Education Circular No.95/40-41 requesting Head Mistress's presence at a meeting on 7 <sup>th</sup> inst, to consider air-raid precautions	6 Ion 1941	495-496

		Received from Director of Education Circular No.99/40-41 regarding Fire Watchers for Schools. Air-raid "Alert" during 1 <sup>st</sup> quarter of an hr of afternoon session	20 Ion 1941	496
		Received from Director of Education Circular No.101/40-41 regarding enquiry for possible evacuation of school children from Cardiff, with some forms enclosed	21 Ion 1941	497
		Forms re evact of schoolchildren received and sent out to parents	22 Ion 1941	497
		Parents Meeting for 3 Departs re evacuation scheme, held in Girls Dept. at 3.pm	23 Ion 1941	497
		Forms from parents re evacuation for children sent to Education Office	24 Ion 1941	497
		Received from Director of Education Circular No.74/40-41 relating to preservation of sand-bags place in streets	5 Chwe 1941	498
		Received from Director of Education 1. Circular No.111/40-41 regarding danger to children of collecting "souvenirs" after air-raids; 2. Circular No.112/40-41 regarding number of volunteers for "fire-watching"	13 Chwe 1941	498-499
		Air raid warning during morning session	28 Chwe 1941	499
		After a night of severe air-raids, 72 children arrived at school for the morning session, 93 for the afternoon session; 192 on registers	4 Maw 1941	500
		Air-raid "Alert" 11.30am to 12 noon approx. Air-raid "Alert" 3.05 to 3.30pm	11 Maw 1941	500
		Air raid "Alert" 2.25pm to 3.05pm approx.	13 Maw 1941	500
		Air-raid "Alert" 3.05pm to 4pm approx.	17 Maw 1941	500
		Air-raid "Alert" from 9.30am to 10.10am	26 Maw 1941	501
		Air-raid "Alert" from 2.25pm to 3.15pm	27 Maw 1941	501
		Air-raid "Alert" 1.30pm to 2.25pm	31 Maw 1941	501
		Received from Director of Education Circular No.1/41-42 relating to allowances for Books, Apparatus etc., collection of Waste Papers and School Postage	2 Ebr 1941	501
		Received from Director of Education Circular No.3/41-42 relating to Communication with Teachers during Easter Holidays	4 Ebr 1941	501
		Received from Director of Education Circular No.10/41-42 regarding School Children's Respirators	22 Ebr 1941	502
EC41/1/4	Grangetown Elementary and Junior	School was closed on Outbreak of War	4 Med 1939	470
		School closed this afternoon owing to visit to Cardiff of their Majesties, the King and Queen	9 Chwe 1940	474

		A notice was received from the Director of Education "that the times of school lessons as and from 3 <sup>rd</sup> July 1940, until further notice, will be as follows, viz:- Morning Sessions 11am to 12 noon Afternoon sessions 2pm to 4.30pm"	2 Gor 1940	477
		A notice was received from the Director of Education that school would close 25 <sup>th</sup> July and re-open 13 <sup>th</sup> August when the morning sessions would be 10am to 12 noon-afternoon sessions as usual	22 Gor 1940	477
		School re-opened after Summer Holiday. All staff present with exception of Miss Morgan. Miss Morgan came in this afternoon. She had been held up by an air raid in Portsmouth yesterday and could not get her train	13 Aws 1940	478
		Head Mistress and Miss [Warren?] attended a meeting at the City Hall in connection with War Savings in Schools	21 Hyd 1940	478
EC41/1/6	Grangetown Boys Continuation	Institute opened for registration only	2 Hyd 1939	437
		Air Raid Warning sounded at 8.50pm. School dismissed according to regulation	12 Med 1940	443
		Air Raid Warning sounded at 8.56pm and classes were dismissed	16 Med 1940	443
		Air Raid Warning sounded at 8.25pm. "Raiders Passed" Siren sounded after 9.15pm	17 Med 1940	443
		Air Raid Warning sounded at 8.55pm. Classes dismissed	23 Med 1940	443
		Air Raid Warning sounded at 8.45pm. Classes dismissed	24 Med 1940	443
		Air Raid Alarm sounded at 8.15pm. Classes dismissed. "Raiders Passed" signal not sounded before 9.15pm	26 Med 1940	446
		Alarm sounded at 8.08pm. Registers not marked for second period. Institute closed until Monday Oct 7th	1 Hyd 1940	446
		Air Raid Alarm sounded at 7.30pm. "Raiders Passed" signal at 7.46pm. During this period students took shelter. Work resumed at 7.50pm	8 Hyd 1940	446
		Air Raid Warning 7.40pm. Raiders Passed 8.36pm	10 Hyd 1940	446
		Air Raid Alarm at 8.58pm. Classes dismissed for the night	14 Hyd 1940	446
		Air Raid Alarm at 7.35pm. Most of the pupils went home; the remainder stayed in the shelters, but as no "raiders passed" signal had been given, the whole were allowed to proceed to their homes at 9pm	15 Hyd 1940	446



		Alarm at 8.25pm "Raiders Passed" after 9.15pm	17 Hyd 1940	446
		Raid Warning at 7.28pm. "Raiders Passed" after 9.15pm	21 Hyd 1940	447
		Raid Warning at 8.12pm. "Raiders Passed" after 9.15pm	22 Hyd 1940	447
		Raider Warning at 8.10pm. "Raiders Passed" after 9.15pm	24 Hyd 1940	447
		Raid Warning at 7.26pm. Raiders Passed Signal at 8.55. No further classes held	28 Hyd 1940	447
		Raid Warning at 7.29pm. "Raiders Passed" after 9.15pm	29 Hyd 1940	447
		Raid Warning 7.16pm. "Raiders Passed" 7.51pm. Classes resumed at 8pm	4 Tach 1940	447
		Raid Warning 8pm. Raiders Passed 9.07pm. No classes held after 8pm	7 Tach 1940	447
		Raid Warning 8.25pm	12 Tach 1940	447
		Raid Warning 7.07pm. No classes were held on this evening as the Raiders Passed signal sounded at 10.58pm	18 Tach 1940	447
		Raid Warning 7.05pm. No classes held	19 Tach 1940	447
		Raid Warning 6.50pm. Raiders Passed 7.32pm	25 Tach 1940	447
		Raid Warning 6.40pm. Raiders Passed 8.35pm	26 Tach 1940	447
		Raid Warning 7.10pm. No school	28 Tach 1940	447
		Raid Warning 6.40pm. No school	2 Rhag 1940	447
		Raid Warning 7pm. All Clear 7.15pm	3 Rhag 1940	447
		Opened after a long break. Raid Warning almost on the opening of the Institute. Classes dismissed	3 Maw 1941	447
		Classes commenced at 7.15pm, but Raid Signal sounded and classes were again dismissed. The Institute did not re-open after this evening	4 Maw 1941	448
		Air Raid Warning sounded at 8.17pm. The "Raiders Passed" signal sounded at 9.37pm	7 Hyd 1941	448
		Air Raid Warning sounded at 8.08pm. Students dismissed and none went into the Air Raid Shelters	30 Hyd 1941	450
		Alert sounded at 7.04pm. School dismissed. No students in shelters. "Raiders Passed" sounded after 8.30pm	25 Tach 1941	450
		Show of Educational Films given by the Ministry of Information. An invitation was extended to the Senior classes of Grangetown Girls, Grangetown Boys and Eleanor Street schools. An excellent programmed was provided	13 Rhag 1944	467
EC44/1/2	Roath Park Infants	War having been declared this department is closed for an indefinite period. School records are all in Head Teachers desk, registers summary and log book	4 Med 1939	97

		After a fortnight's closure this department re-opened this morning. This week is to be an experimental week. All children living within four minutes of the school are to be tested in groups with a teacher as to how long it takes them to get home so that in case of Air-Raids no time will be lost. Received circulars No 50/39-40, 51/39-40, 52/39-40. 54/39-40, referring to Military and National Service, Re-opening of Infants Schools and different points arising therefrom	18 Med 1939	98
		Received circular 57/39-40 re Matters arising out of the War	28 Med 1939	98
		Received circular 63/39-40 with reference to Mid-term Holiday	18 Hyd 1939	98
		Received circular No 67/39-40 re Alteration of times of school sessions, deemed advisable as a War Emergency	2 Tach 1939	99
		As a War Emergency, the session in the afternoon is altered from today until January 31 <sup>st</sup> 1940. School begins at 1.30 and closes at 3.30pm. The morning sessions remains unaltered	20 Tach 1939	99
		Received circular No 77/39-40 re School supplies	6 Rhag 1939	100
		Received circular No 78/39-40 re Necessitous school children and Xmas Holidays also circular No 81/39-40 re Waste Paper	13 Rhag 1939	100
		Children left school at 3pm for Air Raid Practice	11 Ion 1940	101
		Received circular No 89/39-40 re School sessions and alterations thereof also War Savings campaign	29 Ion 1940	102
		This afternoon school was re-opened at 2pm instead of 1.30 as has been the case since Nov 20th	5 Chwe 1940	102
		Received circulars No s 93/39/40 and 94/39-40 re Easter Vacation courses 1940 and Milk in schools respectively Received circular No 96/39-40 re Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff. The school is granted a half-holiday this afternoon	9 Chwe 1940	102-103
		Received circular No 98/39-40 re Provision of milk for school children	28 Chwe 1940	103
		During the building of Air-Raid Shelters play is being dispensed with, and school is being dismissed at 11.50 in the morning and 3.50 in the afternoon	12 Maw 1940	104
		Received circulars No 105/39-40 re Books, apparatus and stationery and No 108/39-40 re Easter Vacation courses also No 104/39-40 re Necessitous school children and Easter Holidays	15 Maw 1940	104
		Received circular No 4/40-41 re School Supplies	19 Ebr 1940	105
		Received circular No 6/40-41 re Admission of children under five years of age	23 Ebr 1940	105
		Received circular No 8/40-41 re "Action on the Kitchen Front"	6 Mai 1940	105

