

| Reference | Title               | Description  | Date        | Page No |
|-----------|---------------------|--|-------------|---------|
| 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 Sep 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.<br>Received circular No52/39-40-National Service.<br>Received circular No54/39-40-Evacuation of schools         | 18 Sep 1939 | 334-335 |
|           |                     | Received circular No57/39-40-storing of Gas Masks; attendance of school children, Time-Tables  | 26 Sep 1939 | 335     |
|           |                     | Received circular No67/39-40-School sessions from November 20 <sup>th</sup> 1939 until January 31 <sup>st</sup> 1940   | 2 Nov 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 Nov 1939 | 338     |
|           |                     | Received circular No77/39-40-School supplies   | 6 Dec 1939  | 338     |
|           |                     | Received circular No 81/39-40-Waste Paper  | 13 Dec 1939 | 338     |
|           |                     | Received circular No 89/39-40-School sessions and War Savings campaign   | 29 Jan 1940 | 339     |
|           |                     | School reverted to usual hours for school sessions according circular No89/39-40   | 5 Feb 1940  | 340     |
|           |                     | Received circular No94/39-40-Milk on schools<br>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 Feb 1940  | 340     |
|           |                     | Received circular No98-39-40-Provision of milk for school children   | 27 Feb 1940 | 341     |
|           |                     | Received circular No 105/39-40-Books, apparatus and stationery   | 15 Mar 1940 | 342     |
|           |                     | Received circular No 4/40-41-School supplies   | 19 Apr 1940 | 343     |
|           |                     | Received circular No6/40-41-Admission of children under 5 years of age   | 23 Apr 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 May 1940  | 343     |
|           |                     | Received circular No8/40-41-"Action on the kitchen front"  | 6 May 1940  | 343     |
|           |                     | Received circular No14/40-41-Admission of children under five years of age   | 9 May 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 May 1940 | 344     |
|           |                     | Received circular No 19/40-41-Supplementary petrol rations   | 27 May 1940 | 344     |
|           |                     | Received circular No20/40-41-Books, apparatus and stationery   | 5 Jun 1940  | 344     |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Received circular No22/40-41-National Savings Movement  | 13 Jun 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 Jun 1940 | 345 |
|  |  | School opened according to circular No30/40-41. Morning session 11am to 12 noon Afternoon session 2pm to 4pm  | 3 Jul 1940  | 345 |
|  |  | Received circular No31/40-41-Air Raid Precautions-Handicraft Centres; Homework; School Libraries  | 4 Jul 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 Jul 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 Jul 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 Jul 1940 | 346 |
|  |  | Received circular No35/40-41-Paper Economy in schools   | 19 Jul 1940 | 346 |
|  |  | Received circular No41/40-41-Air Raid Precautions on School; School holidays; School sessions   | 22 Jul 1940 | 347 |
|  |  | Received circular No34/40-41-Window Protection in Schools   | 23 Jul 1940 | 347 |
|  |  | School closed for Summer Vacation-two weeks   | 25 Jul 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 Aug 1940 | 347 |
|  |  | Air Raid over the city, school took cover in shelters from 10.45am-11.20am  | 22 Aug 1940 | 347 |
|  |  | Received circular No49/40-41-Damage by Air Raids  | 27 Aug 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 Aug 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 Sep 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 Sep 1940  | 349 |
|  |  | Received circular No54/40-41-School holidays and Air Raid Warnings and School Sessions  | 10 Sep 1940 | 349 |
|  |  | Air Raid over the city 1.45pm-2.15pm. School took cover in Air Raid Shelters during that time   | 12 Sep 1940 | 350 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Received circular No58/40-41-"Action on the Kitchen Front".<br>Received circular No.55/40-41-Military Service and whole-time and part-time paid service in Civil Defence  | 13 Sep 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 Sep 1940 | 350     |
|  |  | Air Raid over the city 9.45am-10.25am. School took cover in Air Raid Shelters during that time  | 18 Sep 1940 | 350     |
|  |  | Air Raid over the city 11.40am-12.10pm- School took cover in shelters   | 25 Sep 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 Sep 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 Oct 1940 | 351     |
|  |  | Received circular No69/40-41-National Savings Movement.<br>Received circular No71/40-41-Cardiff School War Weapons Week   | 17 Oct 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 Oct 1940 | 351-352 |
|  |  | Air Raid over the city 11.45am-12.40pm. School took cover in Air Raid Shelters  | 28 Oct 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 Nov 1940 | 352     |
|  |  | Received circular No82/40-41-milk in schools  | 18 Nov 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 Nov 1940 | 352-353 |
|  |  | Received circular No84/40-41-Board of Education return regarding Air Raid Warnings  | 22 Nov 1940 | 353     |
|  |  | Air Raid over the city from 3.12pm-4.30pm. School took cover in school shelters   | 26 Nov 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 Nov 1940 | 353     |
|  |  | Air Raid over the city from 2.05pm-3.10pm. School took cover in school shelters   | 3 Dec 1940  | 353     |
|  |  | Air Raid over the city from 2.52pm-3.13pm. School took cover in school shelters   | 4 Dec 1940  | 353     |
|  |  | Received circular No86/40-41-Books apparatus and stationery   | 5 Dec 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 Dec 1940 | 354     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received circular No92/40-41-Communication with teachers in an emergency   | 16 Dec 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 Jan 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 Jan 1941 | 355     |
|  |  | Received circular No101/40-41-Enquiry re evacuation scheme for school children   | 21 Jan 1941 | 355     |
|  |  | Received circular No103/40-41-Fire Watchers.<br>Received circular No104/40-41-Evacuation of School Children  | 23 Jan 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 Jan 1941 | 356     |
|  |  | At 3.15pm a meeting of parents was held to explain the evacuation scheme for school children   | 27 Jan 1941 | 356     |
|  |  | School visited by Mrs Jones HMI and Mr Phillips re Crofts Street Infants' School   | 30 Jan 1941 | 356     |
|  |  | School visited by Mr Phillips re Crofts Street School  | 3 Feb 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 Feb 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 Feb 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 Feb 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 Feb 1941 | 358     |
|  |  | Air Raid over the city from 3.52pm-4.20pm. School took cover in school shelters  | 3 Mar 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 Mar 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 Mar 1941 | 359     |
|  |  | Air Raid over the city from 3.35pm-3.55pm. School took cover in school Air Raid Shelters   | 17 Mar 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   | 26 Mar 1941 | 359-360 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | 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  |             |         |
|  |  | Air Raid over the city from 2.25pm-3.20pm. School took cover in school Air Raid Shelters   | 27 Mar 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 Mar 1941 | 360     |
|  |  | Received circular No1/41-42-Books, apparatus and stationery and collection of waste paper and school postage   | 2 Apr 1941  | 360     |
|  |  | Received circular No3/41-42-Easter Holidays-Communication in Emergency   | 4 Apr 1941  | 360     |
|  |  | Received circular No9/41-42-School supplies  | 9 Apr 1941  | 361     |
|  |  | Received circular No10/41-42-Respirators-school children   | 22 Apr 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 May 1941  | 361     |
|  |  | Air Raid over the city from 2.15pm-2.30pm. School took shelter in school Air Raid Shelters   | 22 May 1941 | 362     |
|  |  | Received circular No.22/41-42-Evacuation of school children  | 22 May 1941 | 362     |
|  |  | Air Raid over the city from 11-11.20am. School took cover in school Air Raid Shelters  | 29 May 1941 | 363     |
|  |  | Evacuation of School Children-Teaching Staffs  | 9 Jun 1941  | 363     |
|  |  | Received circular No44/41-42-Government Evacuation Scheme  | 11 Jun 1941 | 363     |
|  |  | Under the Government Evacuation Scheme, 24 children (14 boys and 10 girls) were evacuated from this school   | 13 Jun 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 Jun 1941 | 364     |
|  |  | Received circular No51/41-42-Evacuation of School Children   | 7 Jul 1941  | 365     |
|  |  | Received circular No52/41-42-Summer Holidays-Elementary and High Schools and School Sessions   | 8 Jul 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 Jul 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 Jul 1941 | 365-366 |
|  |  | Air Raid over the city from 3.05pm-3.40pm. School took shelter in school Air Raid Shelters   | 15 Jul 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 Jul 1941 | 366     |
|  |  | Received circular No58/41-42-Government Evacuation-Second Evacuation of School Children   | 23 Jul 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 Aug 1941 | 367     |
|  |  | Received circular No62/41-42-Rationing of Clothing, Cloth, Footwear and Knitting Wool   | 27 Aug 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 Sep 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 Sep 1941 | 369     |
|  |  | Received circular No68/41-42-Government Evacuation Scheme   | 12 Sep 1941 | 369     |
|  |  | Received circular No72/41-42-Preservation of Wild Fruit, Close of Day Schools in the event of Invasion, School leavers  | 19 Sep 1941 | 370     |
|  |  | Received circular No77/41-42-School Air Raid Shelters   | 23 Sep 1941 | 370     |
|  |  | Received circular No80/41-42-milk in schools  | 16 Oct 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 Oct 1941 | 371     |
|  |  | Received circular No90/41-42-Marshals at Rest Centres and Shadow Kitchens   | 3 Nov 1941  | 371     |
|  |  | Received circular No99/41-42-Christmas Gifts from the British War Relief Society (of the) USA   | 12 Dec 1941 | 372     |
|  |  | Received circular No104/41-42-School canteens; Milk in schools scheme; Keep Fit class; War Time nurseries; Severn Road Nursery School   | 17 Dec 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 Jan 1942  | 372     |
|  |  | Received circular No 108/41-42-Rationing of Cloth, Clothing, Footwear and Knitting Wool   | 21 Jan 1942 | 373     |
|  |  | Received circular No109/41-42-Cardiff Warship Week  | 29 Jan 1942 | 374     |
|  |  | Miss Anne E Morgan granted leave of absence from the Director this afternoon-evacuation duties at Christmas   | 11 Feb 1942 | 374     |
|  |  | Received circular No114/41-42-Annual Tenders and circular No115/41-42-Cardiff Warship Week  | 20 Feb 1942 | 374     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Received circular No117/41-42-Limitation of Supplies Order-supply of "Class 13" goods   | 6 Mar 1942  | 375     |
|  |  | Miss Anne E Morgan granted leave of absence from the Director this afternoon-evacuation duties at Christmas   | 26 Mar 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 Mar 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 Apr 1942 | 375     |
|  |  | Received circular No8/42-43-City of Cardiff Evacuated School Children Boot and Clothing Fund  | 7 May 1942  | 376     |
|  |  | Received circular No9/42-43-The Position of the schools in the event of invasion  | 14 May 1942 | 376     |
|  |  | Received circular No11/42-43-Rationing of soap  | 21 May 1942 | 376     |
|  |  | School re-opened after Whitsun Holiday. Received circular No12/42-43-Waste Paper Salvage  | 1 Jun 1942  | 376     |
|  |  | Received circular No16/42-43-Books, apparatus and stationery; Supply of paper for exercise books etc.   | 10 Jun 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 Jun 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 Jun 1942 | 377     |
|  |  | Received circular No17/42-43-School canteens  | 8 Jul 1942  | 377     |
|  |  | Received circular No 21/42-43. Care of children during school holidays and school feeding   | 16 Jul 1942 | 377-378 |
|  |  | Received circular No22/42-43-Care of children during school holidays  | 20 Jul 1942 | 378     |
|  |  | Received circular No.23/42-43-Care of children during school holidays, supply of meals and milk   | 22 Jul 1942 | 378     |
|  |  | Received circular No24/42-43-Necessitous and malnutrition free meals cases  | 23 Jul 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 Jul 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 Jul 1942 | 379     |
|  |  | School re-opened after Summer Vacation. Received circular No27/42-43-Care of children during school holidays  | 1 Sep 1942  | 379     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | <p>Received circular No28/42-43-Schoolchildren's Gas Masks.</p> <p>Received circular No29/42-43-The need to assist the council in the prevention of damage to trees and shrubs</p> <p>Received circular No30/42-43-Children receiving free milk</p> <p>Received circular No32/42-43-The Cardiff Savings Committee competitions for school children in connection with the "Tanks for Attack" campaign</p>   | 2 Sep 1942  | 380-381 |
|  |  | <p>Received circular No39/42-43-"Tanks for Attack" campaign.</p> <p>Received circular No41/42-43-Opening of school canteens</p>   | 14 Sep 1942 | 381     |
|  |  | <p>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<br/>240 forks<br/>240 Dessert Spoons<br/>240 Soup Plates<br/>240 Dessert Plates<br/>240 Beakers (192 without handles and 48 with handles)<br/>Bins = (2 kitchen waste)<br/>1 Bread Bin<br/>1 Bucket<br/>18 Jugs (China-2 pt.)<br/>2 Meal Dishes<br/>9 Condiment Sets<br/>19 Tables-Large = 15<br/>Small = 4 (1 to be used serving table)<br/>36 [??] Large = 28<br/>Small = 8<br/>18 Chairs<br/>2 Ladles<br/>6 [??]<br/>1 Sweeping Brush and Handle<br/>18 Tea Towels<br/>9 Dish Cloths<br/>1 Carving Knife and Fork<br/>2 Enamel Jugs (8 pt.)</p> | 21 Sep 1942 | 381-383 |