		Received circular No 14/40-41 re Admission of children under five	9 Mai 1940	105
		School re-opened this morning under orders from the Government whereby the Whitsun Holiday was given up by all on account of the entry of the Germans into Dutch and Belgian territory on the 10th	14 Mai 1940	105
		Received circular No 19/40-41 re Supplementary Petrol Rations	27 Mai 1940	106
		Received circular No 20/40-41 re Books, apparatus and stationery	3 Meh 1940	106
		Received circular No 21/40-41 re Provision of meals to necessitous school children	6 Meh 1940	106
		Received circular No 22/40-41 re National Savings Campaign also circular No 23/40-41 re Institution children	13 Meh 1940	106
		Received circular No 27/40-41 re Mr Duff Coopers letter to all schools	25 Meh 1940	106
		Received cri No 30/40-41 re School sessions. Owing to Air Raids the times for the present will be Morning 11-12 Afternoon 2-4	2 Gor 1940	107
		Received circular No 31/40-41 re Air Raids and the dismissal of the children who live within 5 minutes of the school	4 Gor 1940	107
		Received circular No 35/40-41 re Paper Economy	19 Gor 1940	107
		Received circular 34/40-41 re Window Protection in schools, also circular 41/40-41 re Air Raid Precautions, also circular 42/40-41 re Necessitous school children and Summer Holidays	22 Gor 1940	107
		School closed this afternoon for a fortnights holiday	26 Gor 1940	107
		Received circular No 49/40-41 re Damage by Air Raids	27 Aws 1940	108
		Received circular No 50/40-41 re Transfers to other schools	28 Aws 1940	108
		School closed for two days owing to time bombs having been dropped in the neighbourhood by enemy aircraft during the night of Sept 3rd	4-5 Med 1940	109
		School re-opened this morning as the bombs have been removed and danger is now past	6 Med 1940	109
		Received circular No 54/40-41 re School Holidays and Air Raid Warnings	9 Med 1940	110
		Received circular No 55/40-41 re Military Service and Whole-time and Part-time paid service in Civil Defence, also circular No 58/40-41 re Action on the Kitchen Front	13 Med 1940	110
		Received circular No 61/40-41 re Holidays and necessitous school children	24 Med 1940	110
		School closes this afternoon for the remainder of the Summer Vacation (two weeks)	27 Med 1940	110
		Received circulars Nos 64/40-41 and 65/40-41 re Air Raid Precautions and appreciation of the way the staffs are carrying on in these difficult times	14 Hyd 1940	111
		Received circulars 69,70 and 71/40-41 re National Savings Movement, Mid-term Holiday, Board of Education circular and School War Weapons Week	17 Hyd 1940	111

		Received circular No 80/40-41 re School sessions	11 Tach 1940	112
		Received circular No 82/40-41 re Milk in schools	18 Tach 1940	112
		Received circular No 84/40-41 re Board of Education and Air Raid Warnings	22 Tach 1940	112
		Received three circular this morning No 87/40-41, 88/40-41, 90/40-41 dealing respectively with School Holidays at Xmas, Payment of Teachers' Salaries and Necessitous school children and Xmas Holidays	12 Rhag 1940	112-113
		Received circular No 92/40-41 re Infirmary Fund and Communication with teachers in an emergency	17 Rhag 1940	113
		The Head Teacher is leaving at 11am this morning to attend a meeting for Air Raid Precautions	7 Ion 1941	113
		Received circulars Nos 99/40-41 and 100/40-41 re Fire Watchers for schools and St David's Day celebrations respectively	20 Ion 1941	114
		Received circular No 101/40-41 re Evacuation Scheme for school children	21 Ion 1941	114
		Received circulars 103/40-41 and 104/40-41 re Fire Watchers and Evacuation of school children respectively	23 Ion 1941	114
		A Board of Health official called for a sample of the milk as supplied to the children	29 Ion 1941	114
		Received circular No 74/40-41 re Interference of sandbags in the streets	5 Chwe 1941	115
		Received circulars No 112/40-41 and 111/40-41 re Fire Watchers and Interference with bombs respectively	14 Chwe 1941	115
		Received circular No 117/40-41 re Surplus furniture and apparatus etc.	11 Maw 1941	116
		This morning St 1 and 2 from Boys school and Stds 1 and 2 from Girls school are occupying one large class room and two smaller ones to make room in the upper depts. For children from Marlborough School which has been damaged by enemy action. Classes 1a and 1b of Infants school and classes 2a and 2b are sharing a classroom between two classes	17 Maw 1941	116
		Have altered morning recreation. It now begins at 10.45 and ends at 10.55. The lesson that was taken in that time is now taken after play	26 Maw 1941	116
		Received circular No 1/41-42 re Books, apparatus and stationery	2 Ebr 1941	116
		Received circular No 3/41-42 re Easter Holidays and teachers absent from home during that time-Means of communication in an emergency	4 Ebr 1941	117
		Received circular No 5/41-42 re Reserve list of Head Teachers-Infants Schools	7 Ebr 1941	117
		Received circular No 8/41-42 re Necessitous school children and Easter Holidays also circular No 9/41-42 re School Supplies	9 Ebr 1941	117
		Received circular No 10/41-42 re Respirators and school children	22 Ebr 1941	118

		Received circular No 15/41-42 re Shadow Kitchens	2 Mai 1941	118
		Received circular No 22/41-42 re Evacuation, also circular No 21/41-42 re Necessitous children and Whitsun Holiday	26 Mai 1941	118
		Received circular No 23/41-42 re Medical Centre for Evacuation	29 Mai 1941	119
		Fourteen children (two have withdrawn) are being medically examined this morning for evacuation with the school tomorrow. One has Chicken Pox. We are closing this morning for the Whitsun Holiday	30 Mai 1941	119
		School re-opened this morning after Whitsun Holiday. Received circular No 42/41-42 re Staffing and Registration and circular No 43/41-42 re Evacuation of school children and teaching staffs	9 Meh 1941	119
		Received bulletin re Summer schools	25 Meh 1941	119
		Received circular 52/41-42 with reference to Summer Holidays	8 Gor 1941	120
		Received Circular No 54/41-42 re Teaching service in Reception Areas, also enclosures	20 Gor 1941	120
		Received circular No 58/41-42 and enclosures regarding 2 <sup>nd</sup> Evacuation of school children to take place on Friday July 25 <sup>th</sup> , 1941	23 Gor 1941	120
		Received Circular No 56/41-42 re Necessitous school children in Summer Holiday	24 Gor 1941	120
		Received circular No 62/41-42-Rationing of cloth, clothing, knitting wool	27 Aws 1941	121
		Received circular No 68/41-42-Government Evacuation Scheme-Posters	12 Med 1941	122
		Received circular No 74/41-42-Holidays Received circular No 75/41-42-Nursery Classes Received circular No 77/41-42-Shelters	20 Med 1941	122
		Mr Pryse Jones HMI, Miss Adams and the Principal of Furzedown Training College visited school this morning	1 Rhag 1941	123
		Received circular No 108/41-42-Rationing of cloth etc.	19 Ion 1942	123
		Received circular No 109/41-42-Warship Week	28 Ion 1942	123
		Received circular No 115/41-42-Cardiff Warship Week	18 Chwe 1942	124
		Received circular 117/41-42-Limitation of Supplies	5 Maw 1942	124
		Received circular No 119/41-42-Teachers Handicraft Guild	11 Maw 1942	124
		Received circular No 1/42-43-Border children	14 Ebr 1942	125
		Received circular No 12/42-43-Waste Paper	1 Meh 1942	125
		Received circular No 106/42-43-Book etc.	9 Meh 1942	125
		Received circular No 21/42-43-Care of children during School Holidays	15 Gor 1942	126
		Received circular No 22/42-43-Care of children during School Holidays	17 Gor 1942	126

		Received circular No 23/42-43-Supply of meals and milk	20 Gor 1942	126
		Received circular No 26/42-43-Communication with teachers in an emergency	28 Gor 1942	126
		Received circulars: 28/42-43-Gas Masks 29/42-43-Damage to trees 30/42-43-Free milk 31/42-43-Municipal Music Society 32/42-43-Tanks for Attack 35/42-43-Music course	2 Med 1942	127
		Received circulars: 43/42-43-Handicraft Guild 44/42-43-Fuel Economy 45/42-43-School canteen	29 Med 1942	127
		School canteen opened	16 Tach 1942	128
		Received circular No 61/42-43-Provision of meals during Holiday Periods	2 Rhag 1942	128
		Received circular No 65/42-43-School meals during Holidays	14 Rhag 1942	128
		Received circular No 66/42-43-Christmas Gifts	15 Rhag 1942	128
		Received circular No 69/42-43-City of Cardiff Book Drive	5 Ion 1943	129
		Received circular No 71/42-43-Milk and meal supplies	13 Ion 1943	129
		Received circular 75/42-43-Book Drive	22 Ion 1943	129
		Received circular 86/42-43-Books, stationery etc.	2 Ebr 1943	130
		Received circular 2/43-44-Meals during Holidays	6 Ebr 1943	130
		Received circular 3/43-44-Arts and Crafts Exhibition	7 Ebr 1943	130
		Received circular 6/43-44-School meals	13 Ebr 1943	131
		Circular No 14/43-44-Meals during Holiday Periods-Government Evacuation Scheme	21 Mai 1943	131
		Received letter re Government Evacuation Scheme	30 Meh 1943	132
		Received circular No 22/43-44-School meals during holidays	14 Gor 1943	132
		Received circular No 23/43-44-Holiday in celebration of "Wings for Victory" week	17 Gor 1943	132
		Miss Parry HMI visited the school canteen today	23 Gor 1943	132
		Received circular 25/43-44 re Use of playgrounds and surplus furniture	1 Med 1943	133
		Received circular 31/43-44 re Heating of schools	28 Med 1943	134

		Twenty students from Firsdow Training College visited the school this morning to observe the use of individual apparatus in number teaching	30 Med 1943	134
		Received circular 32/43-44 re Public Warning Signals, schedule of school stationery and Teachers' Handicraft Guild	1 Hyd 1943	134
		Received circular 37/43-44 re School meals-Mid-term	21 Hyd 1943	135
		Miss Parry HMI visited school-information re canteens	23 Tach 1943	135
		Four Firsdow students attended both sessions	2 Rhag 1943	135
		Received circulars 45/43-44 re School hours etc. and 46/43-44 re School meals during Xmas Holidays	8 Rhag 1943	135
		American gifts for children received and distributed	10 Ion 1944	136
		Four students for Firsdow College commenced teaching practice this morning	24 Ion 1944	136
		Time-table on trial	9 Chwe 1944	136
		The Firsdow students terminated their teaching practice this afternoon	18 Chwe 1944	136
		Head Teacher left school at 11.15am to go to Marlborough Rd school re School canteen	24 Chwe 1944	136
		Received circulars 61/43-44 re School meals during Easter Holidays and 59 re Optimists chocolate	2 Maw 1944	136
		Received circular 62/43-44 re Coal for schools	13 Maw 1944	137
		Received circulars 63 and 64/43-44 re Coal for schools and Appointment of Head Teachers respectively	23 Maw 1944	137
		Received circular 65/43-44 re Royal Visit	28 Maw 1944	137
		School was closed this afternoon on the occasion of the visit of Their Majesties and Princess Elizabeth to the city	29 Maw 1944	137
		Received circular 10/44-45 re School meals during Whitsun Holidays	17 Mai 1944	138
		Received circular 14/44-45 re Cardiff's "Salute the Soldier" week	25 Mai 1944	138
		Received circular No 21/44-45 re Books, app and stationery	15 Meh 1944	138
		Received circular No 22/44-45 re Vitamins for children under 5	19 Meh 1944	138
		Received circular 26/29/30/44-45 re School meals, Evacuees and Welsh census	7 Gor 1944	139
		Miss Cohen-Firsdow student-commenced her four days# observation course	24 Gor 1944	139
		Received circular 38/44-45 re Meals for evacuated children; and Book recovery and Waste Paper drive	26 Gor 1944	139
		Received circulars 39 and 42/44-45 re Vitamin Supplements and Evacuees	4 Med 1944	140
		Cod Liver Oil and Orange Juice administered for the first time	11 Med 1944	141

		Miss M Phillips visited school at 2pm to observe the administration of vitamins to children under five	13 Med 1944	141
		Received circular No 46/44-45 re Mustard Gas Warning; Vitamins and Item 259 on requisition schedule	18 Med 1944	141
		Received circular 50/44-45 re School meals, Public Health Lecture and Educational visits	22 Med 1944	141
		Received circular 53/44-45 re Mid-term Holiday and School meals	13 Hyd 1944	141
		Miss Nicholson-Vice Principal of Firsdow College demonstrated to students this morning from 10-11.45am	9 Tach 1944	142
		Received circular 59/44-45 re Savings Movement	10 Tach 1944	142
		Miss Nicholson continued her demonstration today from 10-11.45am	16 Tach 1944	142
		Miss Nicholson closed her demonstration to students this morning	23 Tach 1944	142
		Received circular 65/44-45 re Book Drive; Keep fit classes and School children's Infirmary Fund	15 Rhag 1944	142
		The school party held this afternoon. American toys distributed	20 Rhag 1944	142
		Students from Firsdow College commenced their school practice today	5 Chwe 1945	143
		Received circular 76 and 77/44-45 re Milk and Meals during holidays and Collections in schools respectively	23 Chwe 1945	144
		Received circular 78/44-45 re Fuel Economy and Horticultural Show	1 Maw 1945	144
		The students from Firsdow College terminated their teaching practice this afternoon	2 Maw 1945	144
		Received circular 81/44-45 re WVS Gift Scheme-Collections in school and Medical Inspections	9 Maw 1945	144
		Received circulars 83 and 84/44-45 re School collections and Teachers Handicraft Guild and Books, apparatus and stationery respectively	19 Maw 1945	144
		Received circular No 86/44-45 re Delta Class. Gas Masks and Invoices	22 Maw 1945	144
		Received circular 1/45-46 re Teachers Handicraft Guild; Accident to scholars and St David's Day celebrations	16 Ebr 1945	144
		Received circular 5/45-46 re "V" Day celebrations	1 Mai 1945	145
		Received circular 8/45-46 re "V" Day celebrations	3 Mai 1945	145
		Received circular 9/45-46 re VE Day celebrations and Music in schools address by Dr H Hind	7 Mai 1945	145
		Schools were closed on VE Day May 8 <sup>th</sup> and May 9 <sup>th</sup> . The attendance on May 10 <sup>th</sup> was only 50% so the school was closed for the day	10 Mai 1945	145
EC42/3/2	Ninian Park Girls	School closed-for one week at least-owing to declaration of hostilities	4 Med 1939	256



		School re-opened. Timetable modified to allow of drill in dismissal, ARP. Circulars 46/39-40-Evacuation etc. and 47/39-40 Special Constables and ARP workers	11 Med 1939	256
		50/39-40-Civil Pay 52/39-40-National Service	14 Med 1939	256
		53/39-40-British Ship Adoption Society	18 Med 1939	256
		55/39-40-Domestic Science Centres 56/39-40-First Aid Classes in schools	21 Med 1939	256
		Circular 57/39-40-Joint Advisory Committee and ARP	27 Med 1939	257
		Circular 58/39-40-Junior Evening Institutes 59/39-40-Nutrition Survey	29 Med 1939	257
		64/39-40-Junior Evening Institutes	25 Hyd 1939	257
		65/39-40-First Aid Classes 66/39-40-Education (Institution children) School closed at 4.30pm for half term	27 Hyd 1939	257
		Circular 67/39-40-School sessions	2 Tach 1939	258
		Circular No 72/39-40-Meetings of Ed Com	17 Tach 1939	258
		Afternoon session commenced at 1.30pm for winter months-session to end at 3.45. Playtime was moved to end of first hour and following lesson shortened by 10 minutes. Then timetable remained as before	20 Tach 1939	258
		Circular 76/39-40-Discontinuation of Forms	30 Tach 1939	258
		Circular 77/39-40-School supplies	6 Rhag 1939	258
		Circulars 78/39-40-Necessitous children 81/39-40-Waste paper	13 Rhag 1939	258
		Circular 82/39-40. School children's Infirmary Fund	18 Rhag 1939	259
		88/39-40-Payment of salaries and enclosures	26 Ion 1940	260
		Circular 89/39-40-School sessions and War Savings	29 Ion 1940	260
		Children left school at 11.30am en route for Cowbridge Rd on the occasion of the visit of Their Majesties the King and Queen to Cardiff. School was closed for the afternoon. Circulars 95/39-40-96/39-40-Royal Visit	9 Chwe 1940	260
		98/39-40-Provision of Milk	27 Chwe 1940	261
		Circular No 101/39-40-Annual Tenders	12 Maw 1940	262
		104/39-40-Necessitous school children 105/39-40-Books, apparatus and stationery	15 Maw 1940	262