|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | 6 Floor Cloths<br>3 Nail Brushes<br>9 Enamel Bowls<br>6 Enamel Spoons<br>6 lbs Yellow Soap<br>10lb Soap Powder<br>9 Pockets of Salt  |             |         |
|  |  | Received circular No44/42-43-Fuel Economy in school buildings.<br>Received circular No45/42-43-School canteens and Keep Fit Class for female teachers                          | 30 Sep 1942 | 383     |
|  |  | Received 1 Knife Box for the School Canteen  | 2 Oct 1942  | 383     |
|  |  | Received circular No49/42-43-School canteens   | 21 Oct 1942 | 383     |
|  |  | Received circular No57/42-43-School canteens-weekly food report  | 12 Nov 1942 | 384     |
|  |  | Received 6lbs of yellow soap and 10lbs soap powder for school canteen  | 13 Nov 1942 | 384     |
|  |  | Received circular No61/42-43-Provision of meals during holiday period  | 2 Dec 1942  | 384     |
|  |  | Received circular No64/42-43-Cardiff School-Children's Infirmary Fund and war time nurseries   | 8 Dec 1942  | 384     |
|  |  | Received circular No65/42-43-School meals during Holidays  | 15 Dec 1942 | 385     |
|  |  | School re-opened after Christmas Holidays. Received circular No68/42-43-Damage to Air Raid Shelters; Board of Education Pamphlets  | 4 Jan 1943  | 385     |
|  |  | Received circular No69/42-43-City of Cardiff Book Drive. Received 4lbs yellow soap 6lbs soap powder for school canteen   | 5 Jan 1943  | 385     |
|  |  | Received circular No71/42-43-milk and meal supplies  | 12 Jan 1943 | 385-386 |
|  |  | Received circular No75/42-43-Cardiff Book Drive  | 20 Jan 1943 | 386     |
|  |  | Received 4lbs yellow soap and 6lbs soap powder for school canteen  | 27 Jan 1943 | 386     |
|  |  | Air raid over the city from 3.10pm-3.40pm. School took cover in school air raid shelters   | 19 Feb 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 Mar 1943 | 388     |
|  |  | Miss Anne Elizabeth Morgan transferred to the War Time Nursery Baden Powell School, for the period of the war  | 15 Mar 1943 | 388     |
|  |  | Received for School Canteen-2lbs yellow soap 8lbs soap powder  | 19 Mar 1943 | 389     |
|  |  | Received circular No86/42-43-Books, apparatus and stationery   | 29 Mar 1943 | 389     |
|  |  | Received circular No2/43-44-Provision of meals during the Holiday periods.   | 8 Apr 1943  | 389     |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Received circular No3/43-44-Arts and Crafts Exhibition (Wings For Victory Week 17 <sup>th</sup> -22 <sup>nd</sup> May 1943)  |             |     |
|  |  | Received circular No6/43-44-School meals during Easter Holidays  | 14 Apr 1943 | 389 |
|  |  | Received for school canteen 2lbs yellow soap and 8lbs of soap powder   | 21 Apr 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 May 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 May 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 May 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 May 1943 | 391 |
|  |  | Received circular No14/43-44-Provision of meals during the holiday periods; Government Evacuation Scheme; Arts and Crafts Exhibition   | 24 May 1943 | 391 |
|  |  | Received for School canteen 6lbs of yellow soap and 24lbs soap powder  | 28 May 1943 | 391 |
|  |  | Received circular No 15/43-44-School meals during Whitsun Holidays 1943  | 31 May 1943 | 391 |
|  |  | Received for the school canteen-2 roller towels<br>6 dish cloths<br>3 serving spoons   | 29 Jun 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 Jul 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 Jul 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 Jul 1943 | 393 |
|  |  | Received circular No25/43-44-Use of playgrounds and classrooms and surplus furniture   | 1 Sep 1943  | 394 |
|  |  | Received for School canteen-6lbs of yellow soap and 24lbs soap powder  | 2 Sep 1943  | 394 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received circular No32-43/44-Sound tests: Public warning signals; Schedule of School Stationery etc.; Teachers Handicraft Guild  | 1 Oct 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 Oct 1943 | 395     |
|  |  | Received circular No 37/43-44-School meals during Autumn Mid-Term Holidays 1943  | 21 Oct 1943 | 396     |
|  |  | Received for School Canteen 6 lbs yellow soap and 24 lbs soap powder   | 23 Nov 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.<br>Received Circular No46/43-44. School meals during Christmas Holidays   | 8 Dec 1943  | 396-397 |
|  |  | Received circular No50/43-44-Prepaid Bus and Tram tickets  | 17 Jan 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 Feb 1944  | 398     |
|  |  | Received circular No59/43-44-Optimists Chocolate<br>Received circular No 61/43-44-School meals during Easter Holidays 1944   | 2 Mar 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:<br>4 Dozen Dessert Plates+ 1 Dozen = 5 Dozen<br>4 Dozen Soup Plates+ 1 Dozen = 5 Dozen<br>4 Dozen Forks+ 2 Dozen = 6 Dozen<br>4 Dozen Knives+ 2 Dozen = 6 Dozen<br>4 Dozen Spoons+ 2 Dozen = 6 Dozen<br>2 Trays<br>5 Tables (4 Large and 1 Small)<br>8 Chairs<br>9 Dorms (Large)<br>4 Dozen Beakers<br>4 Jugs<br>2 Bowls<br>1 Ladle<br>2 Enamel Spoons<br>2 Large Enamel Jugs | 13 Mar 1944 | 399-402 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | 1 Roller Towel<br>6 Tea Towels<br>1 Nail Brush<br>At this Canteen there is the following equipment<br>92 Dessert Plates<br>52 Soup Plates<br>164 Forks<br>166 Knives<br>156 Spoons<br>63 Beakers<br>2 Bins<br>1 Bread Bin<br>1 Bucket<br>8 Jugs<br>2 Meat Dishes<br>5 Condiment Sets<br>6 Tables<br>11 Dorms<br>10 Chairs<br>1 Ladle<br>4 Trays<br>1 Sweeping Brush<br>7 Tea Towels<br>1 Carving Knife and 1 Fork<br>0 Enamel Jugs<br>4 Enamel Spoons<br>2 Nail Brushes<br>1 Knife Box<br>1 Roller Towel |             |     |
|  |  | Received circular No63/43-44-Coal for schools  | 22 Mar 1944 | 402 |
|  |  | Received circular No65/43-44-Royal Visit to Cardiff of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth   | 28 Mar 1944 | 402 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | School closed in the afternoon according to circular No65/43-44 on the occasion of the Royal Visit to Cardiff  | 29 Mar 1944 | 402 |
|  |  | Received circular No1/44-45-Books, apparatus and stationery school postage; Form B   | 4 Apr 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 Apr 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 May 1944  | 403 |
|  |  | Received circular No10/44-45-School meals during Whitsun Holidays  | 17 May 1944 | 403 |
|  |  | Received circular No12/44-45-School Canteens-Furniture Equipment   | 23 May 1944 | 404 |
|  |  | Received circular No14/44-45-Cardiff's "Salute the Soldier" week   | 25 May 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 Jun 1944  | 404 |
|  |  | Received 9lbs soap and 24bls soap powder for the school canteen  | 8 Jun 1944  | 405 |
|  |  | Received circular No21/44-45-Books, apparatus and stationery-miscellaneous schedule  | 16 Jun 1944 | 405 |
|  |  | Received circular No22/44-45-Vitamins for Children under five in full-time attendance at public elementary schools   | 19 Jun 1944 | 405 |
|  |  | Received circular No25/44-45-Cardiff's "Salute the Soldier" week   | 28 Jun 1944 | 405 |
|  |  | Received circular No26/44-45-School meals during Summer Holidays 1944.<br>Received circular No 29/44-45-Evacuees in Cardiff Schools<br>Received circular No30/44-45-Vitamins for children under 5 years in full-time attendance at Elementary schools, Instruction in Welsh        | 7 Jul 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 Jul 1944 | 406 |
|  |  | Received 3 tables and 6 dorms for school canteen. 1 table and 2 dorms given to Boys school canteen   | 12 Jul 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 Jul 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 Jul 1944 | 406 |
|  |  | Received circular No37/44-45-"Dig for Victory" exhibition Sept 1944; education schedule, special film show   | 20 Jul 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 Jul 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 Jul 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 Sep 1944  | 408 |
|  |  | Received 9lbs yellow soap and 24lbs soap powder. Also 2 gallon cans of cod liver oil delivered during Summer Vacation   | 12 Sep 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 Sep 1944 | 409 |
|  |  | Received circular No50/44-45-School meals; Public health lecture  | 22 Sep 1944 | 409 |
|  |  | Received 30 bottles of orange juice and returned 14 empty orange juice bottles  | 27 Sep 1944 | 409 |
|  |  | Received circular No53/44-45-Mid-Term Holiday: School Meals during Autumn Mid-Term Holidays 1944  | 13 Oct 1944 | 410 |
|  |  | Received 48 bottles of orange juice and returned 24 empty orange juice bottles  | 26 Oct 1944 | 410 |
|  |  | Received 9lbs yellow soap and 14lbs soap powder for school canteen. Received circular No59/44-45-National Savings Movement  | 9 Nov 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 Nov 1944 | 411 |
|  |  | Received circular No46/44-45. School meals during Christmas Holidays 1944; Supply of milk to necessitous children; Christmas gifts  | 13 Dec 1944 | 412 |
|  |  | Received circular No65/44-45-City of Cardiff Book Drive; Keep fit classes; Cardiff school children's Infirmary fund   | 15 Dec 1944 | 412 |
|  |  | Received 20 bottles of cod liver oil  | 18 Dec 1944 | 412 |
|  |  | School re-opened after Christmas Holidays. Received 20 Bottles of Orange Juice and returned 20 empty orange juice bottles   | 8 Jan 1945  | 412 |
|  |  | Received 1 gallon can of cod liver oil 52 bottles of orange juice and returned 63 empty bottles (Orange juice)  | 12 Feb 1945 | 414 |
|  |  | Received circular No77/44-45-Collections in schools. Received circular No76/44-45-School Meals during Easter Holidays 1945  | 23 Feb 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 Feb 1945   | 414 |
|        |                          | Received circular No78/44-45-The Domestic Front-fuel economy, Cardiff and District Horticultural Show   | 28 Feb 1945   | 414 |
|        |                          | Received circular No81/44-45-WVS re-homing gifts scheme; Collections in schools; Routine medical inspection in schools  | 8 Mar 1945    | 415 |
|        |                          | Received 9lb yellow soap and 24 lb of soap powder for school canteen  | 12 Mar 1945   | 415 |
|        |                          | Received circular No83/44-45-School collections; The Prince of Wales Orthopaedic Hospital, Cardiff; Teachers handicraft guild.<br>Received circular No84/44-45-Books, apparatus and stationery etc. school postage        | 16 Mar 1945   | 415 |
|        |                          | Received circular No86/44-45-Delta class; School children's Gas Masks; Invoices   | 23 Mar 1945   | 416 |
|        |                          | Received 41 bottles of orange juice and returned 36 empty orange juice bottles  | 27 Mar 1945   | 416 |
|        |                          | Received circular No5/45-46-"V" Day Celebrations  | 1 May 1945    | 417 |
|        |                          | Received circular No6/45-46-School meals during Whitsun Holiday<br>Received circular No8/45-46-1.Celebration of Termination of Organised Hostilities in Europe<br>2.Heating of schools                                    | 3 May 1945    | 417 |
|        |                          | Received Circular No9/45-46-1.Celebration of Termination of Organised Hostilities in Europe<br>2. Music in schools  | 7 May 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 May 1945   | 417 |
|        |                          | School closed. "VE Day" Holiday   | 8-10 May 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 Sep 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 Sep 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 Sep 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 Oct 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 Oct 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 Oct 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 Nov 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 Nov 1939  | 81    |
|  |  | Afternoon session commences this afternoon at 1.30pm and terminates at 3.45pm  | 20 Nov 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 Jan 1940 | 83    |
|  |  | School is closed this afternoon. A half-holiday is granted to celebrate the visit of the King and Queen to Cardiff   | 9 Feb 1940  | 83    |
|  |  | School re-opened this morning (Tuesday), the Whitsun Holidays having been cancelled owing to the National situation  | 14 May 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 Jul 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 Jul 1940  | 86    |
|  |  | Received Circular 35/40-41-Paper Economy in schools  | 19 Jul 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 Jul 1940 | 87    |
|  |  | Received roll of muslin and [??] to cover windows  | 23 Jul 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 Sep 1940  | 89    |
|  |  | School is closed again today. Bombs have to be cleared away from the neighbourhood   | 5 Sep 1940  | 89    |



|  |  |  |                |       |
|--|--|--|----------------|-------|
|  |  | School re-opened this morning. 50% of the children attended  | 6 Sep 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 Sep 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 Nov 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 Nov 1940    | 91    |
|  |  | Miss Kate Dinham has been granted leave of absence this morning to attend the above lectures   | 15 Nov 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 Jan 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 Jan 1941    | 91-92 |
|  |  | Parents' Enquiry Forms Re Evacuation for school children were returned to the Education Offices this morning   | 31 Jan 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 Feb 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 Mar 1941    | 92    |
|  |  | Received Circular 22/41-42 re Evacuation of School Children  | 26 May 1941    | 93    |
|  |  | Children were registered for Evacuation  | 28-29 May 1941 | 93    |
|  |  | Medical examination of children registered for Evacuation took place at Roath Park Cl school   | 30 May 1941    | 93    |
|  |  | Children who were registered under Evac Scheme left Cardiff this morning. Reception Areas were Cymmer, Glyncorrwg and Blaengwynfi  | 31 May 1941    | 93    |
|  |  | Dr Herapath of the school medical department completed the examination of children in connection with the malnutrition survey  | 18 Jun 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 Jun 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 Jun 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.<br>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 Jul 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 Aug 1941 | 96    |
|  |  | Received Circular 86/41-42 re Inventory of Furniture etc. which has to be prepared in duplicate   | 22 Oct 1941 | 97    |
|  |  | Received Circular re instructions concerning issue of Supplementary Clothing Cards to children  | 17 Nov 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 Jan 1942  | 98    |
|  |  | Misses Guiseppi, Flounders and Bolton, students of Furzedown College London, now at Cardiff, commenced school practice here this morning  | 19 Jan 1942 | 98    |
|  |  | Children's Gas Masks were examined today by ARP Wardens and necessary repairs attended to   | 22 Jan 1942 | 98-99 |
|  |  | During Warship Week the amount collected in the Girls' department of the school was £410  | 28 Jan 1942 | 99    |
|  |  | This afternoon Miss Parry HMI and Miss Adams (LCC) were in school examining the students of Furzedown College, London   | 4 Feb 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 Feb 1942  | 99    |
|  |  | This morning two lessons were taken by the students of Furzedown College  | 18 Feb 1942 | 100   |
|  |  | Students of the above College visited school today and gave two lessons   | 25 Feb 1942 | 100   |
|  |  | The last of a series of lessons was given by the Students of Furzedown College this morning   | 4 Mar 1942  | 100   |
|  |  | School was closed today owing the building being used for Election purposes   | 13 Apr 1942 | 101   |
|  |  | Received Circular No 9/42-43 re "The position of schools in the event of Invasion"  | 14 May 1942 | 101   |
|  |  | This afternoon Inspector Pittaway of the Cardiff City Police addressed the girls on "Safety First"  | 19 May 1942 | 102   |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Miss Kate Dinham having returned from Glyncorrwg, a Reception Area for Evacuees, resumed duties this morning.<br>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 Jun 1942  | 102 |
|  |  | Children whose parents had given their consent, received shower baths this morning. These are to be continued periodically   | 22 Jun 1942 | 103 |
|  |  | Received Circular 17/42-43 re "School Canteens"  | 7 Jul 1942  | 103 |
|  |  | Received Circular 21/42-43 re "Care of children during school holidays"  | 16 Jul 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 Jul 1942 | 103 |
|  |  | Received notification that school canteen will be in operation from 21/9/42  | 14 Sep 1942 | 103 |
|  |  | School canteen was in operation for the first time today. Forty three girls partook of dinner  | 21 Sep 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 Oct 1942  | 105 |
|  |  | Misses Jackson and Ridout, students of Furzedown College London, this morning started a period of teaching practice  | 3 Feb 1943  | 106 |
|  |  | Misses Jackson and Ridout completed their period of teaching practice today  | 19 Feb 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 Mar 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 Jul 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 Dec 1943  | 111 |
|  |  | Misses Alexander, Harwood and Davies Furzedown College students commenced school practice here today   | 24 Jan 1944 | 111 |
|  |  | School commenced at nine o'clock this morning  | 7 Feb 1944  | 111 |
|  |  | Dr King HMI visited school for the inspection of Furzedown College Students  | 15 Feb 1944 | 112 |
|  |  | Misses Alexander, Harwood and Davies completed their term of school practice this afternoon  | 18 Feb 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 Mar 1944  | 113 |
|       |                                | Misses Hosier, Hurle, Chilcot and Lewis students of Furzedown Training College started school practice today  | 4 Feb 1945   | 117 |
|       |                                | 16 children accompanied by Miss Rees attended the Reardon Smith Hall for a practice for "V" Day Celebrations  | 2-3 May 1945 | 118 |
|       |                                | Circular No 9/45-46. Celebration of Termination of Organised Hostilities in Europe  | 7 May 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 May 1945   | 118 |
|       |                                | School closed today owing to poor attendance. Instructions conveyed from the Director   | 10 May 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 Sep 1939   | 198 |
|       |                                | Received circular No 51/39-40-Reopening of Infants' Schools.<br>Received circular No 50/39-40-Civil Pay to employees during service with military or auxiliary services.<br>Received circular No 52/39-40-National Service schedule | 14 Sep 1939  | 198 |
|       |                                | School reopened this morning  | 18 Sep 1939  | 198 |
|       |                                | Received circular No 54/39-40. Evacuation of schools; Lighting; Structural alterations; Timetables; Requisitions  | 19 Sep 1939  | 198 |
|       |                                | Received circular No 57/39-40-Respirators; Attendance of school children; Timetable   | 27 Sep 1939  | 198 |
|       |                                | Received circular No 65/39-40. First Aid courses in schools to commence on November 1 <sup>st</sup> 1939  | 27 Oct 1939  | 202 |
|       |                                | Received circular No 67/39-40-School sessions   | 2 Nov 1939   | 202 |
|       |                                | Received circular No 77/39-40-School supplies   | 6 Dec 1939   | 203 |
|       |                                | Received circular No 81/39-40-Waste paper   | 13 Dec 1939  | 203 |
|       |                                | School sessions. Circular No 89/39-40-War Savings campaign  | 27 Jan 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 Feb 1940   | 204 |
|       |                                | Received circular No 98/39-40-Provision of milk for school children   | 27 Feb 1940  | 205 |
|       |                                | Received circular No 4/40-41-School supplies  | 19 Apr 1940  | 205 |
|       |                                | Received circular No 6/40-41-Admission of children under five years of age  | 23 Apr 1940  | 205 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | "Action on the Kitchen Front". Received circular No 8/40-41  | 6 May 1940  | 206     |
|  |  | Admission of children under five years of age. Circular No 14  | 9 May 1940  | 206     |
|  |  | Received circular No 19/40-41-Supplementary Petrol   | 26 May 1940 | 206     |
|  |  | Received circular No 21/40-41-Provision of meals to necessitous school children  | 6 Jun 1940  | 206     |
|  |  | Received circular No 22/40-41-National Savings   | 13 Jun 1940 | 206     |
|  |  | Received circular No 30/40-41-School sessions. From 3 <sup>rd</sup> July, Morning 11am-12 noon, Afternoon 2pm-4pm  | 2 Jul 1940  | 206     |
|  |  | Received circular No 31/40-41-Dispersal of children immediately an Air Raid Warning is given   | 4 Jul 1940  | 206     |
|  |  | Received circular No 32/40-41-Children's Overseas Reception Scheme   | 9 Jul 1940  | 206     |
|  |  | Received circular No 35/40-41-Paper economy  | 19 Jul 1940 | 207     |
|  |  | Received circular No 41-40-41-Air Raid Precautions in schools; School Holidays; School sessions  | 21 Jul 1940 | 207     |
|  |  | Received circular No 34/40-41-Window protection  | 24 Jul 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 Aug 1940 | 207     |
|  |  | Received circular No 49/40-41-Damage by Air Raids  | 27 Aug 1940 | 207     |
|  |  | Received circular No 54/40-41-School Holidays; Air Raid Warnings and School sessions   | 9 Sep 1940  | 207     |
|  |  | Received circular No 55/40-41-Military service. Received circular No 58/40-41-"Action on the Kitchen Front"  | 13 Sep 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.<br>Received circular No 64/40-41-Air Raid Precautions in schools; Fire-fighting appliances; Air Raid Shelters; Use of bells and whistles; Respirators | 14 Oct 1940 | 208     |
|  |  | Received circular No 69/40-41-National Savings.<br>Received circular No 71/40-41-Cardiff Schools War Weapons week  | 17 Oct 1940 | 208-209 |
|  |  | Received circular No 80/40-41-School sessions  | 11 Nov 1940 | 209     |
|  |  | Received circular No 84/40-41-Return re Air Raid Warnings  | 22 Nov 1940 | 209     |
|  |  | Received circular No 86/40-41-Books, apparatus   | 5 Dec 1940  | 209     |
|  |  | Received circular No 92/40-41-Communication with teachers in an emergency  | 16 Dec 1940 | 209     |
|  |  | Received circular No 99/40-41-Fire watchers  | 20 Jan 1941 | 209     |
|  |  | Received circular No 101/40-41-Evacuation; Enquiry   | 21 Jan 1941 | 209     |
|  |  | Received circular No 104/40-41-Evacuation  | 23 Jan 1941 | 209     |
|  |  | Received circular No 74/40-41-Sandbags in streets  | 7 Feb 1941  | 210     |