	4/40-41-School supplies 5/40-41-Domestic Science and Handicrafts	19 Ebr 1940	262
	Mr Tom Jones HMI visited school re accommodation and staffing	23 Ebr 1940	263
	Circular 7/40-41-Food; Border children	24 Ebr 1940	263
	8/40-41-Action on the Kitchen Front	7 Mai 1940	263
	School re-opened, owing to state of national emergency. Staff are all present. Circular 15/40-41-Re-opening	14 Mai 1940	263-264
	Circular 17/40-41-"Action on the Kitchen Front"	20 Mai 1940	264
	Circular 19/40-41-Supplementary Petrol Rations	27 Mai 1940	264
	Circular 20/40-41-Books, apparatus, stationery	5 Meh 1940	264
	Circular 22/40-41-National Savings 23/40-41-Insitution children	13 Meh 1940	265
	Circular 24/40-41-Food Education campaign 25/40-41-Paper shortage	17 Meh 1940	265
	Circular 27/40-41-Letter from Mr Duff Cooper	26 Meh 1940	265
	Circular 30/40-41. School sessions	2 Gor 1940	265
	School sessions 11-12am and 2-4.30pm according to circular. Timetables adapted accordingly	3 Gor 1940	265
	Circular 32/40-41-Overseas Reception scheme	9 Gor 1940	265
	32/40-41-Letter from Mr Duff Cooper	15 Gor 1940	265
	Miss Berry absent in afternoon-house wrecked by bombs	18 Gor 1940	266
	Circular 35/40-41-Paper Economy	19 Gor 1940	266
	Circulars 41/40-41-Air Raid Precautions-School holidays-Sessions 42/40-41-Necessitous school children Circular 34/40-41-Window Protection 31/40-41-Dispersal of children	22 Gor 1940	266
	School closed at 4.30 for Summer Vacation-until Aug 13th	25 Gor 1940	266
	School re-opened. Staff all present. School sessions 10am-midday; 2pm-4.30pm. Timetable adjusted accordingly	13 Aws 1940	266
	Miss Thornley MA school lecturer S Wales Temperance Union addressed senior girls at 10.30am, but lecture was interrupted from 10.45-11.20am by Air Raid Warning. Hence no lesson for juniors	22 Aws 1940	266-267
	Circular 4/40-41-Damage by Air Raids	27 Aws 1940	267

		Circulars 53/40-41-Junior Evening Institutes 54/40-41-Holidays; Air Raid Warnings and School sessions. Dr Murphy visited school at 3pm to begin examination of girls for signs of malnutrition. Examination to be completed Tuesday and Thursday afternoons	9 Med 1940	268
		Circular 55/40-41-Military Service 58/40-41-Action on the Kitchen Front	13 Med 1940	268
		Circular 61/40-41-Necessitous milk	24 Med 1940	268
		Miss Parry HMI visited the school 10-10.40am to inquire into working under Wartime conditions	26 Med 1940	268
		School closed at 4.30pm for a fortnight	27 Med 1940	268
		School re-opened. 64/40-41-ARP in schools	14 Hyd 1940	269
		Circular 67-40-41-First Aid in school 69/40-41-National Savings Movt 71/40-41-Cardiff Schools War Weapons week	16 Hyd 1940	269
		Misses Berry and Chaplin left school at 3pm to attend meeting at assembly room re National Savings Movement	21 Hyd 1940	269
		76/40-41-First Aid teaching in schools	28 Hyd 1940	269
		I left school at 3pm to attend meeting in Technical School re First Aid Teaching	31 Hyd 1940	269
		Circular No 78/40-41-First Aid	5 Tach 1940	270
		Circulars No.80/40-41-School sessions 97/40-41-First Aid teaching in schools. In accordance with latter Miss Gurney will attend classes on Tuesday morning and Mrs Hackridge on Wednesday morning for six weeks	11 Tach 1940	270
		Circular 82/40-41-Milk in schools	18 Tach 1940	270
		Circular 84/40-41-Unofficial Evacuees and Air Raid Warnings 86/40-41-Books and apparatus. Painting of school was finally completed this month-interior work having been delayed owing to ARP needs	21 Tach 1940	270
		Circulars No 87/40-41-School Holidays 88/40-41-Teachers' Salaries 90/40-41-Necessitous Milk	12 Rhag 1940	271
		92/40-41 Cardiff Schools Infirmary Fund; Communication with teachers in emergency	14 Rhag 1940	271
		School re-opened after Christmas Holidays. Attendance in morning 60.71% owing to evacuation of families etc. Circular 95/40-41-ARP	6 Ion 1941	271
		I left school at 10.45 to attend meeting called by the Director (ARP)	7 Ion 1941	271-272

		99/40-41-Fire Spotting The Boys' department took over three of our classrooms-since their own school had to be vacated for the use of Canton High School (Junior Boys)	20 Ion 1941	272
		Circular 101/40-41-Enquiry re Evacuating Scheme	21 Ion 1941	272
		Circular 103/40-41-Fire Watchers 104/40-41-Evacuation of Schoolchildren Meeting of parents in connection with evacuation of school children 2.30-3.30	24 Ion 1941	272
		74/40-41-Sandbags	5 Chwe 1941	272
		Circular 109/40-41-Gas lectures. Mrs Hackridge to attend refresher lectures in connection with above on Tues and Fri (11 <sup>th</sup> and 14 <sup>th</sup> Feb) at 10.15am	10 Chwe 1941	272
		Circular 111/40-41-Bomb souvenirs etc. 112/40-41-Fire Prevention Order	13 Chwe 1941	273
		Circular No 114/40-41-Annual Tenders	21 Chwe 1941	273
		Programme for St David's Day carried out as arranged. School closed at 12 midday ("Talks" curtailed owing to Alert)	28 Chwe 1941	273
		Circular 117/40-41-Surplus Furniture	11 Maw 1941	273
		119/40-41-Undertakings Order 1940	25 Maw 1941	274
		Circular No 1/41-42-Books etc., Collection of waste paper	2 Ebr 1941	274
		3/41-42-Easter Holidays, Emergency Measures	4 Ebr 1941	274
		Circular 8/41-42-Necessitous children 9/41-42-School supplies	9 Ebr 1941	274
		Circular No 10/41-42-Respirators	22 Ebr 1941	275
		Circular No 13/41-42-National Poster Competition	2 Mai 1941	275
		Circular 14/41-42-"Shadow Kitchens" (Meeting) 15/41-42-"Shadow Kitchens"	5 Mai 1941	275
		I had to attend meeting at Technical School at 2.15pm-re Shadow Kitchens	6 Mai 1941	275
		Mr Britten (Secretary British Ship Adoption Society) visited school, and addressed girls at 3pm	19 Mai 1941	275
		I left school at 2.20pm to attend a meeting at St Patrick's re Shadow Kitchens	22 Mai 1941	275
		Circular No 21/41-42-Necessitous Milk No 22/41-42-Evacuation of school children. I left school at 10am to attend meeting at Technical School re Evacuation	26 Mai 1941	275
		Meeting of parents at 2.30 re above	27 Mai 1941	275

		Registration of children to be evacuated	28-29 Mai 1941	275
		Medical examination of registered children at Court Rd. Fifty nine in groups registered here-all of whom left on Saturday (for Treherbert). Miss Gurney group leader of children evacuated-Miss Thomas helper	30 Mai 1941	276
		School re-opened after Whitsun holidays. Miss Gurney on duty at Blaenrhondda-rest of staff present-Fifty five girls evacuated, but five readmitted. Circular No 42/41-42-Staffing and Registration No 43/41-42-Evacuation-Teaching staffs	9 Meh 1941	276
		Miss Gurney resumed duties here after a fortnight in Blaenrhondda	16 Meh 1941	276
		Circular 45/41-42-Collection of roots etc. 46/41-42-Addresses Miss Gurney commenced her week's leave-due on account of evacuation. Two Furzedown College students started a three weeks course here	23 Meh 1941	276
		Circular No 47/41-42-Domestic Science Classes	25 Meh 1941	277
		Circular No 51/41-42-Evacuation of School children	7 Gor 1941	277
		No 52/41-42-Summr Holidays	8 Gor 1941	277
		No 54/41-42-Teaching service in Reception Areas	21 Gor 1941	277
		No 56/41-42-Necessitous Milk. School closed at 4.30pm for the Summer Vacation-until Aug 12 <sup>th</sup> . Miss Thomas notified she was due in Reception Area on 11 <sup>th</sup> Aug-Trelewis (Rhondda)	24 Gor 1941	277
		School re-opened after Summer Holidays. School now to commence at 9.30am	12 Aws 1941	277-278
		Circular No 60/41-42-Registration	19 Aws 1941	278
		No 62/41-42-Rationing of cloth etc.	27 Aws 1941	278
		No cookery classes in afternoon owing to "Food Week"	1 Med 1941	278
		Circular No 72/41-42-School leavers etc. 77/41-42-Air Raid Shelters	22 Med 1941	279
		Circular 80/41-42-Milk in Schools	17 Hyd 1941	279
		86/41-42-Inventory of furniture etc.	23 Hyd 1941	279
		90/41-42-Public assistance-marshals	3 Tach 1941	279
		92/41-42-Supplementary Clothing Coupons	17 Tach 1941	279
		Circular No 94/41-42-Rationing of cloth etc. No 95/41-42-Special places-unofficial Evacuees	1 Rhag 1941	280

		No 96/41-42-Supplementary clothing cards No 97/41-42-Schoolch's Infirmary Fund No 99/41-42-Christmas Gifts		
		No 101/41-42-Necessitous children	15 Rhag 1941	280
		No 104/41-42-School canteens etc. No 105/41-42-Christmas Party	16 Rhag 1941	280
		Circular 106/41-42-Warship week	16 Ion 1942	280
		No 109/41-42-Warship week No 110/41-42-Vocational Guidance course	29 Ion 1942	281
		No 115/41-42-Cardiff Warship week-	19 Chwe 1942	281
		Circular No 119/41-42-Teachers' Handicraft Guild. In accordance with this circular I left school at 3.30pm on Monday (16.3.42) and Miss Gurney and Mrs Hunt left at same time on Wednesday to see exhibition of toys	12 Maw 1942	281
		Circular No 122/41-42-Books etc.	28 Maw 1942	281
		Circular No 1/42-43-Border children No 2/42-43-Accidents to children	21 Ebr 1942	282
		Circular No 8/42-43-Evacuated child Book Fund	5 Mai 1942	282
		No 9/42-43-Position of schools in event of Invasion	14 Mai 1942	282
		No 10/42-43-Exam for special places-Evacuees	19 Mai 1942	282
		No 11/42-43-Rationing of soap	22 Mai 1942	282
		Circular 12/42-43-Waste paper salvage	1 Meh 1942	282
		Circular No 16/42-43-Books, apparatus, stationery	11 Meh 1942	283
		The mobile bath visited the school 36 girls had shower baths	19 Meh 1942	283
		Circular 18/42-43-Comforts Fund	24 Meh 1942	283
		Circular No 21/42-43-Care of children during holidays	16 Gor 1942	283
		No 22/42-43-Care of children during holidays. The Head Teachers of St Patrick's and of Court Rd school met the Head Teacher of Ninian Park School here at 2.30pm to discuss arrangements for school feeding	20 Gor 1942	283
		Circular 23/42-43-Milk and Meals	23 Gor 1942	283
		24/42-43-Necessitous and malnutrition cases 25/42-43-School canteens	24 Gor 1942	283
		Circular 26/42-43-Communication with teachers	29 Gor 1942	284

		School closed at 4.30pm for Summer Holidays-to be re-opened on Monday August 3 <sup>rd</sup> for the four weeks, with one teacher in charge each week in turn	30 Gor 1942	284
		Circular No 27/42-43-School Holidays-Mrs Hackridge, Miss Jones and Miss Berry had taken holiday duty-schools were now closed until 1 <sup>st</sup> September	16 Aws 1942	284
		School re-opened after Summer Holidays. Circular 28/42-43-Gas Masks 29/42-43-Damage to trees and shrubs 30/42-43-Children receiving free milk 32/42-43-National Savings-Tanks	1 Med 1942	284-285
		Circular 37/42-43-School canteens. The school canteen in our hall was opened; 66 children present; 69 were catered for	7 Med 1942	286
		Circular 39/42-43-"Tanks for Attack"	14 Med 1942	286
		Circular 42/42-43-"Dig for Victory" exhibition	21 Med 1942	286
		No 44/42-43-Fuel Economy No 45/42-43-School canteens	30 Med 1942	286
		Circular 49/42-43-School canteens 52/42-43-Supplementary Clothing Coupons	22 Hyd 1942	287
		Circular 53/42-43-"Special Places" Evacuees	3 Tach 1942	287
		Circular No 54/42-43-Armistice Day No 55/42-43-Fire Prevention Orders	9 Tach 1942	287
		Circular 60/42-43-Thanksgiving Day	21 Tach 1942	287
		Two Furzedown students-Miss Andrews and Miss Winters-started three weeks teaching practice here-the former is with Std 3, the latter with Std 4	24 Tach 1942	287
		Circular 61/42-43-Meals during holiday period	2 Rhag 1942	287
		64/42-43-Infirmity Fund	8 Rhag 1942	287
		Visit of Lord Mayor and Lady Mayoress-The Lord Mayor gave school a half-holiday, so school was closed at 12 accordingly	10 Rhag 1942	287-288
		65/42-43-School meals	16 Rhag 1942	288
		School re-opened after Christmas Vacation. Staff all present. Circular 68/42-43-Damage to AR Shelters	4 Ion 1943	288
		69/42/43-Cardiff Book week	6 Ion 1943	288
		71/42-43-Milk meal supplies	12 Ion 1943	288
		74/42-43-Payment of Teachers' salaries	18 Ion 1943	288

		75/42-43-Cardiff Book Drive	20 Ion 1943	288
		77/42-43-Wartime Day Nurseries	1 Chwe 1943	288
		78/42-43-Annual tenders	11 Chwe 1943	288
		No 86/42-43-Books, apparatus and stationery	29 Maw 1943	289
		Circular No 88/42-43-Opening of school gates	1 Ebr 1943	289
		No 2/43-44-Meals during holidays No 3/43-44-Arts and Crafts exhibition Examination of girls born in 1933 and 34 by nurse only-as arranged for intermediate group, owing to War conditions	8 Ebr 1943	289
		Circular No 5/43-44-Border children 6/43-44-School meals during Easter Holidays	15 Ebr 1943	290
		Circular No 8/43-44-Empire Day; Salaries, etc.	3 Mai 1943	290
		School taken over as a Rest Centre after heavy Raid-Children met in playground each morning for instructions. Staff ran Rest Centre each day, until Monday evening. Then Hall and all classrooms had to be fumigated and scrubbed	18 Mai 1943	290
		School re-opened. Circular 12/43-44 "Wings for Victory" Circular No 14/43-44-Meals in holidays	28 Mai 1943	290
		Circular No 15/43-44-Meals during Whitsun Holiday	31 Mai 1943	290
		I left school at 2.45pm to attend meeting at Grange Boys' school-re Shadow Kitchens	9 Meh 1943	291
		Circular 17/43-44-Meals; Towels	7 Gor 1943	291
		Circular No 22/43-44-Meals during Holidays	14 Gor 1943	291
		No 23/43-44-Holiday for "Wings for Victory"	19 Gor 1943	291
		School re-opened after Summer Holiday. Circular No 25/43-44-Playgrounds; Furniture	1 Med 1943	291-292
		Circular 24a/43-44 "Dig For Victory" exhibition 25a/43-44-Junior Evening Institutes	7 Med 1943	292
		Miss Gurney took charge of twenty senior girls who visited "Dig for Victory" exhibition	9 Med 1943	292
		No 31/43-44-Heating of schools	29 Med 1943	292
		Circular No 32/43-44-Public Warning Signals No 33/43-44-Supplementary Clothing Coupons	4 Hyd 1943	293
		Captain and Mrs Reavley visited the school and former told girls about "their" ship	11 Hyd 1943	293
		Circular No 37/43-44-School meals	21 Hyd 1943	293
		Circular No 39/43-44-Speical places (Metropolitan)	3 Tach 1943	293



		Miss Lewis (from Furzedown College) started teaching practice with F 1	22 Tach 1943	293
		Circular No 43/43-44-"Make do and Mend"	23 Tach 1943	293
		Fifteen girls from Form I with Mrs Hackridge in charge attended above exhibition	24 Tach 1943	293-294
		Miss Nichols (Furzedown Col) started teaching practice with Std I	29 Tach 1943	294
		Circular 45/43-44-School hours etc. No 46/43-44-School meals (holidays)	8 Rhag 1943	294
		Furzedown students completed practices	10 Rhag 1943	294
		Circular No 50/43-44-Prepaid Bus Tickets	19 Ion 1944	294
		Morning session commences at 9am	7 Chwe 1944	295
		Circular No 56/43-44-Shadow Kitchen	18 Chwe 1944	295
		Circular No 59/43-44-Optimists' Chocolate No 61/43-44-School meals	2 Maw 1944	295
		No 62/43-44-Coal for schools	13 Maw 1944	295
		Visit from Capt. Reavley, Std 3 upwards assembled to hear his experiences	17 Maw 1944	295
		Circular No 63/43-44-Coal for schools	22 Maw 1944	295
		Circular No 65/43-44-Royal Visit	28 Maw 1944	296
		School closed at 12 mid-day in honour of Royal Visit to City	29 Maw 1944	296
		Circular No 1/44-45-Books, apparatus and stationery	5 Ebr 1944	296
		No 5/44-45-Heating in schools	24 Ebr 1944	296
		Circular No 10/44-45-School meals	17 Mai 1944	296
		Circular No 12/44-45-School canteens-furniture No 14/44-45-"Salute the Soldier" week	24 Mai 1944	297
		Circular 16/44-45-Recruitment of staff	5 Meh 1944	297
		No 19/44-45-School medical service	8 Meh 1944	297
		Circular 20/44-45-School library books 21/44-45-Books, apparatus and stationery	19 Meh 1944	297
		Circular 23/44-45-International correspondence	22 Meh 1944	297
		Circular No 25/44-45-"Salute the Soldier" week	28 Meh 1944	297
		Circular No 26/44-45-School meals	5 Gor 1944	298
		No 29/44-45-Evacuees in Cardiff schools	7 Gor 1944	298
		No 35/44-45-"Dig for Victory" exhibition	14 Gor 1944	298
		No 37/44-45-"Dig for Victory" exhibition	20 Gor 1944	298