|  |   |             |         |
|--|---|-------------|---------|
|  | Received circular No 1/41-42-Books, apparatus   | 31 Mar 1941 | 210     |
|  | Received circular No 3/41-42-Easter Holidays. Communication with teachers in an emergency   | 4 Apr 1941  | 210     |
|  | Received circular No 9/41-42-School supplies  | 9 Apr 1941  | 210     |
|  | Received circular No 10/41-42-Respirators school children   | 22 Apr 1941 | 210     |
|  | Received circular No 15/41-42-Shadow Kitchens   | 5 May 1941  | 210     |
|  | Received circular No 22/41-42-Evacuation of Children  | 26 May 1941 | 211     |
|  | Received circular No 23/41-42-Evacuations; Medical Exam   | 28 May 1941 | 211     |
|  | Received circular No 43/41-42-Evacuation of school children; Teaching staff   | 9 Jun 1941  | 211     |
|  | Received circular No 51/41-42-Evacuation.<br>Received circular No 52/41-42-Holidays; School sessions                                    | 8 Jul 1941  | 211     |
|  | Received circular No 58/41-42-Second Evacuation   | 23 Jul 1941 | 211     |
|  | Received circular No 60/41-42-Registration  | 19 Aug 1941 | 211     |
|  | Received circular No 62/41-42. Rationing of cloth, clothing, footwear and knitting wool   | 26 Aug 1941 | 212     |
|  | Received letter from Chairman of the Managers requesting information regarding evacuated children                                       | 27 Aug 1941 | 212     |
|  | Received circular No 68/41-42-Government Evacuation Scheme (Poster)   | 15 Sep 1941 | 212     |
|  | Received circular No 71/41-42-Evacuation  | 17 Sep 1941 | 213     |
|  | Received circular No 72/41-42-Preservation of wild fruit; Closure of schools in event of invasion                                       | 19 Sep 1941 | 213     |
|  | Received circular No 77/41-42-School Air Raid Shelters  | 23 Sep 1941 | 213     |
|  | Received circular No 80/41-42-Milk in schools.<br>Received circular No 80/41-42-Government Evacuation                                   | 17 Oct 1941 | 213     |
|  | Christmas Holidays-meals and milk   | 12 Dec 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 Dec 1941 | 213-214 |
|  | Received circular No 108/41-42-Rationing of clothing, footwear and knitting wool  | 19 Jan 1942 | 214     |
|  | Received circular No 115/41-42-Cardiff Warship Week   | 20 Feb 1942 | 214     |
|  | Received circular No 117/41-42-Limitation of supplies   | 6 Mar 1942  | 214     |
|  | Received circular No 122/41-42-Book, apparatus, school postage Form B; Milk Bottles; Necessitous children                               | 31 Mar 1942 | 214     |
|  | Circular No 8/42-43-City of Cardiff Evacuated School Children's Boot and Clothing fund  | 9 May 1942  | 215     |
|  | Received circular No 7/42-43. Position of the Schools in the event of invasion  | 14 May 1942 | 215     |
|  | Received circular No 11/42-43-Rationing of soap   | 20 May 1942 | 215     |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | School reopened after Whitsun Holidays. Received circular No 12/42-43-Waste paper salvage   | 1 Jun 1942  | 215 |
|  |  | Received circular No 16/42-43-Books, apparatus  | 11 Jun 1942 | 215 |
|  |  | Received circular No 19/42-43-Gift of chocolate   | 30 Jun 1942 | 215 |
|  |  | Received circular No 17/42-43-School canteens   | 8 Jul 1942  | 215 |
|  |  | Received circular No 21/42-43-Care of children during school holidays; School feeding   | 16 Jul 1942 | 215 |
|  |  | Received circular No 22/42-43-Care of children during school holidays; Times of opening in afternoon  | 20 Jul 1942 | 215 |
|  |  | Received circular No 23/42-43-Care of children during school holidays; Supply of meals and milk   | 21 Jul 1942 | 215 |
|  |  | Received circular No 24/42-43-Necessitous free meals  | 23 Jul 1942 | 215 |
|  |  | Received circular No 25/42-43-School canteens   | 29 Jul 1942 | 215 |
|  |  | Received circular No 27/42-43-Care of children during Summer Holidays   | 17 Aug 1942 | 216 |
|  |  | Received circular No 28/42-43-Schoolchildren's Gas Masks.<br>Received circular No 29/42-43-Prevention of damage to trees and shrubs.<br>Received circular No 30/42-43-Children receiving free milk<br>Received circular No 32/42-43-Savings competition | 2 Sep 1942  | 216 |
|  |  | Received circular No 44/42-43-School canteen  | 28 Sep 1942 | 216 |
|  |  | Received circular No 49/42-43-School canteens   | 22 Oct 1942 | 216 |
|  |  | Received circular No 61/42/43-Provision of meals during Holiday period  | 2 Dec 1942  | 217 |
|  |  | Received circular No 64/42-43-Cardiff school children's infirmary fund; War Time nurseries  | 8 Dec 1942  | 217 |
|  |  | Received circular No 65/42-43-School meals during holidays  | 16 Dec 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 Jan 1943  | 217 |
|  |  | Received circular No 69/42-43-City of Cardiff book drive  | 5 Jan 1943  | 217 |
|  |  | Received circular No 75/42-43-Cardiff book drive  | 20 Jan 1943 | 217 |
|  |  | Received circular No 86/42-43-Books. Apparatus, stationery  | 29 Mar 1943 | 217 |
|  |  | Received circular No 2/43-44-Meals during Holidays  | 8 Apr 1943  | 217 |
|  |  | Received circular No 6/43-44-School meals; Easter Holidays  | 14 Apr 1943 | 218 |
|  |  | Received circular No 15/43-44-School meals during Whitsun Holidays 1943   | 31 May 1943 | 218 |
|  |  | Received circular No 14/43-44-Provision of meals during holiday periods; Government Evacuation Scheme   | 22 May 1943 | 218 |
|  |  | Received circular No 22/43-44-School meals  | 14 Jul 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 Sep 1943  | 219 |
|  |  | Received circular No 32/43-44. Sound tests Warning Signals; Schedule of school stationery tc; Teachers Handicraft Guild  | 1 Oct 1943  | 220 |
|  |  | Received circular No 37/43-44-School meals during Autumn Mid-term Holidays, 1943   | 21 Oct 1943 | 220 |
|  |  | Received notice of visit of Miss Joan Lawson on October 30 <sup>th</sup> 1943-Russian Folk Dances  | 22 Oct 1943 | 220 |
|  |  | Received circular No 45/43-44-School hours; damage to public amenities; Christmas gifts.<br>Received circular No 46/43-44-School meals during Christmas Holidays, 1944   | 8 Dec 1943  | 220 |
|  |  | Received circular No 50/43-44-Prepaid bus/train tickets  | 17 Jan 1944 | 220 |
|  |  | Received circular No 56/43-44-Shadow kitchen practice  | 19 Feb 1944 | 221 |
|  |  | St David's Day. Programme of songs and dances-school closed in the afternoon.<br>Received circular No 60/43-44-Shadow kitchens   | 1 Mar 1944  | 221 |
|  |  | Received circular No 61/43-44-School meals during Easter Holidays 1944   | 2 Mar 1944  | 221 |
|  |  | Received circular No 59/43-44-Optimists chocolate  | 3 Mar 1944  | 221 |
|  |  | Received circular No 62/43-44-Coal for schools   | 11 Mar 1944 | 221 |
|  |  | Received circular No 63/43-44-Coal for schools   | 23 Mar 1944 | 221 |
|  |  | Received circular No 65/43-44-Royal Visit to Cardiff   | 28 Mar 1944 | 221 |
|  |  | Received circular No 1/44-45-Books apparatus, stationery, contracts, rationing of cloth etc.   | 4 Apr 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 Apr 1944 | 222 |
|  |  | Received circular No 10/44-45-School meals during Whitsun Holidays 1944  | 26 May 1944 | 222 |
|  |  | Received circular No 16/44-45-Recruitment of staffs under the Emergency Scheme for the Training of Teachers  | 5 Jun 1944  | 222 |
|  |  | Received circular No 26/44-45-School meals in Summer Holidays.<br>Received circular No 29/44-45/Evacuees in Cardiff schools.<br>Received circular No 30/44-45-Vitamins for children under five years in full time attendance of elementary schools; Instruction in Welsh | 7 Jul 1944  | 224 |
|  |  | Received circular No 35/44-45-Damage to allotments etc.  | 14 Jul 1944 | 224 |
|  |  | Received circular No 37/44-45. Dig for Victory Exhibition; Education schedule; Special film show   | 21 Jul 1944 | 224 |
|  |  | School reopened after Midsummer Holidays. Received circular No 39/44-45-Vitamin supplements  | 4 Sep 1944  | 224 |
|  |  | Received circular No 50/44-45-School meals etc.  | 22 Sep 1944 | 225 |
|  |  | Received circular No 46/42-44-School meals during Christmas Holidays, 1944; Christmas gifts  | 12 Dec 1944 | 225 |



|       |                               |   |             |         |
|-------|-------------------------------|---|-------------|---------|
|       |                               | Received circular No 65-Book drive; Keep fit classes; Cardiff children's infirmary fund   | 16 Dec 1944 | 225     |
|       |                               | Received circular No 77/44-45-Collections in schools  | 23 Feb 1945 | 226     |
|       |                               | Received circular No 78-44-45-Fuel economy horticultural show   | 28 Feb 1945 | 226     |
|       |                               | Received circular No 81/44-45-WVS rehoming gifts scheme; Collections in schools; Routine medical inspections in schools   | 8 Mar 1945  | 226     |
|       |                               | Received circular No 83/44-45-School collections; Teachers Handicraft Guild   | 19 Mar 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 Apr 1945 | 226-227 |
|       |                               | Received circular No 5/45-46-"V" Day celebrations   | 1 May 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 May 1945  | 227     |
|       |                               | VE Day. School closed for two days  | 8 May 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 Feb 1940  | 14      |
|       |                               | Circular No 80/40-41-All schools.<br>School sessions to continue as for the summer months owing to continuation of Summer Time during the winter months   | 9 Nov 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  | Dec 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  | Jan 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 | Feb 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 Feb 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 Feb 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 Feb 1942 | 20    |
|        |   | A 2 <sup>nd</sup> party of Furzdown students visited the school   | 5 Mar 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 Mar 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 Sep 1939  | 81    |
|        |   | School re-opened today after closure  | 16 Oct 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 May 1940 | 85    |
|        |   | School closed at 10.30 after a celebration for Empire Day, and a collection for tobacco for the Serving Forces  | 24 May 1940 | 85    |
|        |   | There are only 14 children present. Two Air Raid Warnings having been sounded during the night  | 1 Jul 1940  | 85-86 |
|        |   | School closed this afternoon for two weeks holiday  | 25 Jul 1940 | 86    |
|        |   | Attendance down to 64% owing largely to Air Raids   | 6 Sep 1940  | 86    |
|        |   | Furzedown College students (LCC) now evacuated to Cardiff visited the school this afternoon with Miss Munro, mistress of method   | 6 Feb 1941  | 88    |
|        |   | School could not open this morning, being flooded with water following water "Blitz" during night   | 4 Mar 1941  | 89    |
|        |   | Re-opened at Llandaff C School. The Howard Gardens premises being taken from us to be given to the High School  | 19 Mar 1941 | 89    |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | School closed this afternoon for part of the Summer Holidays  | 24 Jul 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 Jul 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 May 1943 | 106     |
|  |  | I was present at the opening of the above name exhibition this morning. The Director of Education praised the work highly   | 17 May 1943 | 106     |
|  |  | The children visited the Charles St exhibition this morning   | 21 May 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 Jul 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 Sep 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 Sep 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 Sep 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 Oct 1943 | 111     |
|  |  | School closed at noon today as the King, Queen and Princess Elizabeth visited Cardiff   | 29 Mar 1944 | 115     |
|  |  | Two more groups of Furzedown College students came to observe methods of education, 1 group Thursday morn and another Thursday afternoon  | 12 May 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 Dec 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 May 1945 | 124     |
|  |  | School re-opened today after holidays in celebration of Victory in Europe. There have been only 7 children at school  | 11 May 1945 | 124     |