		Circular 38/44-45-Meals evacuated children	26 Gor 1944	298
		School re-opened after Summer Vacation. Circular No 41/44-45-"Dig for Victory" exhibition No 42/44-45-Evacuees in Cardiff schools No 43/44-45-Film "When we Build Again"	1 Med 1944	298-299
		Twenty senior girls left school at 9.10am to visit "Dig for Victory" exhibition. They were in charge of Miss Gurney	7 Med 1944	299
		No 46/44-45-Mustard Gas Warning	18 Med 1944	299
		Circular No 50/44-45-School meals etc. Senior class went to Boys' dept. (10am-11am) to see film "When we Build Again"	26 Med 1944	300
		Circular No 55/44-45-Supplementary Clothing Coupons	24 Hyd 1944	300
		Circular No 58/44-45-School contracts No 59/44-45-National Savings Movement	7 Tach 1944	300
		No 60/44-45-Metropolitan entrance exams	13 Tach 1944	300
		No 60/44-45-Book Drive	23 Tach 1944	300
		No 61/44-45-Invoices-Christmas Gifts	27 Tach 1944	300
		Circular 71/44-45-Schools during emergency	2 Chwe 1945	301
		Two Furzedown students started school practice, Miss Lewis is with Std 3, and Miss Allender with Std 1. As they are senior students they take almost entire charge	5 Chwe 1945	301
		Circular 76/44-45-School meals No 77/44-45-Collections in schools	23 Chwe 1945	302
		No 78/44-45-Fuel Economy-"Horticultural Show"	28 Chwe 1945	302
		The Furzedown students completed their school practice	2 Maw 1945	302
		Circular No 81/44-45-WVS gifts scheme	8 Maw 1945	302
		No 83/44-45-Handicraft Guild etc. 84/44-45-Books, apparatus and stationery	19 Maw 1945	302
		Circular 1/45-46. Handicraft Guild; Accidents	16 Ebr 1945	303
		No 5/45-46-"V" Day celebrations	1 Mai 1945	303
		No 6/45-46-School meals (Whitsun Holidays) No 8/45-46-Termination of Organised Hostilities-Heating of schools	4 Mai 1945	303
		No 9/45-46-Termination of Organised Hostilities	7 Mai 1945	303
		School closed at 9am for two days-VE and the following day	8 Mai 1945	303

		Just under 50% of school assembled at 9am. Hall was decorated, and service of Thanksgiving held. School closed for day at 10.30am. Staff all present	10 Mai 1945	303
EC44/3/1	Roath Park Primary Girls	School closed according to instructions from 4 <sup>th</sup> Sept. "Since a state of war was declared by the Prime Minister at 11am on Sun 3 <sup>rd</sup> Sept 1939, you are instructed that all schools are closed"	4 Med 1939	478-479
		School re-opened. Rec'd following Circulars:- 37/39-40 Territorial Forces 38/39-40-National Service 39/39-40-Air Raid Precautions 40/39-40-Air Raid Precautions 44/39-40-Closure of schools 46/39/40-Evacuation of schools 47/39/40-Special Constables etc.	11 Med 1939	479
		Rec'd following Circulars:- 50/39-40 Civil Pay during service with Military etc. 52/39-40-National Service 53/39-40-Bristol Ship Adoption Society 56/39-40-First Aid Courses in schools 57/39-40-Joint Advisory Committee meeting 16 <sup>th</sup> Sept	27 Med 1939	481
		Rec'd following Circulars No 58.39-40-Junior Evening Institutes 59/39-40-Nutrition Survey	2 Hyd 1939	482
		Miss Harworth carried out some very useful work in connection with ARP during her 6 wks. stay in this school-she was attached to St IV as a class teacher	1 Tach 1939	483
		A short service for Remembrance Day was held this afternoon at 3.45pm the whole school assembled in the corridor	10 Tach 1939	483
		School hours-Circular No 67/39-40. "The morning session shall begin at 9am and close at noon. The afternoon session shall begin at 1.30pm and close at 3.45pm. The change commences today 20 <sup>th</sup> Nov 39" Rec'd following Circulars 64/39-40-Junior Evening Institutes 65/39-40-First Aid courses in schools 67/39-40-School sessions 72/39-40-Meeting of Major Committees-Ed Comm	20 Tach 1939	484

		School re-opened after the vacation-all the staff are present. Rec'd following Circulars:-76/39-40-Forms for office discontinued 78/39-40-Necessitous children Christmas Holidays 81/39-40-Waste Paper 82/39-40-Cardiff School Children's Infirmary Fund	8 Ion 1940	485
		Rec'd following Circulars:- No 88/39-40-Payment of Teachers' Salaries No 89/39-40-a. School sessions-Revert to usual hours b. War Savings campaign	5 Chwe 1940	486
		Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff. Schools of the City closed for a half day's holiday	9 Chwe 1940	486
		Rec'd following circulars:- 94/39-40-Milk in schools 96/39/40-Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff	12 Chwe 1940	486
		Rec'd following Circulars:- 4/40-41-School supplies 8/40-41-"Action on the Kitchen Front" 12/40-41-Necessitous schoolchildren Whitsun 1940	1 Mai 1940	489-490
		School re-opened. Circular No 15/40-41 "By Government Order all schools will be re-opened, tomorrow, Tuesday morning, 14 <sup>th</sup> May 1940, at the usual times". All the staff are present today	14 Mai 1940	490
		Rec'd following Circulars 17/40-41-Kitchen Front 19/40-41-Petrol Allowance 20/40-41-Increased prices 21/40-41-Supervision-meals 22/40-41-Nat Savings 27/40-41-Letter from Ministry of Information 29/40-41-Kitchen Front 30/40-41-School sessions-times as follows-From July 3 <sup>rd</sup> 1940 Morning session 11am to 12 noon, Afternoon session 2pm to 4.30pm 31/40-41-Education. Air Raid Warnings	26 Meh 1940	491
		Dr Parker examined the girls of this school in connection with the scheme for nutrition. Eighteen pupils were called back for special examination and their parents were invited to attend the school to hear the reports	23 Gor 1940	

		The whole school was examined on English and Arithmetic and report forms sent to parents. No examinations of "specialised" work has been given this term owing to the disturbed conditions		
		School closed for 2 wks. holiday	24 Gor 1940	492
		On the instruction of Mr J W Williams MA, Director of Education the school has been dismissed, at 10.45am, for safety precautions	4 Med 1940	492
		Rec'd following Circulars:- 32/40-41-2 <sup>nd</sup> letter from Minister of Information 34/40-41-Window protection in schools 35/40-41-Paper economy in schools 41/40-41-a. ARP in schools b. School sessions 42/40-41-Necessitous schoolchildren Summer Holidays 49/40-41-Notification of Damage by Air Raids 53/40-41-Junior Evening Institutes	6 Med 1940	493
		The school was closed at the end of the afternoon session for an extra two wks.' holiday	27 Med 1940	494
		Rec'd following Circulars:- 55/40-41-Military Service 58/40-41-Exhibition of Wartime cookery 61/40-41-Necessitous children Holidays 1940 64/40-41-ARP in schools 65/40-41-Copy of minute passed by Ed Committee 27/9/40 expressing appreciation of the conduct of pupils and staff during Air Raids 67/40-41-Teaching of First Aid in schools 69/40-41-National Savings Movement 70/40-41-Mid-term holiday cancelled 71/40-41-Cardiff schools War Weapon week, 21 Oct 1940	14 Hyd 1940	494-495
		Miss Rees, First Assistant and I attended a special meeting on behalf of the National Savings Committee-speaker Right Hon Lord Kennet at the City Hall at 3.30pm. Cardiff Schools-War Weapons week. Collection £51 15s 0d	21 Hyd 1940	495
		Rec'd following circulars:- 76/40-41-First Aid teaching in schools 78/40-41-First Aid refresher courses	5 Tach 1940	496
		Miss Rees, First Assistant attended the First Aid refresher course-first of a series of lessons. Morning session	13 Tach 1940	496

		School closed for Christmas Vacation-All examinations completed and report forms sent out to parents-a high standard of work has been maintained in spite of very difficult times	19 Rhag 1940	496
		School re-opened after Christmas Holidays. All the staff are present Rec'd following Circular:- 80/40-41-School sessions 82/40-41-Milk in schools 84b/40-41-Air Raid Warnings 88/40-41-Teachers' Salaries 90/40-41-Milk-Holidays 92/40-41-ARP 97/40-41-First Aid teaching in schools	6 Ion 1941	496
		Rec'd following Circulars No 99/40-41-Firewatchers for schools 101/40-41-Enquiry re Evacuation scheme for schoolchildren 102/40-41-First Aid Scheme of Work 103/40-41-Fire Watchers (2 <sup>nd</sup> circular). First Aid. Refresher Course (2 <sup>nd</sup> series), 28/1/41. Miss [Kate?] and I have enrolled for these classes. I started this week but Miss [Kate?] was unable to do so as she was absent through illness	29 Ion 1941	497
		I attended the Refresher Course (War Gases) given by Dr Anderson, Medical Officer of Health's Dept., at the High School for boys, Newport Road Rec'd following Circulars 109/40-41-Refresher Course (War Gases) 111/40-41-Copy of Memorandum from Chief Constable 112/40-41-Fire Prevention (Business Premises) Order, 1941	14 Chwe 1941	498
		St David's Day celebrations-As there was an Air Raid Warning in the morning the programme was not finished-Certain items will be carried out during the next week	28 Chwe 1941	498-501
		The classroom is temporarily unusable owing to damage to the roof and classroom in Boys' department-F2, 3 and 4 have to join together for the time that is out of order	3 Maw 1941	501
		Students for Furzedown College London used a class from this school-St 1-for a demonstration lesson. The method mistress and 20 students attended from 2.30pm to 4.30pm	12 Maw 1941	501
		Two classes-Stds III and IV from Marlborough Rd school have come to this school owing to their own building being rendered useless through enemy action. Two teachers-Miss Fisher and Miss	17 Maw 1941	501-502

		Francis are responsible-they will work under the direction of Miss Jenkins, the Head Mistress off Marlborough Rd Girls' school		
		Students of Furzedown Training College have come this afternoon for 2 demonstration lessons	26 Maw 1941	502
EC44/3/2	Roath Park Primary Girls	Rec'd following Circulars:- 13/41-42-National Savings campaign 15/41-42-Shadow Kitchens	21 Ebr 1941	1
		Evacuation week-Registration and medical exam of children. Thirty-four children travelled to the Gelligaer Urban District on Saturday. Four pupils have returned and have been re-admitted to this school	26-30 Mai 1941	2
		School re-opened after the week's holiday. Miss Thomas has remained in the Reception Area with the pupils of this school. She will stay there until a permanent staff has been arranged for all Evacuees	9 Meh 1941	2
		Miss Thomas returned to school today. Rec'd following Circulars:- 42/41-42-Registration of children evacuated to Reception Areas-"E" 43/41-42-Teaching staffs for Reception Areas	16 Meh 1941	2
		Miss Clarissa Thomas was transferred to the Reception Area at Trelewis for the remainder of this term	24 Meh 1941	3
		Miss Walker has a week's holiday in place of Whitsun week when she was with the children evacuated to Gelligaer District	30 Meh 1941	3
		Mrs Betsi Thomas, Supply Teacher, reported for duty today-in place of Miss C Thomas, who is transferred to the Reception Area, Trelewis	8 Gor 1941	4
		The school was dismissed for the Midsummer Vacation this afternoon-from 24 <sup>th</sup> July to 12 <sup>th</sup> Aug	24 <sup>th</sup> Gor 1941	4
		School re-opened after 2 wks.' holiday. Miss Walker has special leave of absence for Government Work. Miss Clarissa m Thomas has returned form the Reception Area (24 <sup>th</sup> June 11 <sup>th</sup> Aug). The remainder of staff are all present	12 Aws 1941	4-5
		The senior pupils in charge of Miss Rees, First assistant and Miss James visited the "Food Week" exhibition at the City Hall from 10.30 to 12 noon	3 Med 1941	6
		The Head Teacher will attend the "Food Week" exhibition this afternoon-2.30pm	4 Med 1941	6
		Special summer campaign. War Savings. £126 6s 0d collected in 5 wks.' drive	11 Med 1941	6
		Rec'd following Circulars:- 45/41-42-Collection of leaves and roots 46/41-42-Private addresses-Staff 51/41-42-Evacuation of schoolchildren	22 Med 1941	7

		54/41-42-Teaching service in Reception Area 56/41-42-Necessitous children Summer Holiday 60/41-42-Registration 62/41-42-Rationing of cloth etc. 66/41-42-Food Week 68/41-42-Govt Evac Scheme 69/41-42-Junior Evening Institutes 72/41-42-Preservation of wild fruit		
		School closed this afternoon. Second part of Midsummer Holiday	26 Med 1941	7
		Letters have been sent to Mr Britten-Secretary of the British Ship Adoption Society- congratulating him on the honour conferred upon him by His Majesty, The King for special services in the Merchant Navy. He has been made a MBE	15 Hyd 1941	8
		Five students of the Furzedown Training College have attended school for the day to make preliminary arrangements-Time Tables, etc.-for their 3 wks. School Practice in January 42	4 Rhag 1941	9
		Rec'd following Circulars:- 62/41-42-Rationing of clothing 66/41-42-Food Week 68/41-42-Govt Evacuation scheme 69/41-42-Junior Evening Institutes 72/41-42-Preservation of fruit 77/41-42-School Air Raid Shelters 80/41-42-Milk in schools 86/41-42-Inventory of Furniture 90/41-42-Shadow Kitchens 92/41-42-Supplementary Clothing Coupons 94/41-42-Rationing of cloth etc. 95/41-42-"Special" Exam Evacuees 96/41-42-Supplementary Clothing cards 97/41-42-Infirmity Fund 99/41-42-Christmas Gifts USA 101/41-42-Necessitous children Xmas Holidays	10 Rhag 1941	9-10
		Students of the Furzedown Training College attended school for the morning	9 Ion 1942	10



		Five students of Furzedown Training College have started 3 wks.' school practice. The school time table has been altered to suit the requirements, a temporary one has been made and each teacher concerned had been given a copy. The students are attached to one class, but slight adjustments have been made to give certain students the opportunity for additional teaching in specialised subjects	19 Ion 1942	10
		Rec'd following Circulars:- 109/41-42-Cardiff Warship week 1 115/41-42-Cardiff Warship week 2	24 Chwe 1942	11
		Miss Clarissa Thomas is absent from school this week. She has special leave of absence having worked in a Reception Area during Whitsun Holiday 1941	2 Maw 1942	12
		Miss Rees, First Assistant, will leave school at 3pm this afternoon to attend the Exhibition of Toys made by the Teachers' Handicraft Guild at Severn Road Nursery school	17 Maw 1942	12
		Parliamentary Bye-election Monday 13 <sup>th</sup> April 42. This school required in connection with above election and therefore closed for educational purposes for the day	13 Ebr 1942	13
		A series of demonstration lessons by Dr Munroe, tutor for Furzedown College, commenced this morning. Thirty students attended. Class affected F1a. The pupils were taken to Roath Park for field work	29 Ebr 1942	13
		Wardens for Cardiff Area attended school for the examination of Gas Masks. Whole school examined during Monday aft and Tues morning sessions	4 Mai 1942	14
		Four pupils have gone to Melbourne Rd Hall, Llanishen for demonstration lesson re Shadow Kitchen	5 Mai 1942	14
		School building opened as a Rest Centre-Civil Defence Services-from 9am to 1.30pm-Large scale exercises had been arranged om Cardiff and part of Glamorgan County	31 Mai 1942	14
		The following Circulars have been rec'd:- No 1/42-43-Border children Elem Ed 2/42-43-Accidents to chin 8/42-43-Boot and clothing fund 9/42-43-Schools in event of Invasion 11/42-43-Rationing soap 12/42-43-Waste paper salvage 17/42-43-School canteen 18/42-43-Woollen Comforts Nos 21 and 22/42-43-Care of children during school holidays	30 Gor 1942	15-16

		No 23/42-43-Meals and milk 24/42-43-Free meal cases 26/42-43-Summer holidays-Addresses of teachers for Emergency calls. School closed for Summer Vacation. ¼ staffs to return for duty for Summer period to look after children whose parents find it necessary for the children to be in school		
		School re-opened after 4 wks.' holiday, All the staff are present. The following circulars have been received:- No 27/42-43-Care of children during school holidays 28/42-43-School children's Gas Masks 29/42-43-Prevention of damage to trees etc. 30/42-43-Children receiving free milk 32/42-43-Competitions "Tanks for Attack" campaign 39/42-43-Further effort "Tanks for Attack" campaign 42/42-43-"Dig for Victory" exhibition	1 Med 1942	16-17
		Twenty pupils in charge of Miss James and Miss Rees went to the City Hall to the "Dig for Victory" exhibition Circular 44/42-43-Fuel economy school buildings Circular 45/42-43-School canteen-Keep Fit class	24 Med 1942	18
		Rec'd circulars-52/42-43-Supplementary Clothing Coupons 54/42-43-Armistice Day message-Lord Privy Seal-Sir Stafford Cripps 55/42-43-Fire prevention orders 57/42-43-Report on school canteens 60/42-43-Thanksgiving Day 64/42-43-School children's Infirmary fund 65/42-43-School meals in holidays 66/42-43-Christmas Gifts 68/42-43-Damage to Air Raid Shelters	2 Tach 1942	18-19
		Rec'd circular 69/42-43-Book Drive-Cardiff Area	7 Ion 1943	20
		City of Cardiff Book Drive, which ran from 9 <sup>th</sup> to 22 <sup>nd</sup> Jan 43 brought in 6,840 books in this department. Christmas Gifts from Br War Relief Society of USA were distributed today-30 gifts and 20 boxes of Candies sent to this school	22 Ion 1943	21

		Five second year students of Furzedown College commenced school practice-period 25 <sup>th</sup> Jan to 19 <sup>th</sup> Feb	25 Ion 1943	21
		Rec'd following circulars:- 69/42-43-Cardiff Book Drive 9 <sup>th</sup> -22 <sup>nd</sup> Jan 43 70/42-43-Christmas Gifts USA 71/42-43-Milk and meals supplies 77/42-43-Wartime Day Nurseries 78/42-43-Annual tenders-needlework etc.	3 Chwe 1943	22
		The five Furzedown College students completed their 4 wks.' school practice in this school practice in this school	19 Chwe 1943	22
		Mr D G Fowles-speaker-"Wings for Victory" campaign addressed pupils	2 Ebr 1943	23
		Mrs D Davies, supply teacher, has been granted leave of absence for one week as her husband is home from the Army	9 Ebr 1943	23
		Rec'd following circulars 43/44 2-Provision of meals during holiday period 5-Border children etc. (Enclosures to be completed) 6-School meals during Easter Holidays 43	14 Ebr 1943	24
		Miss Hughes was unable to be in school for she was suffering from shock after the early morning Raid, when her home was Blitzed. Mavis Rees of 12 Penylan Rd was seriously injured and taken to hospital. Later she died as the result of burns and shock. The pupils of her class sent a wreath and a letter of condolence was sent to the nearest relative-an aunt-for Mrs Rees is still in hospital critically ill. Miss Thorne attended the funeral service at the Gospel Hall, Mackintosh Place for the pupil was late of Marlborough Rd school	18 Mai 1943	24-25
		"Wings for Victory" week-15 <sup>th</sup> -22 <sup>nd</sup> May 43. Collected by school children £1,254 6s 6d. Credited to school by Mr D Williams Abbeywood, Ninian Rd, £1900. Sale of programmes etc. £3 = £3,157 6s 6d. Mary Skinner-the school prefect-was the guest speaker for Children's day at the Indicator ceremony-She had the honour of being on the platform with Wing Commander Guy Gibson VC etc. who also spoke for this occasion	25 Mai 1943	25
		School closed for Whitsun Holidays. Rec'd following circulars:- No 1/43-44-Accidents to children 2/43-44-Provision of meals 3/43-44-Arts and Crafts exhibition 6/43-44-School meals-Easter Holidays	11 Meh 1943	26