|        |                                   |  |             |     |
|--------|-----------------------------------|--|-------------|-----|
| EC14/6 | Kitchener Road Elementary Infants | Circular 44/39-40-Closure of schools. School closed through declaration of war   | 4 Sep 1939  | 177 |
|        |                                   | Circular 50/39-40-"Military Service"<br>Circular 51/39-40-National Service<br>Circular 52/39-40-Reopening of Infants Schools   | 14 Sep 1939 | 177 |
|        |                                   | Circular 54/39-40 "Evacuation of schools-Lighting-Structural Alterations etc." School reopened   | 18 Sep 1939 | 177 |
|        |                                   | Circular No 57/39-40-"Respirators" etc.  | 27 Sep 1939 | 177 |
|        |                                   | Practice of ARP dismissal taken at various times   | 11 Oct 1939 | 178 |
|        |                                   | Circular No 65/39-40-"First Aid Courses in schools"  | 27 Oct 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 Nov 1939  | 178 |
|        |                                   | Circular 77/39-40-School supplies "Increase in tender prices"  | 6 Dec 1939  | 179 |
|        |                                   | Circular 81/39-40-Waste paper  | 13 Dec 1939 | 179 |
|        |                                   | Circular 89/39-40-"School sessions revert to usual hours on Feb 5 <sup>th</sup> (Monday)   | 29 Jan 1940 | 179 |
|        |                                   | C 96/39-40-Visit of Their Majesties-Half Holiday in honour of Royal Visit  | 9 Feb 1940  | 180 |
|        |                                   | Circular 98/39-40-"Provision of milk for children"   | 29 Feb 1940 | 180 |
|        |                                   | 104/39-40-Easter Holidays; Dinners; Milk<br>105/39-40-Books, Apparatus and Stationery; "From April 1 <sup>st</sup> expenditure 3/9 per head for average no on books" | 15 Mar 1940 | 180 |
|        |                                   | Circular 4/40-41-"School supplies"   | 19 Apr 1940 | 181 |
|        |                                   | Circular 6/40-41-"Admission of children under five years of age"   | 23 Apr 1940 | 181 |
|        |                                   | Circular No 8/40-41-"Action on the Kitchen Front"  | 5 May 1940  | 181 |
|        |                                   | Circular No 12/40-41-Whitsun Holidays; Necessitous school children:-meals  | 7 May 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 May 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 May 1940 | 182 |
|        |                                   | Circular No 20/40-41-"Increase in tender prices"   | 5 Jun 1940  | 182 |
|        |                                   | Circular No 30/40-41-"School sessions" Times of school sessions as and from 3 <sup>rd</sup> July as follows:- viz  | 2 Jul 1940  | 182 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Morning session 11am to 12 noon<br>Afternoon session-2-4 (Infants).<br>Time Table modified accordingly   |             |     |
|  |  | Circular No31 1940-41 "Re Air Raid Precautions" Children living within 4 minutes of the school must be evacuated to their homes  | 4 Jul 1940  | 183 |
|  |  | Circular No 32/40-41-"Childrens Overseas Reception Scheme"   | 9 Jul 1940  | 183 |
|  |  | Circular 41/40-41-Air Raid Precautions   | 22 Jul 1940 | 183 |
|  |  | Received circular No 34/40-41 Dated 17.7.40. Received Gauz:-Teachers cut lengths for windows   | 24 Jul 1940 | 183 |
|  |  | School closed for 2 weeks  | 25 Jul 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 Aug 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 Aug 1940 | 184 |
|  |  | Circular 54/40-41-"School Holidays" Air Raid Precautions and school sessions   | 9 Sep 1940  | 184 |
|  |  | Circular 55/40-41-Military Service and Service in Civil Defence  | 13 Sep 1940 | 185 |
|  |  | Circular 58/40-41-"Action on the Kitchen Front" Exhibition and Demonstration   |             |     |
|  |  | Circular 61/40-41-"Holidays" Dinners; Milk   | 25 Sep 1940 | 185 |
|  |  | Circular 65/40-41-Reported visit of the Director of Education and appreciation of courage of teachers and children   | 14 Oct 1940 | 185 |
|  |  | Circular No 64/40-41-"ARP in schools"  | 16 Oct 1940 | 185 |
|  |  | Circular No 69/40-41-"National Savings Movement"   | 17 Oct 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 Oct 1940 | 185 |
|  |  | Circular No 84/40-41-"Return of Air Raid Warnings"   | 21 Nov 1940 | 186 |
|  |  | Alert sounded 11.55. All Clear 12.50<br>Alert sounded 3.05. All Clear 4.30   | 26 Nov 1940 | 186 |
|  |  | Alert sounded 2.05. All Clear 3.10   | 3 Dec 1940  | 186 |
|  |  | Alert 2.55. All Clear 3.20   | 4 Dec 1940  | 186 |
|  |  | Alert sounded 10 to 2. All Clear 2.10. Alert sounded 2.15. All Clear III o/c   | 11 Dec 1940 | 186 |
|  |  | Circular No 92/40-41-"Communication with teachers in an emergency"   | 16 Dec 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 Jan 1941     | 187 |
|  |  | School reopened at Severn Road Infants' Dept. Visiting of children's home continued   | 13 Jan 1941    | 187 |
|  |  | Percentage for week very low, mainly due to the evacuation of children from damaged homes   | 17 Jan 1941    | 187 |
|  |  | Circular No 99/40-41-"Fire Fighters"  | 20 Jan 1941    | 187 |
|  |  | Circular No 101/40-41-Re Evacuation Scheme  | 21 Jan 1941    | 187 |
|  |  | Circular No 103/40-41-Fire Watchers<br>Circular No 104/40-41-Evacuation of School Children  | 23 Jan 1941    | 187 |
|  |  | Circular No 111/40-41-Chief Constables memorandum<br>Circular No 112/40-41-Fire Prevention (Business Premises)  | 14 Feb 1941    | 188 |
|  |  | Circular No 117/40-41-"Surplus Furniture and Apparatus"   | 11 Mar 1941    | 188 |
|  |  | 10/41-42-Re Respirators   | 22 Apr 1941    | 189 |
|  |  | 10.30 Head Teachers meeting re Evacuation. Information sent re Evacuation of School child   | 26 May 1941    | 189 |
|  |  | 23/41-42-Government Evacuation Scheme   | 29 May 1941    | 189 |
|  |  | Registration for Evacuation   | 28-29 May 1941 | 189 |
|  |  | School reopened. Twenty five children evacuated with Government Scheme. Twenty five children evacuated to reception areas. One child returned   | 9 Jun 1941     | 189 |
|  |  | Circular 51/41-42-Evacuation of children  | 7 Jul 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 Jul 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 Aug 1941    | 190 |
|  |  | Circular No 62/41-42-Rationing of cloth, wool etc.  | 25 Aug 1941    | 190 |
|  |  | Circular No 72/41-42-Preservation of wild fruit etc.  | 19 Sep 1941    | 191 |
|  |  | Circular No 74/41-42-Holidays; Milk arrangements<br>Circular 75/41-42-Instruction in making equipment for Nursery Schools<br>77/41-42-School Air Raid Shelters  | 23 Sep 1941    | 191 |
|  |  | Circular 80/41-42-Milk in schools   | 14 Oct 1941    | 191 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Circular 84/41-42-Periodical inspection of Gas Masks   | 17 Oct 1941 | 191     |
|  |  | Four students from Furzedown Training College visited this school for observation of methods in teaching   | 27 Nov 1941 | 191     |
|  |  | Circular No 99/41-42-Christmas gifts from children of America  | 12 Dec 1941 | 192     |
|  |  | Circular 104/41-42-School canteens; Keep fit classes; War time nurseries; Severn Road Nursery School   | 17 Dec 1941 | 192     |
|  |  | Four students from Furzedown Training College came for practice. Present for three weeks   | 19 Jan 1942 | 192     |
|  |  | Circular 122/41-42-Books, App, stationery 3/9 per head   | 20 Mar 1942 | 193     |
|  |  | Circular No 11/42-43-Soap Rationing  | 21 May 1942 | 193     |
|  |  | Circular No 17/42-43-School canteens   | 7 Jul 1942  | 193     |
|  |  | Circular No 21/42-43-Care of children holidays   | 21 Jul 1942 | 193     |
|  |  | Circular No 24/42-43-Free meals and milk   | 24 Jul 1942 | 193     |
|  |  | Circular No 25/42-43-School Canteens   | 29 Jul 1942 | 193     |
|  |  | Circular 27/42-43-"Abandon scheme for voluntary attendance at school owing to the poor attendance of children"   | 13 Aug 1942 | 193-194 |
|  |  | Circular 39/42-43-Tanks for Attack campaign  | 12 Sep 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 Sep 1942 | 194     |
|  |  | Circular 44/42-43-Fuel economy<br>Circular 45/42-43-School canteens  | 30 Sep 1942 | 194-195 |
|  |  | Circular 55/42-43-Fire Prevention  | 9 Nov 1942  | 195     |
|  |  | Circular No 64.42-43-Cardiff Children's Infirmary appointment for War-time nurseries   | 8 Dec 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 Dec 1942 | 195     |
|  |  | No 65/42-43-School Meals during Holidays   | 15 Dec 1942 | 196     |
|  |  | Miss M parry HMI visited school to inspect nursery school premises and canteen   | 4 Jan 1943  | 196     |
|  |  | Circular No 68/1942-43-Air Raid Shelters. Circular No 69/42-43-Book Drive.<br>Board of Education memorandum 35-Battle for fuel<br>Board of Education memorandum No 435-Milk in Schools Scheme  | 5 Jan 1943  | 196     |
|  |  | Circular No 75/42-43-Cardiff Book Drive  | 18 Jan 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 Jan 1943 | 196     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | 4 students from Furzedown Training College commenced teaching practice-Misses Dinneen, Alden, Heath, Stirt   | 25 Jan 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 Feb 1943 | 197     |
|  |  | Students from Furzedown Training College finished teaching practice  | 19 Feb 1943 | 197     |
|  |  | Circular-Teachers and the War effort   | 24 Feb 1943 | 197     |
|  |  | Circular No 2/43-44-Provision of meals during the holiday periods<br>Circular No 3-/43-44-Arts and Crafts Exhibition                                       | 7 Apr 1943  | 198     |
|  |  | Circular No 6/43-44-School meals during Easter Holidays 1943   | 15 Apr 1943 | 198     |
|  |  | School reopened. Schedule XIX-received teachers' salaries<br>Circular No 8/43-44-Empire Day; Evacuees<br>Circular re Wings for Victory Week-Exhibition     | 3 May 1943  | 198     |
|  |  | Circular No 12/43-44-"Wings for Victory week"  | 17 May 1943 | 198     |
|  |  | A bad attendance following a bad raid  | 18 May 1943 | 198     |
|  |  | Circular No 14 43/44-Provision of meals during Holiday periods; Government Evacuation Scheme   | 25 May 1943 | 199     |
|  |  | Schools re Shadow Kitchen St Patrick's Hall<br>Circular No 15/43-44-Holiday meals  | 9 Jun 1943  | 199     |
|  |  | Circular 22/43-44-School meals during Summer Holidays  | 15 Jul 1943 | 199     |
|  |  | School closed for Summer Holidays. Friday July 30 <sup>th</sup> granted a holiday-Celebration of Cardiff Wings for Victory week                            | 29 Jul 1943 | 200     |
|  |  | Circular No 31/43-44-Heating of schools  | 29 Sep 1943 | 200     |
|  |  | Circular No 32/43-44-Sound tests Public Warning Signals  | 1 Oct 1943  | 200     |
|  |  | Miss Phillips Inspector of Schools visited the school to discuss the opening of the War-time nursery class   | 7 Oct 1943  | 200     |
|  |  | Circular No 37/43-44-School meals during half-term   | 21 Oct 1943 | 201     |
|  |  | Enrolment for War-time Nursery class. 11 children enrolled   | 25 Oct 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 Oct 1943 | 201     |
|  |  | War-time Nursery class started-9 children attended   | 2 Nov 1943  | 201     |
|  |  | Dr N Gibbs examined children in War-time Nursery class   | 4 Nov 1943  | 201     |
|  |  | Circular No 45/43-44-Normal school hours from Monday February 7 <sup>th</sup> 1944; Xmas gifts<br>Circular No 46/43-44. School meals in Christmas Holidays | 8 Dec 1943  | 202     |



|  |  |   |                   |     |
|--|--|---|-------------------|-----|
|  |  | Circular No 49/43-44-Cardiff School children's Infirmary Fund; Christmas Gifts-British War Relief Soc USA   | 17 Dec 1943       | 203 |
|  |  | Received parcel of toys and sweets from the British War Relief Society of the United States of America  | 13 Jan 1944       | 203 |
|  |  | Circular No 50/43-44-Prepaid Bus/Train tickets  | 18 Jan 1944       | 203 |
|  |  | Miss Amor attended shadow kitchen meeting in Kitchener Rd boys school 2.30pm  | 1 Feb 1944        | 203 |
|  |  | School commenced at 9am   | 7 Feb 1944        | 203 |
|  |  | St David's Day celebrations-half holiday. Circular No 60/43-44-Shadow kitchens  | 1 Mar 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 Mar 1944        | 204 |
|  |  | Circular No 63/43-44-Coal for schools   | 22 Mar 1944       | 205 |
|  |  | Circular No 65/43-44-Royal visit to Cardiff   | 28 Mar 1944       | 205 |
|  |  | Circular No 1/44-45-Book, apparatus. stationery   | 5 Apr 1944        | 205 |
|  |  | Circular No 5/44-45-Heating of schools  | 24 Apr 1944       | 205 |
|  |  | Circular No 10/44-45-School meals in Whitsun Holiday  | 18 May 1944       | 205 |
|  |  | Circular No 14/44-45-Salute the Soldier week  | 25 May 1944       | 205 |
|  |  | Circular No 16/44-45- Recruitment of Staffs under Emergency Scheme for the training of teachers   | 5 Jun 1944        | 206 |
|  |  | Four students for Furzedown Training College visited the school preparatory to doing school practice  | 7 Jun 1944        | 206 |
|  |  | Four students for Furzedown Training College commenced teaching practice<br>Circular No 22/44-45-Vitamins for children  | 19 Jun 1944       | 206 |
|  |  | Circular No 25/44-45-"Salute the Soldier" week  | 29 Jun-4 Jul 1944 | 207 |
|  |  | Students for Furzedown Training College finished teaching practice<br>Circular No 26/44-45-School meals-Summer Holidays<br>Circular No 29/44-45-Evacuees in Cardiff Schools<br>Circular No 30/44-45-Vitamins for children under 5 | 7 Jul 1944        | 207 |
|  |  | Circular No 38/44-45-Provision of meals for Evacuated children  | 26 Jul 1944       | 207 |
|  |  | School reopened. Circular 39/44-45-Vitamin supplements<br>Circular 42/44-45-Evacuees in Cardiff Schools   | 4 Sep 1944        | 208 |
|  |  | Circular No 46/44-45-Mustard Gas Warning  | 18 Sep 1944       | 208 |
|  |  | Circular No 50/44-45-School meals   | 22 Sep 1944       | 208 |

|        |                            |   |             |     |
|--------|----------------------------|---|-------------|-----|
|        |                            | Circular No 58/44-45-School funds   | 6 Nov 1944  | 209 |
|        |                            | Circular No 59/44-45-National Savings Movement  | 10 Nov 1944 | 209 |
|        |                            | Circular No 61/44-45-Xmas gifts   | 27 Nov 1944 | 209 |
|        |                            | Circular No 60/44-45-Cardiff Book drive   |             |     |
|        |                            | Received parcel of toys and sweets from the British War Relief Society of the USA   | 4 Dec 1944  | 210 |
|        |                            | Circular No 46-Meals during Xmas holidays   | 13 Dec 1944 | 210 |
|        |                            | Circular No 65-City of Cardiff book drive   | 15 Dec 1944 | 210 |
|        |                            | Circular No 77/44-45-Collections in schools   | 23 Feb 1945 | 210 |
|        |                            | Circular No 76/44-45-School meals   | 23 Feb 1945 | 211 |
|        |                            | Circular 78/44-45-Fuel economy  | 28 Feb 1945 | 211 |
|        |                            | Circular 81/44-45-WVS Rehoming Gifts Scheme   | 8 Mar 1945  | 211 |
|        |                            | Circular No 83/44-45-School Collections; P of Wales   | 19 Mar 1945 | 211 |
|        |                            | Circular No 84/44-45-Books, apparatus, stationery   |             |     |
|        |                            | Circular No 86/44-45-Gas Masks-Invoices   | 23 Mar 1945 | 211 |
|        |                            | Circular No 5/45-46-V Day celebrations  | 1 May 1945  | 212 |
|        |                            | Circular No 8/45-46-Heating of schools  | 3 May 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 May 1945  | 212 |
| EC16/1 | Llandaff Mixed and Infants | Owing to the outbreak of War, the School was closed. Circular 44 received   | 4 Sep 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 Sep 1939 | 365 |
|        |                            | ARP arrangements have been made with the head-teacher of Hawthorn School  | 17 Nov 1939 | 369 |
|        |                            | This afternoon the school assembled at 1.30pm<br>The time-table is as follows: 1.30-2.10-2.45-2.50-3-.45. The infants dismiss at 3.30   | 20 Nov 1939 | 369 |
|        |                            | Afternoon session 2-4.30pm  | 5 Feb 1940  | 372 |
|        |                            | Circular No 96 received: - Visit of the King and Queen to Cardiff (Inspection of Voluntary Organisations). The school closed this afternoon                                     | 9 Feb 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 Mar 1940  | 373 |
|        |                            | The school re-opened after the Easter Holidays: all the staff present. Work began on an Air-Raid Shelter  | 1 Apr 1940  | 374 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received Bulletin and M[inistry] of Inf[ormation] pamphlet 18-21   | 1 May 1940  | 375     |
|  |  | Received Circulars Nos 8, 9, 12 also "Action on the Kitchen Front"   | 7 May 1940  | 375     |
|  |  | The school re-opened this morning, the school Whitsun Holidays being curtailed by Government Order   | 14 May 1940 | 375     |
|  |  | Received circular No.20-increased prices   | 5 Jun 1940  | 376     |
|  |  | Received circulars No.22 and 23 (and enclosure). The HT spoke to the school about savings  | 13 Jun 1940 | 377     |
|  |  | The school assembled at 11am. Morning time-table amended; afternoon normal   | 3 Jul 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 Jul 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 Jul 1940 | 378     |
|  |  | ARW 2.45pm. Children home and into the shelter. All clear 2.55. ARW 4.15. All Clear 5.15pm   | 19 Jul 1940 | 378     |
|  |  | ARW 3pm. Children home and into the shelter. All clear 3.50pm  | 24 Jul 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 Aug 1940 | 379     |
|  |  | ARW 9.58am. All clear at 10.45: school re-assembled at 10.58am   | 15 Aug 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 Aug 1940 | 379     |
|  |  | ARW 10.45am. Children home and into shelter. All Clear at 11.10am. Lessons resumed   | 22 Aug 1940 | 379     |
|  |  | At 11.45am gun-fire was heard. The children went into the cloak-rooms: home at 12.10   | 23 Aug 1940 | 379     |
|  |  | ARW 4.15pm. All Clear 4.55   | 26 Aug 1940 | 379     |
|  |  | ARW 3.50pm. All clear 4.57   | 29 Aug 1940 | 379     |
|  |  | ARW 9.50am. School assembled 10.45am. ARW 1.45: All Clear 2.15pm   | 2 Sep 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 Sep 1940  | 380     |
|  |  | ARW 9.50am. AC 10am. School assembled 10.10am  | 5 Sep 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 Sep 1940  | 380     |
|  |  | ARW 1.50pm. All Clear 2.06: School assembled 2.15pm  | 12 Sep 1940 | 381     |
|  |  | Circular No 55 (Military Service) received<br>Circular No 58 (Kitchen Front) received  | 13 Sep 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 Sep 1940 | 381 |
|  |  | ARW 9.50am. Few children in shelter. AC 10.22. School assembled 10.32am   | 18 Sep 1940 | 381 |
|  |  | Circular No 61 (Dinners, Lunch etc.) received   | 24 Sep 1940 | 381 |
|  |  | ARW 11.42am. Children home and to shelter. All Clear 12.10  | 25 Sep 1940 | 381 |
|  |  | ARW 3.50pm. Children home and to shelter. All Clear 4.10pm  | 26 Sep 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 Sep 1940 | 381 |
|  |  | ARW 2.20pm. RP 2.48pm. Children sent home and to the Air Raid Shelter   | 16 Oct 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 Oct 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 Oct 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 Nov 1940  | 383 |
|  |  | ARW 3.10pm. All children to school shelter. RP 3.30pm   | 11 Nov 1940 | 383 |
|  |  | ARW 3.50pm. Children home and to shelter. RP 5.03pm   | 13 Nov 1940 | 383 |
|  |  | ARW 9.47am. RP 10am. Assembly 10.10am   | 15 Nov 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 Nov 1940 | 383 |
|  |  | ARW 4pm. Children dispersed: RP 4.18pm  | 22 Nov 1940 | 383 |
|  |  | ARW 3.09pm. Children dispersed. RP 4.29pm   | 26 Nov 1940 | 384 |
|  |  | ARW 11.55am. Children dispersed. RP 12.48am   | 27 Nov 1940 | 384 |
|  |  | ARW 2.01pm. Children dispersed. RP 3.04pm   | 3 Dec 1940  | 384 |
|  |  | ARW 2.53pm. Children dispersed. RP 3.13pm   | 4 Dec 1940  | 384 |
|  |  | ARW 1.48pm. RP 2.03pm. Assembly 2.10pm. ARW 2.14pm. Children dispersed: RP 2.50am   | 11 Dec 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 Jan 1941  | 384 |
|  |  | ARW 1.50pm. RP 2.02pm. Assembly 2.12pm  | 20 Jan 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 Jan 1941 | 385 |
|  |  | Circular No 109 received (War Gases)   | 10 Feb 1941 | 385 |
|  |  | Mr E B Evans attended the lecture on "Gases" at Newport Rd High School this morning  | 11 Feb 1941 | 385 |
|  |  | Mr E B Evans attended the lecture on "Gases" at Newport Rd High School this morning  | 14 Feb 1941 | 385 |
|  |  | Forms re Exam of Unofficial evacuees received  | 17 Feb 1941 | 385 |
|  |  | ARW 10.18: Children dispersed: RP 10.50am  | 28 Feb 1941 | 386 |
|  |  | ARW 3.52pm. Children dispersed: RP 4.26pm  | 3 Mar 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 Mar 1941  | 386 |
|  |  | ARW 3.32pm. RP 3.52. Children dispersed: work resumed 4pm  | 17 Mar 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 Mar 1941 | 387 |
|  |  | ARW: RP 10.05. Assembly 10.15. Circular No.199 received. ARW 3.46: children dispersed: RP 5.10pm   | 26 Mar 1941 | 387 |
|  |  | ARW 2.24pm. Children dispersed. RP. 3.16pm. Work resumed 3.30pm  | 27 Mar 1941 | 388 |
|  |  | Circular No.10 and 11 received. The Head Master visited class rooms, saw that few children were without gas-masks  | 22 Apr 1941 | 389 |
|  |  | ARW 2.12pm. Children dispersed. RP 2.27  | 22 May 1941 | 390 |
|  |  | A parents meeting was held in the school this afternoon to discuss evacuation  | 27 May 1941 | 390 |
|  |  | ARW 4.20pm. Children dispersed. RP 5.04  | 28 May 1941 | 390 |
|  |  | ARW 10.45am. Plane overhead-children left in school: children dispersed 11.10. RP 11.33  | 29 May 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 May 1941 | 390 |
|  |  | The school re-opened after the Whitsun holidays: all staff present excepting Mr E B Evans who volunteered for Evacuation duties  | 9 Jun 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 Jun 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 Jul 1941 | 392     |
|  |  | ARW 3.03pm. Children disp[er]se]d. RP 3.37pm   | 15 Jul 1941 | 392     |
|  |  | ARW 2.03pm. Children dispersed. RP 2.28pm  | 12 Aug 1941 | 392     |
|  |  | Mr G T Lewis absent-taking his "Evacuation week" leave   | 25 Aug 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 Aug 1941 | 394-395 |
|  |  | Mr G T Lewis returned to duty after a week's leave given for Evac[uation] duties   | 1 Sep 1941  | 395     |
|  |  | Received Circs No 65 and 66. Produce from garden sent to City Hall for the M of F Exhibition   | 2 Sep 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 Sep 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 Sep 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. Boiling 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 Oct 1941 | 397     |
|  |  | Circular No.92 (Sup Clothing Coupons) together with Forms G C 6,7,8 and 9 received   | 14 Nov 1941 | 398     |
|  |  | Circular No. 96 and Sup Clothing Coupons received  | 11 Dec 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 Apr 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 May 1942 | 403     |
|  |  | Received Circular No 11/42-43 re Rationing of Soap   | 21 May 1942 | 404     |
|  |  | Received Circular No 12/1942-43 re Waste Paper Salvage   | 1 Jun 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 Jun 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 Jun 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 Jul 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 Jul 1942 | 406     |
|  |  | Received Circular No.23/42-43 re Supply of Meals and Milk during School Holidays  | 21 Jul 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 Jul 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 Jul 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 Sep 1942  | 408     |
|  |  | Received Circular No.39/42-43 re Tanks for Attack campaign  | 14 Sep 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>d</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 Sep 1942 | 408     |
|  |  | A selection of the produce of the school garden was sent for exhibition at the City Hall  | 22 Sep 1942 | 409     |
|  |  | Party of 20 senior scholars visited the "Dig for Victory" Exhibition at the City Hall at 10am   | 25 Sep 1942 | 409     |