		11/43-44-Arts and Crafts exhibition 12/43-44-"Wings for Victory" week 14/43-44-Govt Evacuation scheme 15/43-44-School meals-Whitsun		
		School closed for Summer Vacation-Extra day granted for "Wings for Victory" week special effort	29 Gor 1943	26
		Rec'd following circulars:- 22/43-44-Provision of meals-Summer Hols 23/43-44-Holiday-"Wings for Victory" week 24/43-44-"Dig for Victory" exhibition 25/43-44-Use of playgrounds and classrooms-surplus furniture	24 Med 1943	28
		A short service for Armistice Day was held in the whole school at 10.45am. The two minutes' silence was observed-poppies for the Earl Haigh (Legion) appeal were sold by an authorised seller to the pupils of the school	11 Tach 1943	30
		Mr David Williams-Abbeywood-Ninian Rd-presented 57 pupils with a Christmas Gift. (Girls whose parents in Forces rec'd same)	21 Rhag 1943	31
		Infirmity Fund-Purses presented to the Lady Mayoress	22 Rhag 1943	31
		195 articles sent to the Br Ship Adoption Society-Comforts for "our" ship; also parcel sent to the Prisoner of War-Mr Hislop	23 Rhag 1943	31-32
		School re-opened after 2 wks.' holiday. All the staff present except Miss Clarissa M Thomas who has taken up her appointment as Head Teacher of Stacey Rd school-Miss Thomas has been a member of Roath Park staff since 1 <sup>st</sup> Sept 1938. She has given valuable services in the musical side of the work and also with the special activities through War conditions viz:-Evacuation Scheme '41, School Camp '43 and First Aid Work-The staff and I wish her joy in the new sphere of duties	10 Ion 1944	32
		Bristol Ship Adoption Society-Three members of "Our" ship-MV Dena-Capt. [Tiems?], 1 <sup>st</sup> Engineer Mr Koreman, AB Seaman Serje visited the school. Although our visitors were Dutch they were able to make themselves understood and seemed to follow our conversation. A very pleasant time was spent by all	19 Ion 1944	32
		Four Furzedown students commenced school practice:- Miss Mavis Arnett Miss Joyce Hatfull Miss Sylvia Andrews	24 Ion 1944	33

		Miss Olwen Davies		
		<p>Rec'd following Circulars:-</p> <p>31/43-44-Heating of schools</p> <p>32/43-44-Sound tests-Public Warning</p> <p>33/43-44-Supplementary Clothing Coupons</p> <p>37/43-44-School Meals-Half term</p> <p>45/43-44-School Hours-Normal times</p> <p>46/43-44-School meals</p> <p>49/43-44-Infirmery Fund-Xmas Gifts</p> <p>50/43-44-Bus Tickets</p>	26 Ion 1944	33
		The Furzedown students completed their 4 wks.' school practice this afternoon. Miss Arnett was unable to return for HM Inspectors, who visited the school during the last week of their school work	18 Chwe 1944	34
		Head Teacher left school at 11.15am to go to Marlborough Rd school to make arrangements with Miss Holland for the reception of Roath Park pupils for canteen next wk.	24 Chwe 1944	34
		St David's Day Celebrations-A most harmonious and happy morning spent as the 2 programmes Seniors and Juniors proceeded-Three members of "Our Ship", Capt. Tiems, Mr Koreman 1 <sup>st</sup> Engineer and AB Seaman Serje joined us ad presented the Dutch Flag to the school-This will be a treasured possession in the school	1 Maw 1944	35
		<p>Rec'd following Circulars:-</p> <p>59/43-44-Chocolates rec'd from Optimists' Club-Toronto-Canada</p> <p>61/43-44-School meals Easter '44</p> <p>62/43-44-Coal for schools-Emergency Rations</p>	13 Maw 1944	35
		In the afternoon of Wednesday the school was closed at the request of the Lord Mayor-Alderman Frederick Jones JP and the Chairman of the Ed Committee-Alderman Fred Evans, on the occasion of the visit of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth	28-29 Maw 1944	36
		Miss M Munroe, BSc-Lecturer in Zoology, Furzedown Training College-commenced a series of demonstrations and field work in nature study for 20 pupils of the college. Two groups of girls from this school 10+ yrs. and 11+ yrs. formed the class for the demonstrations. Permission has been given by the Director of Education for the course to be arranged-a Time Table has been submitted to him. Following Circulars have been received:-	10 Mai 1944	37
		63/43-44-Coal for schools		

		65/43-44-Royal Visit to Cardiff		
		No 5/44-45-Heating of schools 10/44-45-School meals during Whitsun Holidays 44 11/44-45-Teachers' superannuation contributions	24 Mai 1944	37
		June 9 <sup>th</sup> -16 <sup>th</sup> "Salute the Soldier" week-National Savings Target £750. Collected £1,580 16s 6d	5 Meh 1944	38
		Miss Nicholson, Vice Principal Furzedown College, commenced a series of demonstration lessons with 2 groups of pupils-St IV and F3 and 4. Thirty Furzedown students attended. 1 <sup>st</sup> group were taught from 2.15 to 3.15pm. 2 <sup>nd</sup> groups was taught from 3.30 to 4.15pm-English and Drama. The time table was changed to suit the special lesson	12 Hyd 1944	41
		The pupils of this school were entertained by Tommy Porthcawl as a Christmas Gift from the staff. In the afternoon the Christmas Party was held-Capt. Tiems and 2 of the crew of the Motor Boat Dept. (Br Ship Adoption were guests	19 Rhag 1944	43
		Six pupils were entertained on board the Depa-Two members of staff accompanied them	20 Rhag 1944	43
		I have transferred F2 pupils to Miss Jones' class as her numbers had decreased after the Christmas Vacation. 16 pupils left for employment etc.	13 Chwe 1945	45
		Miss E M Jones, First Assistant Teacher, took charge of 26 Evacuees, who were invited to the City Hall for a special tea and entertainment-They left school at 3.30pm	9 Maw 1945	46
		Mme Vaillard has had 2 wks.' leave of absence granted for her son's service leave	14 Maw 1945	46
		Two lecturers of the Furzedown Training College have planned for a series of demonstration lessons. Forty students will be present. Pupils from St IV and F1 will form the groups and outdoor work will be arranged-The first lesson was held this morning	25 Ebr 1945	47
		Victory Day in Europe-8 <sup>th</sup> May 1945-VE Day Celebrations The Prime Minister, Mr Winston Spencer Churchill, made the official statement to the nation, the British Empire and Commonwealth as follows:- "Yesterday morning at 2.41am at General Eisenhower's Headquarters, General Jodl, representative of the German High Command and of Grad General Doenitz designated head of the German state, signed the act of unconditional surrender of all German land, sea and air forces in Europe to the Allied Expeditionary Force and simultaneously to the Soviet High Command. Gen Bedell Smith, Chief of Staff to the Allied Expeditionary Force and Gen Francois Sevez signed the document on behalf of the Supreme Commander of the Allied Expeditionary Force and Gen Sulsoparov signed it on behalf of the Russian High Command"	8 Mai 1945	48-49

		<p>This agreement was ratified and confirmed at Berlin where Air Chief Marshal Tedder, Deputy Supreme Commander of the Allied Expeditionary Force and General De Lattre de Tassigny, representing the French Republic signed on behalf of General Eisenhower. Marshal Zhukov signed on behalf of the Russian High Command. Hostilities ended officially at one minute after midnight Tues 8<sup>th</sup> May 1945.</p> <p>The schools closed Tues, Wed, Thurs: 8<sup>th</sup>/10<sup>th</sup> May-A Thanksgiving service was held on Friday 11<sup>th</sup> May. Programme as follows:-</p> <ol style="list-style-type: none"> <li>1. Welsh National Anthem</li> <li>2. Opening Hymns a. Jerusalem b. Let us Praise Famous Men</li> <li>3. Biblical Readings a. Leviticus XLIV (1 verse) b. Revelation XXI</li> <li>4. Address</li> <li>5. Prayer-General Thanksgiving. Particular thanks for a. Loved Ones b. People of other lands c. Our Leaders d. People of Conquered lands</li> <li>6. Chant Psalm</li> <li>7. Closing Hymn-"Now we thank we all our God"</li> <li>8. National Anthem</li> </ol>		
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