|        |                               |   |             |         |
|--------|-------------------------------|---|-------------|---------|
|        |                               | Received Circular No.44/42-43 re Fuel Economy in School Buildings   | 30 Sep 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 Oct 1942  | 410     |
|        |                               | Received Circular No.52/42-43 re Issue of Supplementary Clothing Coupons to certain children  | 22 Oct 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 Nov 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 Dec 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 Feb 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 Apr 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 Sep 1939  | 315     |
|        |                               | Mr Jones HMI called in school this morning to ascertain number of evacuees and refugees attending this school   | 9 Oct 1939  | 319     |
|        |                               | Schools closed for the afternoon-half-holiday granted on account of visit to Cardiff of Their Majesties the King and Queen  | 9 Feb 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 Mar 1940  | 321-322 |
|        |                               | By Government order: schools were reopened today: thereby curtailing our Whitsun Holidays for National Reasons  | 14 May 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 May 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 closing postponed until 10am. Miss Parry HMI called during the morning to ascertain these numbers                                 | 1 Jul 1940  | 324     |



|  |  |   |                |         |
|--|--|---|----------------|---------|
|  |  | 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 Jul 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 Aug 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 Sep 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 Jan 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 Mar 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 Mar 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 Apr 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 May 1941    | 332     |
|  |  | Schools reopened today. All members of staff present. Eighteen of our girls were taken to Pontllytyn on 31 <sup>st</sup> May. Reports are that they are happy and satisfactorily settled  | 2 Jun 1941     | 332-33  |
|  |  | Cardiff Warships Week. Marlborough Rd Girls' School raised £155 in War Savings  | 17-24 Jan 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 Jul 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-  | 30 Jul 1942    | 340-341 |

|        |                             |   |             |         |
|--------|-----------------------------|---|-------------|---------|
|        |                             | 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 |             |         |
|        |                             | Twenty Senior Girls accompanied by Miss Bancroft visited "Dig for Victory" Exhibition at City Hall this morning   | 25 Sep 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 Dec 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 Apr 1943 | 344     |
| EC21/1 | Radnor Road, Canton Infants | Owing to declaration of "War" school closed until further notice  | 4 Sep 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 Sep 1939 | 243-244 |
|        |                             | Received circular No 57/39-40- re "School time table" etc.  | 27 Sep 1939 | 244     |
|        |                             | Received circular re "Nutrition Survey"   | 29 Sep 1939 | 244     |
|        |                             | Received circular No 67/39-40-re "School sessions"  | 2 Nov 1939  | 245     |
|        |                             | Received letter from the "Milk Marketing Board containing registered number Reg No 9549"  | 6 Nov 1939  | 245     |
|        |                             | Afternoon session commenced at 1.30pm to enable children to get home in the daylight  | 20 Nov 1939 | 245     |
|        |                             | Received circular No 77/39-40-re "School supplies"  | 6 Dec 1939  | 245     |
|        |                             | Received circular No 78/39-40-re "Meal tickets"<br>Received circular No 81/39-40 re "Waste Paper"   | 13 Dec 1939 | 245     |
|        |                             | Received circular No 86/39-40-re "Closing of Schools". Workmen commenced to build "Air Raid Shelters" in playground   | 23 Jan 1940 | 247     |
|        |                             | Received circular 89/39-40 re "School sessions and War Savings campaign"  | 29 Jan 1940 | 247     |
|        |                             | Afternoon session commences at the usual hour 2pm   | 5 Feb 1940  | 247     |
|        |                             | School closed for the afternoon on the occasion of the visit of Their Majesties King George VI and Queen Elizabeth  | 9 Feb 1940  | 247     |
|        |                             | Received circular No 104/39-40-re "Necessitous school children"   | 15 Mar 1940 | 249     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received circular No 105/39-40-re "Books, apparatus and stationery"  |             |         |
|  |  | Received circular No 4/40-41-re "School supplies"  | 19 Apr 1940 | 250     |
|  |  | Received circular No 6/40-41 re "Admission of children under five years of age"  | 23 Apr 1940 | 250     |
|  |  | Received circular No 9/40-41-re "Empire Day"   | 7 May 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 May 1940 | 251     |
|  |  | Received circular No 30/40-41-re "School sessions"   | 2 Jul 1940  | 251     |
|  |  | Morning school commenced at 10.50am  | 3 Jul 1940  | 251     |
|  |  | Received circular No 31/1940-41-re "Air Raid Warnings; Homework etc."  | 4 Jul 1940  | 252     |
|  |  | Received circular 32/40-41-"Loose talk and loose thinking" by Mr Duff Cooper-Minister of Information                                   | 12 Jul 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 Jul 1940 | 252     |
|  |  | Air-Raid Warning 11.47am. School dispersed to homes and Air Raid Shelters  | 18 Jul 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 Jul 1940 | 252     |
|  |  | Received circular No 41/40-41-re "Air Raid Precautions in schools" etc.<br>Received circular No 42/40-41 re "Summer Holidays" etc.     | 22 Jul 1940 | 252     |
|  |  | Air Raid Warning 2.55pm. School dismissed to homes and Air Raid Shelter  | 24 Jul 1940 | 253     |
|  |  | School re-opened after the Midsummer Holidays. All staff present. Morning school starts at 10am  | 13 Aug 1940 | 253     |
|  |  | Owing to Air Raid Warnings only 20 children present. School closed for the morning session   | 15 Aug 1940 | 253     |
|  |  | Air Raid Warning 10.45am. School dispersed to homes and Air Raid Shelter   | 21 Aug 1940 | 253     |
|  |  | Air Raid Warning 10.45am to 11.15am  | 22 Aug 1940 | 253     |
|  |  | Received circular No 49/40-41 re "Damage by Air Raids"   | 27 Aug 1940 | 253     |
|  |  | Air-Raid Warning 10.10am to 10.45am<br>School working under a new Time-table. Air Raid Warning 1.50-2.20pm                             | 2 Sep 1940  | 253-254 |
|  |  | Air Raid Warning 10.15-10.45am   | 4 Sep 1940  | 254     |
|  |  | Received circular No 54/40-41-re "School Holidays and Air Raid Warnings etc."  | 9 Sep 1940  | 255     |
|  |  | Air-Raid Warning 1.50pm to 2.15pm  | 12 Sep 1940 | 255     |
|  |  | Received circular No 55/40-41-re "Military Service and whole time and part time paid Service in Civil Defence"                         | 13 Sep 1940 | 255     |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Received circular No 58/40-41-re "Action on the Kitchen Front"   |             |     |
|  |  | Air-Raid Warning 9.45-10.20am<br>Air-Raid Warning 2.40-3.10pm  | 17 Sep 1940 | 255 |
|  |  | Air Raid Warning 9.45-10.30am  | 18 Sep 1940 | 255 |
|  |  | Air-Raid Warning 11.40am to 12.15pm  | 25 Sep 1940 | 255 |
|  |  | Air Raid Warning 11.40am to 12.15pm. Air Raid Warning 2.05pm to 2.25pm                                       | 27 Sep 1940 | 255 |
|  |  | Air-Raid Warning 2.20-2.50pm   | 16 Oct 1940 | 256 |
|  |  | Air Raid Warning 3.10-3.20pm and 3.30-4pm  | 21 Oct 1940 | 256 |
|  |  | Air Raid Warning 3.15-3.35pm   | 11 Nov 1940 | 256 |
|  |  | Received circular No 82/40-41 re "Milk in schools"   | 18 Nov 1940 | 257 |
|  |  | Credit stock of War Saving Stamps increased from £5 to £8  | 20 Nov 1940 | 257 |
|  |  | Air Raid Warning 2pm-2.15pm. Air Raid Warning 2.45pm-3.25pm  | 21 Nov 1940 | 257 |
|  |  | Received circular No 84/40-41 re "Time spent in Air Raid Shelters"   | 22 Nov 1940 | 257 |
|  |  | Air Raid Warning 3.10pm-4.30pm   | 26 Nov 1940 | 257 |
|  |  | Air Raid Warning 11.55am-12.50pm   | 27 Nov 1940 | 257 |
|  |  | Air Raid Warning 2pm-3.05pm  | 3 Dec 1940  | 257 |
|  |  | Air Raid Warning 2.55pm-3.15pm   | 4 Dec 1940  | 257 |
|  |  | Air Raid Warning 1.50pm-2.10pm. Air Raid Warning 2.15-3.55pm   | 11 Dec 1940 | 257 |
|  |  | Received circular 92/40-41-re "Communication with teachers in an emergency"                                  | 16 Dec 1940 | 257 |
|  |  | Received circular No 99/40-41-re "Fire Watchers in School"   | 20 Jan 1941 | 258 |
|  |  | Received circular No 101/40-41-re "Evacuation Scheme for school children"                                    | 21 Jan 1941 | 258 |
|  |  | Air-Raid Warning 10.25-11.50am. St David's Day programme taken. Scholl dismissed for the afternoon           | 28 Feb 1941 | 259 |
|  |  | School commenced at 2.15pm owing to an "Air-Raid Warning"  | 7 Mar 1941  | 259 |
|  |  | Air Raid Warning 11.25-11.55am. Air Raid Warning 3.10pm-3.30pm   | 11 Mar 1941 | 259 |
|  |  | Air Raid Warning 3.35pm-4pm  | 18 Mar 1941 | 259 |
|  |  | School commenced at 10.10am, owing to an Air Raid Warning  | 26 Mar 1941 | 259 |
|  |  | Air Raid Warning 2.30-3.20pm   | 27 Mar 1941 | 259 |
|  |  | Credit Stock of War Savings Stamps increased from £8 to £10  | 30 Apr 1941 | 260 |
|  |  | Air Raid Warning 2.15-3.30pm   | 22 May 1941 | 260 |
|  |  | Head Teacher absent this morning. Leave granted to attend a meeting at the Technical College re "Evacuation" | 26 May 1941 | 260 |

|  |   |             |         |
|--|---|-------------|---------|
|  | Parents meeting re "Evacuation"   | 27 May 1941 | 260     |
|  | Miss Thomas absent. Leave granted to attend Education Committee meeting at the City Hall.<br>Registration of children to be evacuated     | 28 May 1941 | 260     |
|  | Air Raid Warning 11.55 [10.55?]-11.40am. Registration of children to be evacuated   | 29 May 1941 | 260-261 |
|  | Medical examination of children to be evacuated   | 30 May 1941 | 261     |
|  | School reopened after the Whitsun Holidays. Miss G Morgan absent. Miss G Morgan is at<br>Mountain Ash in charge of the evacuated children | 9 Jun 1941  | 261     |
|  | Miss G Morgan returned to duties  | 16 Jun 1941 | 261     |
|  | Miss G Morgan absent. Leave granted in lieu of Whit week  | 30 Jun 1941 | 261     |
|  | Miss G Morgan returned to duties  | 7 Jul 1941  | 261     |
|  | Air Raid Warning 2.15-2.35pm  | 14 Jul 1941 | 261     |
|  | Air Raid Warning 3-3.35pm   | 15 Jul 1941 | 261     |
|  | School reopened after the Summer Holidays. Air Raid Warning 2-2.30pm  | 12 Aug 1941 | 261     |
|  | School working under a new Time-table   | 18 Aug 1941 | 262     |
|  | Received circular No 65/41-42-"Government Evacuation Scheme"  | 15 Sep 1941 | 263     |
|  | Received circular No 72-41-42-"Preservation of wild fruit"  | 19 Sep 1941 | 263     |
|  | Received circular No 80/41-42-re "Milk in schools"  | 16 Oct 1941 | 264     |
|  | School closed at 3.45pm for winter months. No play taken  | 3 Nov 1941  | 264     |
|  | Five students from Furzedown Training College commenced "Teaching practice" today   | 17 Nov 1941 | 265     |
|  | Furzedown students completed their "Teaching practice"  | 5 Dec 1941  | 265     |
|  | Received circular No 108/41-42-re "Rationed goods"  | 19 Jan 1942 | 265     |
|  | Received copy of Memo 293 re "Limitation of Supplies Order"   | 20 Feb 1942 | 266     |
|  | Received circular re "Limitation of Supplies Order" Class 13 goods  | 5 Mar 1942  | 266     |
|  | Credit Stock of War Savings Stamps increased from £10 to £12  | 25 Mar 1942 | 266     |
|  | Miss Mills student from "Furzedown Training College" commenced teaching practice today  | 27 Apr 1942 | 267     |
|  | Received circular No9/42-43-re "Schools in the event of invasion"   | 14 May 1942 | 267     |
|  | Received circular No 11/42-43-re "Rationing of soap"  | 21 May 1942 | 267     |
|  | Miss Mills student from Furzedown Training College completed her teaching practice today  | 22 May 1942 | 267     |
|  | School re-opened after the Whitsun Holidays. All staff present. Received circular No 12/42-43 re<br>"Waste paper salvage"                 | 1 Jun 1942  | 267     |
|  | Received circular No 16/42-43 re "Books, apparatus and stationery"  | 11 Jun 1942 | 268     |
|  | Received circular No 17/42-43 re "Under 5 year old children"  | 25 Jun 1942 | 268     |

|  |  |   |                  |     |
|--|--|---|------------------|-----|
|  |  | Mrs Stoddart absent. Husband home from sea  | 1 and 6 Jul 1942 | 268 |
|  |  | Received circular No 21/42-43 re "Care of children during school holidays"  | 16 Jul 1942      | 269 |
|  |  | Received circular No 22/42-43 re "Care of children during school holidays"  | 20 Jul 1942      | 269 |
|  |  | Received circular No 23/42-43 re "Milk during Summer Holidays"  | 22 Jul 1942      | 269 |
|  |  | Received circular No 26/42-43 re "Summer Holidays-Communication with teachers in an emergency"  | 29 Jul 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 Jul 1942      | 269 |
|  |  | Received circular No 30/42-43 re "Free milk"<br>Received circular No 31/42-43-re "Municipal musical society"<br>Received circular No 32/42-43-re "Tanks campaign"<br>Received circular No 28/42-43-re "Gas Masks"<br>Received circular No 29/42-43-re "Damage to trees" | 2 Sep 1942       | 270 |
|  |  | Received circular No 44/42-43 re "Fuel economy in school"<br>Received circular No 45/42-43-re "School canteen"  | 1 Oct 1942       | 271 |
|  |  | Received circular re "Opening of Llandaff Rd Baptist Church Hall as Canteen for Radnor Road"  | 6 Oct 1942       | 271 |
|  |  | School canteen at Llandaff Rd Baptist Chapel opened today. 11 children went from this department  | 12 Oct 1942      | 271 |
|  |  | Received circular No 49/42-43 re "School canteens"  | 22 Oct 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 Nov 1942       | 272 |
|  |  | Received circular No 55/42-43-re "Fire Prevention (Business Premises) Orders"   | 10 Nov 1942      | 272 |
|  |  | Received circular No 61/42-43 re "Provision of meals during holiday periods"  | 2 Dec 1942       | 272 |
|  |  | Received circular No 64/42-43 re "Cardiff School Children's Infirmary Fund"; "War-time Nurseries"   | 8 Dec 1942       | 272 |
|  |  | Received circular No 65/42-43-re "School Meals during holidays"   | 15 Dec 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 Jan 1943       | 273 |
|  |  | Received circular No 71/42-43-re "Milk and Meal supplies"   | 12 Jan 1943      | 273 |
|  |  | Four students for Furzedown Training College present this afternoon   | 19 Jan 1943      | 273 |
|  |  | Received parcel containing sweets and toys from the British War Relief Society USA  | 20 Jan 1943      | 273 |
|  |  | Four students from Furzedown Training College commenced school practice today   | 25 Jan 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 Feb 1943 | 274 |
|  | Four students from Furzedown Training College finished school practice today. Air Raid Warning 3.10pm to 3.40pm  | 19 Feb 1943 | 274 |
|  | Credit Stock of National Savings increased to £15. St David's Day programme taken. School dismissed for the afternoon  | 1 Mar 1943  | 274 |
|  | Received circular No 86/42-43-re "Book, apparatus and stationery"  | 29 Mar 1943 | 275 |
|  | Received circular No 2/43-44-re "Provision of Meals during holidays"   | 8 Apr 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 Apr 1943 | 275 |
|  | Received circular No 11/43-44-re "Arts and Crafts Exhibition"  | 14 May 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 May 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 May 1943 | 276 |
|  | Received circular No 14/43-44-re "Provision of Meals during the Holiday period"  | 24 May 1943 | 277 |
|  | Received circular No 15/43-44-re "School Meals during Whitsun Holidays"  | 31 May 1943 | 277 |
|  | Received circular No 22/43-44-re "Instruction in Welsh"; "Meals in Summer Holidays"  | 2 Jul 1943  | 278 |
|  | Received circular No 22/43-44-re "School Meals during Summer Holidays"   | 14 Jul 1943 | 278 |
|  | Received circular No 23/43-44-re "Wings for Victory Holiday and Meals"   | 19 Jul 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 Jul 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 Sep 1943  | 279 |
|  | Received circular No 31/43-re "Heating of Schools"   | 28 Sep 1943 | 280 |
|  | Received circular No 32/43-44- re "Sound Tests, Teachers' Handicraft Guild"  | 1 Oct 1943  | 280 |
|  | Four students from "Furzedown Training College" present today  | 2 Dec 1943  | 280 |
|  | Received circular No 45/43-44-re "School Hours"; "Christmas Gifts"   | 8 Dec 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 Dec 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 Jan 1944 | 281 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Four students from Furzedown Training College commenced school practice today  | 24 Jan 1944 | 281 |
|  |  | Class 1b taken to the GWR station by Miss Fox ("Furzedown Training College") Misses May and Beale  | 31 Jan 1944 | 282 |
|  |  | From today school will commence at 8.55am. School working under a new Time Table   | 7 Feb 1944  | 282 |
|  |  | Miss Adams HMI and Miss Fox "Furzedown Training College" present this morning. Examination of students   | 16 Feb 1944 | 282 |
|  |  | Four students from Furzedown Training College finished school practice today   | 18 Feb 1944 | 282 |
|  |  | Received circular No 60/43-44-re Shadow Kitchens opened on Sat Feb 19 <sup>th</sup> 1944   | 1 Mar 1944  | 282 |
|  |  | Received circular No 61/43-44-re "School Meals during Easter Holidays 1944"  | 2 Mar 1944  | 283 |
|  |  | Received "Optimists Chocolate" from the Optimists Club, Toronto, Canada. These were distributed to the children  | 3 Mar 1944  | 283 |
|  |  | Received circular No 62/43-44-re "Coal for schools"  | 13 Mar 1944 | 283 |
|  |  | Received circular No 63/43-44-re "Coal for schools"  | 22 Mar 1944 | 283 |
|  |  | Received circular No 65/43-44-re "Royal visit to Cardiff"  | 28 Mar 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 Mar 1944 | 283 |
|  |  | Received circular No 1/44-45-re "Books, apparatus and stationery"  | 5 Apr 1944  | 284 |
|  |  | Received circular No 4/44-45-re "Empire Day"; salaries of teachers etc.<br>Received circular No 5/44-45-re "Heating of Schools"  | 24 Apr 1944 | 284 |
|  |  | Received circular No 10/44-45-re School Meals during Whitsun Holidays<br>Received circular No 11/44-45-re "Teachers Superannuation Contributions"; "Salaries of Uncertificated Teachers"   | 17 May 1944 | 284 |
|  |  | Received circular No 12/44-45-re "School Canteens-Furniture and Equipment"   | 22 May 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 Jun 1944 | 285 |
|  |  | Received circular No 22/44-45 re "Vitamins for children under five"  | 19 Jun 1944 | 285 |
|  |  | Received circular No 25/44-45-re "Salute the Soldier week"   | 29 Jun 1944 | 286 |
|  |  | Received circular No 26/44-45 re "School Meals during Summer Holidays 1944"<br>Received circular No 29/44-45 re "Evacuees in Cardiff Schools"<br>Received circular No 30/44-45-re "Vitamins for children under 5" and instruction in Welsh | 10 Jul 1944 | 286 |
|  |  | Received circular No 38/44-45 re "Provision of Meals, Milk for Evacuated school children   | 26 Jul 1944 | 286 |



|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | School re-opened after the Summer Vacation of 5 weeks. All staff present. Received circular No 39/44-45 re Vitamin supplements<br>Received Circular No 42 re Evacuees in Cardiff                              | 4 Sep 1944  | 287 |
|  |  | Received circular No 46/44-45 re 1. Mustard Gas Warning<br>2. Public Health Lecture<br>3. Rationing of Cloth etc.<br>4. Vitamins for under 5s   | 18 Sep 1944 | 288 |
|  |  | Received circular No 50/44-45 re 1.School Meals<br>2.Public Health Lecture<br>3. Educational Visits   | 22 Sep 1944 | 288 |
|  |  | Received 29 bottles of Orange Juice and returned 36 empty bottles   | 4 Oct 1944  | 289 |
|  |  | 12 benches received for School Canteen  | 10 Oct 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 Oct 1944 | 289 |
|  |  | School Meals commenced on these premises today and all the canteen brought here from Llandaff Road Baptist Chapel   | 23 Oct 1944 | 289 |
|  |  | Received circular No 58/44-45 re 1. School contracts for Arnolds and Dyards<br>2. School Funds  | 3 Nov 1944  | 290 |
|  |  | Received 59 bottles of orange juice for the canteen   | 7 Nov 1944  | 290 |
|  |  | Received circular No 59/44-45 re the National Savings Movement  | 10 Nov 1944 | 290 |
|  |  | Received circular No 60/44-45 re City of Cardiff Book Drive 2 <sup>nd</sup> -16 <sup>th</sup> December.<br>Received circular No 61/44-45 re 1. Invoices for goods received<br>2. Christmas Gifts from America | 27 Nov 1944 | 290 |
|  |  | Received circular No 46/44-45 re School Meals during Christmas Holidays   | 13 Dec 1944 | 290 |
|  |  | Received circular No 65/44-45 re: - 1. Book Drive<br>2. Keep Fit Classes<br>3. Cardiff School Children's Infirmary Fund   | 15 Dec 1944 | 290 |
|  |  | Received circular No 66/44-45-re 1. Diseases etc. (not notifiable by Medical Practitioner)<br>2. Immunisation of School children against Diphtheria<br>3. Food and Health                                     | 10 Jan 1945 | 291 |
|  |  | 11 bottles Cod Liver Oil and 50 bottles of Orange Juice received this afternoon   | 15 Jan 1945 | 291 |
|  |  | The three students from Furzedown College commenced school practice here today  | 5 Feb 1945  | 292 |

|        |                             |   |             |     |
|--------|-----------------------------|---|-------------|-----|
|        |                             | Received 48 bottles of orange juice and 2 tins of Cod Liver Oil   | 16 Feb 1945 | 292 |
|        |                             | Received circular No 76/44-45 re School Meals during Easter Holidays  | 23 Feb 1945 | 293 |
|        |                             | Received circular No 77/44-45 re Collections in schools   |             |     |
|        |                             | Received circular No 78/44-45-re The Domestic Front-Fuel Economy  | 28 Feb 1945 | 293 |
|        |                             | Received circular No 81/44-45-re WVS Re-Homing Gift Scheme  | 8 Mar 1945  | 293 |
|        |                             | 2. Collections in Schools   |             |     |
|        |                             | 3. Routine Medical Inspection in Schools and room to be heated  |             |     |
|        |                             | Received circular No 79/44-45 re New Year's Party for Evacuated Children  | 16 Mar 1945 | 294 |
|        |                             | Received circular No 83/44-45 re 1. School collection for Prince of Wales Hospital on March 23 <sup>rd</sup>  | 19 Mar 1945 | 294 |
|        |                             | 2. Teachers. Handicraft Guild and applications to join new classes  |             |     |
|        |                             | Received circular No 86/44-45 re a. Examination for the High Schools  | 23 Mar 1945 | 294 |
|        |                             | b. Applications for teachers for Delta Class  |             |     |
|        |                             | c. School children's Gas Masks  |             |     |
|        |                             | d. Invoices   |             |     |
|        |                             | Received bulleting No 1/45-46 re 1. Cardiff Anglo-Soviet Friendship Council-Film Show   | 16 Apr 1945 | 295 |
|        |                             | 2. Annual Welfare week  |             |     |
|        |                             | 3 Summer Schools  |             |     |
|        |                             | Received circular No 5/45-46 re "V" Day Celebrations  | 1 May 1945  | 296 |
|        |                             | Received circular No 6/45-46 re School Meals during the Whitsun Holidays  | 4 May 1945  | 296 |
|        |                             | Received circular No 8/45-46 re 1. Celebration of Termination of Organised Hostilities in Europe  |             |     |
|        |                             | 2. Heating in Schools   |             |     |
|        |                             | Received circular No 9/45-46 re 1. Celebration of Termination of Hostilities in Europe  | 7 May 1945  | 296 |
|        |                             | 2. Music in Schools   |             |     |
|        |                             | 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 May 1945  | 296 |
| EC21/8 | Radnor Road, Canton Infants | Declaration of War against Germany  | 3 Sep 1939  | 158 |
|        |                             | War Declared yesterday. Schools closed for one week. Circular 44/re Closure of schools, Senior schools, feeding etc.  | 4 Sep 1939  | 158 |
|        |                             | Circular 46/re Evacuation of Schools, Circular 47/ Constables, ARP. School reopens-full staff   | 11 Sep 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 Sep 1939    | 158     |
|  |  | Circular 50/re Civil Pay to employees during service with Military or Auxiliary Services. Circular 52/National Service and enclosure  | 14 Sep 1939    | 158     |
|  |  | ARP Practice is taken weekly  | 22 Sep 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 Sep 1939    | 160     |
|  |  | Circular 59/ Nutrition Survey   | 29 Sep 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 Oct 1939 | 161     |
|  |  | HT busy with ARP arrangements 11.30-12  | 17 Oct 1939    | 161-162 |
|  |  | Circular 61/39-40 re Half-term holiday changed to Oct 30 <sup>th</sup> and 31 <sup>st</sup>   | 18 Oct 1939    | 162     |
|  |  | ARP dismissal 4.15pm  | 19 Oct 1939    | 162     |
|  |  | Circular 65/re First Aid Courses. Class organised for Nov 1 <sup>st</sup> -5 to 6pm   | 1 Nov 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 Nov 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 Nov 1939     | 163     |
|  |  | Circulars re Payment of salaries distributed and one form sent for each teacher to the office   | 10 Nov 1939    | 163     |
|  |  | Wireless has been used during the week for nature talk, PT lessons and music  | 16 Nov 1939    | 163     |
|  |  | Circular re Amalgamation of Committees  | 17 Nov 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 Nov 1939    | 163     |
|  |  | Circular 77/re increase in contract supply prices   | 6 Dec 1939     | 164     |
|  |  | Circular 78/- re Meals of Necessitous children. Circular 80/-Christmas<br>Circular 81-re Waste Paper  | 13 Dec 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 Rhoose school camps expressing great appreciation of seven   | 18 Dec 1939    | 164-165 |

|  |  |   |                |         |
|--|--|---|----------------|---------|
|  |  | 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  |                |         |
|  |  | Junior and Senior entertainment films shown   | 18-19 Dec 1939 | 165     |
|  |  | Senior girls all listen in to the Prime Minister this afternoon at 2.45   | 9 Jan 1940     | 165     |
|  |  | Senior films showing this afternoon   | 11 Jan 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 Jan 1940    | 166     |
|  |  | Circular 86/-re Closing of Schools. Director is to be notified prior to the closing   | 23 Jan 1940    | 166     |
|  |  | Circular 88/re Payment of Salaries, Enclosures, Schools in Wartime. Memoranda 8 and 9 re Gardens and Ordnance Survey Maps   | 26 Jan 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 Feb 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 Feb 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 Mar 1940     | 169     |
|  |  | Memoranda 12 and 13 on Schools in War-time were received this morning   | 11 Mar 1940    | 170     |
|  |  | Rather more films being shown than usual owing to overlapping in ordering   | 13 Mar 1940    | 171     |
|  |  | Circular 104/-Necessitous children, Easter vacation. Circular 105/Books, Apparatus, Stationery. Circular 108/Easter Vacation Courses, Educational Exhibition  | 15 Mar 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 Mar 1940    | 172     |
|  |  | Bulleting re Scholarships for agricultural workmen  | 2 Apr 1940     | 173     |
|  |  | Circular 4/School supplies. Circular 5/DS Handicraft-normal conditions should now exist   | 19 Apr 1940    | 175     |
|  |  | Circular 7/re Food also Bulletin 7/ Border children   | 26 Apr 1940    | 175     |
|  |  | Circular 8/-re "Action on the Kitchen Front"  | 6 May 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 May 1940    | 175-176 |

|  |  |  |                    |         |
|--|--|--|--------------------|---------|
|  |  | Circular 17/- re Action on the Kitchen Front. Four girls will help Miss Gyles  | 16 May 1940        | 176     |
|  |  | Circular 19/re Supplementary Petrol Rations  | 28 May 1940        | 177     |
|  |  | Receipt for £3-0-0 for Overseas League Tobacco Fund Empire Day   | 30 May 1940        | 177     |
|  |  | Circular 20/re Books, Apparatus and Stationery   | 5 Jun 1940         | 177     |
|  |  | Circular 21/- re Provision of Meals to Necessitous children  | 6 Jun 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 Jun 1940        | 177-178 |
|  |  | Circular 25/-re Paper Shortage   | 17 Jun 1940        | 178     |
|  |  | Senior girls are busy covering windows in classrooms and corridors with diagonal strips ARP  | 24 Jun 1940        | 178     |
|  |  | Letter from Mr Duff Cooper, Minister of Information re National Situation. Circular 27/- Letter for Minister for Information   | 25 Jun 1940        | 178     |
|  |  | Circular 29/-re Kitchen Front  | 28 Jun 1940        | 178     |
|  |  | Circular 30/re Schools sessions 11am-12 noon, 2pm-4.30 as from July 3rd  | 2 Jul 1940         | 178     |
|  |  | Overhead Raid Practice became real. A German plane overhead. 10.35 girls in playground. All under shelter 1 minute. Very successful  | 3 Jun [Jul?] 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 Jun [Jul?] 1940  | 179     |
|  |  | Circular 31/re Evacuation of children and asking for volunteers to accompany children to port of embarkation   | 10 Jun [Jul?] 1940 | 179     |
|  |  | Circular 32/- Letter from Mr Duff Cooper   | 12 Jun [Jul?] 1940 | 179     |
|  |  | Air Raid Warnings. Girls went home at 3. Collection of aluminium for War purposes  | 18 Jun [Jul?] 1940 | 179     |
|  |  | Circular 35/-re Paper shortage received the careful attention of HT's staff. Air Raid Warning at 3pm. Girls went home  | 19 Jun [Jul?] 1940 | 179     |
|  |  | Circular 41/ARP, School sessions   | 22 Jul 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 Jul 1940        | 179     |
|  |  | Last day of term. Summer Vacation 2 weeks. Return August 13th  | 26 Jul 1940        | 180     |
|  |  | Infirmity Fund for year ending July 31 £12 2s 0d forwarded   | 14 Aug 1940        | 180     |
|  |  | Registers not marked in the morning owing to Air Raid Warning  | 15 Aug 1940        | 180     |
|  |  | In future girls will return the school after the "All Clear"   | 16 Aug 1940        | 180     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Two warnings 10.40am and later at 11.30am   | 21 Aug 1940 | 180     |
|  |  | Circular Re Damage due to Air Raids   | 27 Aug 1940 | 180     |
|  |  | Note books and record books of last year to be used-Economy Drive   | 28 Aug 1940 | 180     |
|  |  | Circular 54/re School Holidays and ARP Air Raid Warnings school sessions  | 9 Sep 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 Sep 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 Sep 1940 | 182     |
|  |  | Miss Robinson absent-house bombed miraculous escape   | 16 Sep 1940 | 182     |
|  |  | Miss Robinson has been granted one week's leave of absence  | 18 Sep 1940 | 182     |
|  |  | Circular 61/40-41 re Necessitous children and holiday arrangements  | 24 Sep 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 Sep 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 Oct 1940 | 184     |
|  |  | Circular 67/re Teaching of First Aid<br>68/re Fairwater Mixed and Infants' books required<br>69/National Savings Movement<br>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 Oct 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 unusual need and urged the importance of sacrificial giving at two separate assemblies-Junior and Senior  | 18 Oct 1940 | 185     |
|  |  | Circular 76-re First Aid Classes. HTs meet at Technical College 3.30pm on Thursday  | 29 Oct 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 Nov 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 Nov 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 Nov 1940 | 186     |
|  |  | Circular 82/re Milk in schools. Form 208M. No taking Milk Necessitous 18   | 18 Nov 1940 | 186     |
|  |  | Circular 84/40-41 re Exam for Evacuees for High school entrance also enclosure to be forwarded by Friday   | 29 Nov 1940 | 187     |
|  |  | Circular 86/re Books, Apparatus etc. Prices-revised list enclosed  | 6 Dec 1940  | 187     |
|  |  | Circular 87/re School Holidays. These are as stated in the day book<br>Circular 90/re Necessitous feeding of children during holiday   | 12 Dec 1940 | 187     |
|  |  | Circular 92/re Emergency Communication   | 16 Dec 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 Dec 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 Jan 1941 | 187-188 |
|  |  | Circular 99/re Firefighters  | 20 Jan 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 Jan 1941 | 188     |
|  |  | Circular 103/re Fire Fighting<br>Circular 104/re Evacuation of school children. Schedule accompanying Circular 103/ forwarded same morning   | 23 Jan 1941 | 188     |
|  |  | Circular 102/re Instruction on First Aid in school and accompanying syllabus   | 24 Jan 1941 | 188     |
|  |  | First Aid material-2 text books 6 triangular bandages received   | 28 Jan 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 Feb 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.<br>Circular 112/Fire Prevention (Business Premises). No response to request for Fire Watchers   | 14 Feb 1941 | 189     |
|  |  | Circular 114/re Annual Tenders   | 20 Feb 1941 | 189     |
|  |  | Received from the Office for First Aid bandages  | 21 Feb 1941 | 190     |
|  |  | Miss Robinson is attending a gas instruction class on Tuesday mornings   | 26 Feb 1941 | 190     |

|  |  |   |                |     |
|--|--|---|----------------|-----|
|  |  | Blitz Monday night. Att Tuesday 267. Blitz Tuesday night. Att Wednesday 255   | 4 Mar 1941     | 190 |
|  |  | Circular 117/re Surplus furniture and apparatus. This shall receive attention today   | 11 Mar 1941    | 190 |
|  |  | HT is today supervising the entrance examination for the London Authorities   | 12 Mar 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 Mar 1941    | 191 |
|  |  | Circular 1/re Financial Allowance   | 2 Apr 1941     | 192 |
|  |  | Film exhibit to all sections of school  | 3 Apr 1941     | 192 |
|  |  | Circular 9/re School Supplies   | 21 Apr 1941    | 193 |
|  |  | Circular 10/re Respirators  | 22 Apr 1941    | 193 |
|  |  | Films shown to all girls-excellent selection this week  | 24 Apr 1941    | 193 |
|  |  | Circular 13/re Nat Savings Poster<br>Circular 14/re Meeting this afternoon at 3.30 at Technical College<br>Circular 15/re Shadow Kitchens<br>Circular 16/re Border Children. HT out this afternoon-meeting re Shadow Kitchens   | 5 May 1941     | 194 |
|  |  | HT at a WVS meeting   | 6 May 1941     | 194 |
|  |  | Collection for the blind £1 18s 1d  | 13 May 1941    | 194 |
|  |  | HT at City Hall this morning with Miss Phillips-business Shadow Kitchens  | 20 May 1941    | 194 |
|  |  | Circular 23/-re Evacuation, Medical examination May 30 <sup>th</sup> at Severn Rd   | 27 May 1941    | 195 |
|  |  | Registration of Evacuees. 32 girls. Teachers-escorts Messes Jarman, Malpass and Lewis. Volunteers for teaching in a reception area-nil  | 27-30 May 1941 | 195 |
|  |  | Evacuees leave for Mountain Ash with three escort teachers. HT saw girls off at 10am for Severn Rd Taff Rly Station   | 30 May 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.<br>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 Jun 1941     | 195 |
|  |  | Letter for Ship Adoption Society  | 11 Jun 1941    | 195 |
|  |  | Circular 51 re Evacuation. Lists to be forwarded on Fridays   | 7 Jul 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 Jul 1941     | 196 |
|  |  | Circular 59/41-42 re School Year, School in War Time, Books, Apparatus and Stationery   | 15 Aug 1941    | 197 |



|  |  |  |                |         |
|--|--|--|----------------|---------|
|  |  | Head Teacher has permission to attend the Food Exhibition but has decided not to avail herself of it.<br>Circular 66-re Food Exhibition. Girls attending domestic courses may go with a teacher on Thursday at 10.30am   | 2 Sep 1941     | 198     |
|  |  | Circular 68/ Government Evacuation poster received   | 17 Sep 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 Oct 1941    | 199-200 |
|  |  | Circular 80/41-42 "Milk in Schools"  | 16 Oct 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 Oct 1941    | 200     |
|  |  | Sunday-Premises open for WVS work. Water kept boiling 8am-2pm  | 19 Oct 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 Oct 1941    | 200-201 |
|  |  | Annual Financial Return Form received  | 29 Oct 1941    | 201     |
|  |  | Circular 90/re Rest Centre Marshals  | 3 Nov 1941     | 201     |
|  |  | Five students arrived this morning to take up duties for three weeks from Furzedown College, London.<br>Circular 92/41-42 re Supplementary Clothing Coupons. List to be forwarded by Nov 30th  | 17 Nov 1941    | 201     |
|  |  | Circular 94/41-42 re Rationing of Cloth, Clothing etc.   | 28 Nov 1941    | 202     |
|  |  | Circular 96/re Supplementary Clothing Cards Coupons for 10 children have been received   | 9 Dec 1941     | 202     |
|  |  | Cardiff School Infirmary Fund-one girls to attend service on Wed 17 <sup>th</sup> -2.15pm  | 12 Dec 1941    | 202     |
|  |  | Circular 108/re Warship Week. 10 pupils to visit Museum Wed 21 <sup>st</sup> inst 10am   | 16 Jan 1942    | 203     |
|  |  | Warship Week-special effort. Money received any day any time. Aim-£120   | 19-24 Jan 1942 | 203     |
|  |  | Circular re Unofficial Evacuees  | 20 Jan 1942    | 203     |
|  |  | Warship Week Jan 17-24 <sup>th</sup> grand total £317 8s 6d objective was £120   | 24 Jan 1942    | 203     |
|  |  | Circular 109 re Warship Week   | 29 Jan 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 Feb 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 Feb 1942    | 205     |
|  |  | Circular 114/re Annual Tenders   | 20 Feb 1942    | 206     |
|  |  | Circular 117/Limitation of Supplies Order  | 9 Mar 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 Mar 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 Mar 1942    | 207     |
|  |  | I should like here to testify to interest aroused by lessons taken by Furzedown students on trees and birds  | 26 Mar 1942    | 207     |
|  |  | Circular 123/re Exam for Special Places, Air Raid Precautions  | 30 Mar 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 Apr 1942 | 208     |
|  |  | Circular 8/re Evacuated school children's boot and clothing Fund   | 7 May 1942     | 208     |
|  |  | Instruction re Shadow Kitchen received this week end   | 8-11 May 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 May 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 May 1942    | 209     |
|  |  | School re-opens after Whitsun Vacation. Full staff. Circular 10/- re Collection of Salvage   | 1 Jun 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 Jun 1942     | 209     |
|  |  | Circular 12/re Waste Paper Salvage   | 5 Jun 1942     | 209     |
|  |  | Girls subscribed toward the Br Red Cross and St John's Fund this week  | 8 Jun 1942     | 210     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Circular 16/-re Books, Apparatus, Stationery-also 2 price lists (revised)  | 11 Jun 1942 | 210     |
|  |  | Memoranda re Medicinal plants and reservation of fruit by schools  | 16 Jun 1942 | 210     |
|  |  | Circular 17/re Schools' canteens   | 8 Jul 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 Jul 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.<br>Letter from Cardiff Royal Infirmary for a special appeal. This will be made this week.<br>Circular 22/re Care of children during school holidays   | 20 Jul 1942 | 210-211 |
|  |  | Circular 23/Meals and Milk during holiday<br>Circular 26/Communication with teachers during holiday<br>Infirmary Collection Total Special-£11 18s 9 ½ d. Grand total £17 11s 0d<br>War Savings Special Effort Week's total £23 5s 0d   | 29 Jul 1942 | 211     |
|  |  | Circular 28/re Children's Gas Masks<br>Circular 29/re Damage to trees and shrubs<br>Circular 30/re Free Milk No = Nil<br>Circular 32/Competition re Tanks for Attack   | 2 Sep 1942  | 211-212 |
|  |  | Special savings effort "Tanks for attack"<br>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 Sep 1942  | 212-213 |
|  |  | 42/Dig for Victory Exhibition girls to attend Friday 2th inst 10am   | 11 Sep 1942 | 213     |
|  |  | Harvest Festival-very inspiring proceeds Cardiff Royal Infirmary £5 1s 0d<br>Circular 44/Fuel economy<br>Circular 45/School canteen, Keep Fit Class  | 30 Sep 1942 | 213     |
|  |  | Savings Oct 1 1941-Sept 30 1942 £1030  | 1 Oct 1942  | 213     |
|  |  | Circular 44/42 re Canteen  | 2 Oct 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.<br>£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 Oct 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 Oct 1942     | 214     |
|  |  | Inspection of Gas Masks. No present 238 Without Masks 8 Needing repair 34   | 9 Oct 1942     | 214     |
|  |  | First week for "Meals" scheme. Wed: late arrival 12.55 delayed service. 30 children   | 12-16 Oct 1942 | 215     |
|  |  | Circular 46/re Reserve List of Head Teachers.<br>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 Oct 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 Oct 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 Nov 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 Nov 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 Nov 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 Nov 1942    | 217     |
|  |  | Circular 61/1 Provision of Meals during school holiday  | 2 Dec 1942     | 217     |
|  |  | Circular 63/re Report on Canteen for week Dec 7-14 to be forwarded daily to the office  | 4 Dec 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 Dec 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 Dec 1942 | 218     |
|  |  | Infirmiry Purse Presentation £27 11s 4d-a record.<br>Girls have today posted a letter to Captain Dixon formerly of the Barrwhin  | 16 Dec 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 Dec 1942 | 219     |
|  |  | Circular 68/re Damage to Air Raid Shelters. They are "out of bounds"   | 4 Jan 1943  | 219     |
|  |  | Circular 69/re Book Drive  | 6 Jan 1943  | 219     |
|  |  | Circular 71/re Milk and Meals  | 12 Jan 1943 | 219     |
|  |  | Circular 75/re Book Drive  | 20 Jan 1943 | 220     |
|  |  | Book Drive 9 <sup>th</sup> -23 <sup>rd</sup> Jan Result 4422 books   | 22 Jan 1943 | 220     |
|  |  | Circular 77 re War Time Day Nurseries and Teachers' Handicraft Guild   | 3 Feb 1943  | 221     |
|  |  | Circular 78/re Annual Tenders. Needlework requirements for 12 months to be forwarded to office by Feb 27th   | 11 Feb 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 Mar 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.<br>Circular 82/re Annual Tender. Have forwarded annual tender today | 3 Mar 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 Mar 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 Mar 1943 | 223     |
|  |  | Circular 88/re Opening of school playground gates-only to be opened for an Alert   | 29 Mar 1943 | 224     |
|  |  | Circular 2/re Provision of Meals during holiday<br>Circular 3/Arts and Crafts Exhibition   | 8 Apr 1943  | 224     |
|  |  | Circular 6/School meals during Easter Holiday. No requiring payment meals nil. Necessitous 1   | 13 Apr 1943 | 224-225 |
|  |  | £2 2s 6d MNCS Cheque forwarded   | 16 Apr 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 May 1943     | 225     |
|  |  | Arts and Crafts Exhibition Circular  | 4 May 1943     | 226     |
|  |  | MNCS assemblies yesterday result cheque sent today £2 7s 6d  | 13 May 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 May 1943    | 226     |
|  |  | "Wings for Victory" week. School target £250. Busy week. Money taken daily. Grand Total £824 16s 6d  | 17 May 1943    | 227     |
|  |  | Collection taken for cigarettes for soldiers. Total £1 7s 6d Empire Cigarette League   | 24 May 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 May 1943 | 227     |
|  |  | Concert for Red Cross Funds as Flag Day is in the holiday. Proceeds £2 11s 7d  | 10 Jun 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 Jul 1943    | 228     |
|  |  | BSAS Senior assembly. Wool fund £1 8d Junior assembly. Wool fund £1 12s 8d. Grand total £2 15s 0d  | 14-15 Jul 1943 | 228     |
|  |  | Infirmiry money has now reached £23 14s 3d for 1943. Special circular effort-£4 17s 10d. Harvest festival £5 2s 6d   | 15 Jul 1943    | 228     |
|  |  | Circular 23/re School Holiday arrangements   | 19 Jul 1943    | 228-229 |
|  |  | Infirmiry 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 Jul 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 Sep 1943     | 229     |
|  |  | Circular 24A Dig for Victory exhibition. 20 girls to attend on Sept 9 <sup>th</sup> 11.40-12   | 6 Sep 1943     | 229     |
|  |  | "Dig for Victory" exhibition at City Hall Thursday Sept 9 <sup>th</sup> 20 girls attending with Miss David in charge   | 9 Sep 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 Sep 1943    | 231     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 32/ Sound tests<br>Circular 33/ Supplementary clothing coupons   | 1 Oct 1943  | 231     |
|  |  | War Savings half yr April-Sept 1943 £1027 16s 0d. No of girls for supplementary coupons 75  | 4 Oct 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 Oct 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 Oct 1943  | 232     |
|  |  | Supplementary clothing coupons received this morning. Nos 346145-346219 inclusive, 75 in all. Clothing coupons will be distributed in due course  | 7 Oct 1943  | 232     |
|  |  | Leaflets posters etc. received re War Savings   | 27 Oct 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 Oct 1943 | 232     |
|  |  | Circular 39/re special examinations for Metropolitan Evacuating Areas   | 3 Nov 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 Nov 1943 | 233     |
|  |  | Poppy Day collections. £2 11s 5d  | 29 Nov 1943 | 233     |
|  |  | Circular 45/ School hours, damage to public amenities, short course Bangor, Christmas Gifts<br>Circular 46/re Meals in Xmas holiday<br>Furzedown students have paid preparatory visits to their classes. They will be practising here (Jan 24-Feb 24)   | 8 Dec 1943  | 233-234 |
|  |  | Films on work of Dr Barnardo's Home shown to school. £1 5s 0d collected for the home  | 14 Dec 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 Dec 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 and included our prime minister, Mr Churchill and Popeye, the sailor. A collection was taken. Forwarded to Prisoners of War Fund £5<br>St Dunstons Blind Institute £2<br>Our Ship-£1 5s 0d. A splendid parcel of knitted woollies and gifts were forwarded to our ship MS "Bradford City" | 23 Dec 1943 | 234-235 |
|  |  | Four students from Furzedown College start here today   | 24 Jan 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 Feb 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 Feb 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 Feb 1944    | 236 |
|  |  | Six girls attended Red Army Day celebration at the Capitol  | 25 Feb 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 Mar 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 Mar 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 Mar 1944    | 237 |
|  |  | An Alert last evening lasted 1 ¼ hrs. One or two children are rather unnerved   | 24 Mar 1944    | 237 |
|  |  | Holiday in afternoon for Royal Visit-King, Queen, Princess Elizabeth  | 29 Mar 1944    | 237 |
|  |  | A collection is being made this week for the Blind Institute. Total £1 15s 0d   | 18 Apr 1944    | 238 |
|  |  | Circular 4/Empire Day, Salaries, EWS, School canteen, swimming  | 21 Apr 1944    | 238 |
|  |  | Cigarette Fund £2 15s 0d  | 25-26 Apr 1944 | 238 |
|  |  | Circular 10/School meals during holiday   | 2 May 1944     | 239 |
|  |  | Collections for school funds £6 12s 0d  | 19 May 1944    | 239 |
|  |  | Circular 14/re "Salute the Soldier" week. Result to be forwarded to Director June 23rd  | 25 May 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 Jun 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 Jun 1944    | 240 |
|  |  | Re international correspondence. Circular 23/girls will write as requested  | 22 Jun 1943    | 240 |
|  |  | Circular 25/re Cardiff "Salute Soldier" week  | 29 Jun 1944    | 240 |
|  |  | Circular 26/School meals during the holidays. Circular 29/Evacuees in Cardiff schools   | 5 Jul 1944     | 240 |
|  |  | Circular 35/re Exhibition "Dig for Victory"   | 14 Jul 1944    | 241 |
|  |  | Circular 37/"Dig for Victory" competition. Entries to be forwarded by July 28th   | 20 Jul 1944    | 241 |
|  |  | Education schedule and special film show  | 21 Jul 1944    | 241 |



|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 38/ Meals for evacuated children, Book recovery and Waste Paper Drive  | 26 Jul 1944 | 241     |
|  |  | Cardiff's Salute the Soldier week   | 28 Jul 1944 | 241     |
|  |  | Circular 41/Dig for Victory exhibition. 20 girls Sept 7 <sup>th</sup> at 11am<br>Circular 42/Evacuees in Cardiff schools. Number received to be forwarded Wed 6th   | 4 Sep 1944  | 241     |
|  |  | Circular 43/ Film "When We Build Again"   | 5 Sep 1944  | 242     |
|  |  | Circular 46/ Mustard Gas Warning, Public Health Lecture, Rationing of Cloth Wool etc.   | 18 Sep 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 Sep 1944 | 243     |
|  |  | Miss Munro and Miss Ashley, Furzedown College start a series of demonstrations to thirty students' classes 3, 4 and FI. Subjects, science and scripture. Lessons ¾ hr each. No of lessons 4 or 5 to be given. Day-Thursday am   | 28 Sep 1944 | 243     |
|  |  | Circular 51/re Supplementary Clothing Coupons   | 2 Oct 1944  | 243     |
|  |  | Four Furzedown students are on school practice starting Oct 9 <sup>th</sup> and ending on Oct 27 <sup>th</sup>  | 9 Oct 1944  | 243     |
|  |  | Circular 53/re Mid-term Holiday, Red Cross Russian Fund school contribution   | 13 Oct 1944 | 243-244 |
|  |  | School canteen transferred to infants school corridor   | 23 Oct 1944 | 244     |
|  |  | Furzedown students have completed their practice. Miss Munro and Miss Ashley seem quite satisfied. Cheque to MNCS £1 10s 0d   | 1 Nov 1944  | 244     |
|  |  | Circular 58/School contracts, agricultural fires, school funds, Army Apprentice Tradesmen   | 8 Nov 1944  | 244     |
|  |  | Circular 58/ Metropolitan Examination   | 12 Nov 1944 | 245     |
|  |  | Circular 60/re book drive Dec 2 <sup>nd</sup> -16 <sup>th</sup><br>Circular 61/re Invoices, Christmas gifts   | 27 Nov 1944 | 245     |
|  |  | Our second contribution to being taken today to wounded soldiers at the City Lodge. Cigarettes (300) and apples   | 4 Dec 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 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 | 13 Dec 1944 | 246     |
|  |  | 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 Dec 1944 | 246     |
|  |  | Cheque to Great Ormond St £2  | 13 Feb 1945 | 247     |
|  |  | Cheque forwarded to MNCS £2 15s 0d  | 16 Feb 1945 | 247     |

|        |                                 |  |               |     |
|--------|---------------------------------|--|---------------|-----|
|        |                                 | Circular 76/Meals arrangements for East Wk also for week ending 30 <sup>th</sup><br>Circular 77/re Collections in school   | 23 Feb 1945   | 247 |
|        |                                 | Circular 78/Domestic Front-Fuel Economy and Horticultural Show   | 28 Feb 1945   | 247 |
|        |                                 | Circular 81/re a WVS Re-homing gifts scheme collection March 12 1945<br>b. collections in schools  | 9 Mar 1945    | 248 |
|        |                                 | Circular 83/Metropolitan Exam, School collection, Teachers' Handicraft Guild   | 19 Mar 1945   | 248 |
|        |                                 | Circular 86/re Examination with form, Delta class, Gas Masks, Invoices   | 22 Mar 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<br>Circular 1 Teachers Handicraft Guild Cardiff and District Horticultural Show, Schedule of Handicraft and material, Accidents to children | 16 Apr 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 May 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 May 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 May 1945    | 250 |
|        |                                 | Circular 8/red "V" Day, Heating of schools, Educational lectures   | 4 May 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 May 1945 | 251 |
| EC22/2 | St Germans Metal Street Infants | The school closed today owing to the outbreak of war with Germany  | 3 Sep 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 Sep 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 Nov 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 Nov 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 Nov 1939   | 84  |

|  |  |   |             |       |
|--|--|---|-------------|-------|
|  |  | Circular 81/39-40 re Waste Paper  | 13 Dec 1939 | 85    |
|  |  | Circular 89/39-40 re School Sessions  | 31 Jan 1940 | 89    |
|  |  | Circular 93/39-40 re- Easter Vacation Courses<br>Circular 94/39-40-re Milk in schools<br>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 Feb 1940  | 89    |
|  |  | School reopened after vacation. Fifteen children under five years of age were readmitted today. They left when war broke out  | 1 Apr 1940  | 90    |
|  |  | Mrs McLean was sent for, her brother having been killed in action   | 17 Apr 1940 | 90    |
|  |  | Circular 8/40-41 "Action on Kitchen Front"  | 4 May 1940  | 91    |
|  |  | School reopened today, by Government request owing to the hostilities on Holland and Belgium  | 14 May 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 Jul 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 Jul 1940  | 92    |
|  |  | Circular No 31/40-41 received re evacuation of children immediately an Air Raid Warning is given  | 4 Jul 1940  | 92    |
|  |  | School reopened after Summer Vacation   | 13 Aug 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 Aug 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 Aug 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 Sep 1940  | 93    |
|  |  | Circular 54/40-41 received re School Holidays, Air Raid Warnings and School Sessions  | 10 Sep 1940 | 93    |
|  |  | The children to school at 2pm after an Air Raid Warning   | 12 Sep 1940 | 93    |
|  |  | Circular 55/40-41-Military Service and Whole time and Part time paid service in Civil Defence   | 13 Sep 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 Sep 1940 | 93-94 |
|  |  | A Warning went at 9.45am and the all clear went at 10.10am. Registers were marked at 10.30am  | 17 Sep 1940 | 94    |
|  |  | School closed for the second fortnight of the Summer Holidays   | 27 Sep 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 Oct 1940 | 94    |
|  |  | Circular 69/40-41 re National Savings Movement<br>Circular 70/40-41 re Mid-term Holiday-has been cancelled<br>Circular 71/40-41 re Cardiff Schools War Weapons week   | 17 Oct 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 Oct 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 Nov 1940  | 95    |
|  |  | Circular 82/40-41 re Milk in schools. From 208m enclosed  | 15 Nov 1940 | 95    |
|  |  | Circular No 84/40-41 Enclosed an Air Raid Form for B of E   | 21 Nov 1940 | 95    |
|  |  | Air Raid Warning 3.10. The children did not return to school  | 26 Nov 1940 | 95    |
|  |  | Air Raid Warning 2.05pm. All Clear 3.05pm   | 3 Dec 1940  | 96    |
|  |  | Air Raid 2.52pm. All Clear 3.13pm. 11 children did not return to school   | 4 Dec 1940  | 96    |
|  |  | Circular No 86/40-41 re Books apparatus stationery increases in prices  | 5 Dec 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 Dec 1940 | 96    |
|  |  | Circular 92/40-41 re Communications with Teachers in an Emergency; Cardiff School Children's Infirmary Fund   | 16 Dec 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 Jan 1941 | 97    |
|  |  | Circular 112/40-41 111/40-41 re Fire prevention and memorandum copy from Chief Constable  | 13 Feb 1941 | 97-98 |
|  |  | Heavy Air Raid bombs dropped in the District  | 26 Feb 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 Feb 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 Feb 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 Mar 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 Mar 1941 | 99      |
|  |  | Head Teachers met the Director to hear about Evacuation Scheme   | 26 May 1941 | 99      |
|  |  | Parents of children from the 3 Depts. met here, to hear of the scheme  | 27 May 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 May 1941 | 99      |
|  |  | Miss Jewell went to Aberdare to teach at St Fagans School  | 23 Jun 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 Aug 1941 | 100-101 |
|  |  | Mr Ronswell ARP inspected the children's Gas Masks. 11 required repairs and those needing adjustment were attended to  | 18 Sep 1941 | 102     |
|  |  | £33 0s 3d was collected for Warship Week   | 23 Jan 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 Jun 1944 | 106     |
|  |  | Mr Clayton HMI visited the school this morning to enquire into the proposed scheme, in which he showed a sympathetic interest  | 24 Jun 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 Jul 1942 | 107     |
|  |  | During the week the children collected books for the City Book Drive   | 19 Jan 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 Feb 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 May 1943 | 113     |
|  |  | School closed temporarily for the rest of the week   | 19 May 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 May 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 May 1943 | 114     |
|  |  | Alert during the night-very few children in school this morning   | 16 Jul 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 Jul 1943 | 115     |
|  |  | The workmen finished repairing windows which were started on Tuesday  | 8 Oct 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 Oct 1943 | 116     |
|  |  | Received circular No/45/43-44 re School Hours; Christmas Gifts; Damage to school amenities<br>Also circular No 45/43-44 School Meals during Christmas Holidays  | 9 Dec 1943  | 118     |
|  |  | Received circular No 49/43-44 re "Cardiff School-Children's Infirmary Fund"; and "Christmas Gifts from America"   | 16 Dec 1943 | 118     |
|  |  | Received Circular No.50/43-44 re "Prepaid Bus/Tram Tickets"   | 18 Jan 1944 | 119     |
|  |  | The Head Teacher attended a meeting re "Shadow Kitchens" at Tredegarville School at 2.15pm  | 4 Feb 1944  | 119     |
|  |  | The school reverted to its normal hour of opening this morning viz 9am  | 7 Feb 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 Mar 1944  | 120     |
|  |  | Received circular No 62/43-44 re "Coal for Schools"   | 14 Mar 1944 | 120     |
|  |  | Received circular No 63/43-44 re "Coal for Schools"   | 23 Mar 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 Mar 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 Mar 1944 | 121     |
|  |  | Received circular No 1-44-45 re "Books, apparatus; stationery; school postage" Closed school this morning for the Easter Vacation   | 6 Apr 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 Apr 1944 | 121     |
|  |  | The attendance was low this morning due to an Air Raid Warning from 2.15am-3am  | 15 May 1944 | 122     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received circular No10/44-45 re "School Meals during Whitsun Holidays" and No 11/44-45 re "Teachers' Superannuation Contributions"   | 16 May 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 Jun 1944  | 122     |
|  |  | Received circular No 19/44-45 re "School Medical Service"  | 9 Jun 1944  | 123     |
|  |  | Amount collected in the department this week for "Salute the Soldier" was £381 14s 6d  | 16 Jun 1944 | 123     |
|  |  | Received circular No 21/44-45 re "Books apparatus and stationery"; No 22/44-45 re "Vitamins for children under five"   | 19 Jun 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 Jun 1944 | 123     |
|  |  | Received circular No25/44-45 re "Cardiff Salute the Soldier" week  | 28 Jun 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 Jul 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 Jul 1944 | 126     |
|  |  | Received circular No 37/44-45 re "Dig for Victory Exhibition"  | 20 Jul 1944 | 126     |
|  |  | Received circular No 38/44-45 re "Provision of meals for evacuated school children; book recovery and waste paper drive"   | 26 Jul 1944 | 126     |
|  |  | Reopened school this morning after the Summer Vacation. Received circular No 39/44-45 re "Cod Liver Oil and Orange Juice"  | 4 Sep 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 Sep 1944 | 127     |
|  |  | Received circular No 46/44-45 re "Mustard Gas Warning"   | 18 Sep 1944 | 127     |
|  |  | Miss Morfydd Phillips attended school this afternoon to see the children under five years of age have their vitamins   | 21 Sep 1944 | 127     |
|  |  | Received circular No 58/44-45-re "School contracts; School Funds"  | 6 Nov 1944  | 128     |
|  |  | Received circular No 59/44-45 re "National Savings Movement"   | 9 Nov 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 Nov 1944 | 129     |
|  |  | Received circular No 46/43-44 (44-45?) re "School Meals during Christmas Meals (Holidays?) 1944"   | 13 Dec 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 Dec 1944 | 130     |

|        |                                       |   |             |         |
|--------|---------------------------------------|---|-------------|---------|
|        |                                       | Received circular No 66/44-45 re "Diseases etc. not notifiable by Medical Practitioners; Immunisation against Diphtheria; Food and Health Lecture"  | 9 Jan 1945  | 130     |
|        |                                       | Received circulars No 76/44-45 re "School meals during Easter Holidays 1945"; No 77/44-45 re "Collections in School"                                | 23 Feb 1945 | 132     |
|        |                                       | Received circular No 78/44-45 re "The Domestic Front-Fuel Economy"  | 28 Feb 1945 | 132     |
|        |                                       | Received circular No 81/44-45 re "WVS Re-Homing Gifts Scheme"   | 8 Mar 1945  | 132     |
|        |                                       | Received circulars No 83/44-45 re "School Collections; Teachers' Handicraft Guild"; 84/44-45 re "Book, apparatus and stationery"                    | 16 Mar 1945 | 132     |
|        |                                       | Received circular No 86/44-45 re "School children's Gas Masks; Invoices"  | 26 Mar 1945 | 132-133 |
|        |                                       | Received circular No 1/45-46 re "Teachers Handicraft Guild; Schedule of craftwork materials; Accidents to scholars"                                 | 16 Apr 1945 | 133     |
|        |                                       | Received circular No 5/45-46 re "V Day Celebrations"  | 1 May 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 May 1945  | 133-134 |
|        |                                       | Received circular No 9/45-46 re "Celebration of Termination of Organised Hostilities in Europe"   | 7 May 1945  | 134     |
|        |                                       | School closed for two days to celebrate the termination of organised hostilities in Europe  | 8 May 1945  | 134     |
| EC24/4 | St Mary's<br>Clarence<br>Road Infants | School closed at 12am. Department to be used as a First Aid Party and Ambulance Depot   | 1 Sep 1939  | 192     |
|        |                                       | School re-opened. Room 1 used as First Aid Party and Ambulance Depot  | 18 Sep 1939 | 192     |
|        |                                       | Mr Jones HMI visited and inquired about protection for children   | 19 Sep 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 Nov 1939 | 193     |
|        |                                       | Mr Jones HMI called in to inspect Air Raid Precautions  | 8 Dec 1939  | 193     |
|        |                                       | The afternoon session again begins at 2pm and closes at 4pm   | 5 Feb 1940  | 194     |
|        |                                       | Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff. School closes afternoon session only  | 9 Feb 1940  | 194     |
|        |                                       | Whitsun Tuesday. By Government Order all Elementary Schools re-opened. Hostilities broken out in Holland and Belgium                                | 14 May 1940 | 200     |
|        |                                       | Miss Pugsley returned to duties. Being at Oxwich, Gower, failed to hear that schools re-opened  | 15 May 1940 | 200     |
|        |                                       | Air Raid Warning just before 1am. 26 little ones absent this morning  | 20 Jun 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 Jul 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 Jul 1940     | 201     |
|  |  | Air Raid Warnings during morning and afternoon. Children spent the whole of the morning session in the shelter   | 10 Jul 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 Jul 1940    | 201-202 |
|  |  | School closed this afternoon for the Summer Vacation July 25-Aug 13-Two weeks only   | 25 Jul 1940    | 202     |
|  |  | Attendance very poor all the week on account of Air Raids  | 16 Aug 1940    | 202     |
|  |  | A further two weeks' holiday has been granted to the schools commencing Monday, 30 Sep until Oct 14  | 27 Sep 1940    | 204     |
|  |  | Air-Raid 11.20am until 12.40   | 28 Oct 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 Jan 1941     | 204     |
|  |  | Head Teacher left school at 11am to attend a meeting at the Technical College with respect to Air Raid Precautions   | 7 Jan 1941     | 205     |
|  |  | Meeting of parents held this afternoon at 3.30 to discuss Evacuation Scheme for children age five and over   | 24 Jan 1941    | 205     |
|  |  | Attendance for week poor. Children getting little sleep through Air Raids  | 21 Feb 1943    | 205     |
|  |  | Alert 1.30pm. Children in shelter from 2pm to 3pm  | 27 Mar 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 May 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 May 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 May 1941    | 206-207 |
|  |  | A meeting of parents held at school at 3.30pm to discuss the question of evacuation  | 27 May 1941    | 207     |
|  |  | School opened both session for registration of Evacuees  | 28-29 May 1941 | 207     |
|  |  | 13 children (12 boys and 1 girl) to be evacuated on Saturday May 31 <sup>st</sup> (Abercynon)  | 31 May 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 Jun 1941  | 207     |
|  |  | Miss Coney absent on a week's holiday from June 30 <sup>th</sup> , in lieu of Whitsun week  | 30 Jun 1941 | 207     |
|  |  | Miss Coney returned to duties.<br>Head Mistress left school at 2.30pm to attend a meeting of the Shadow Kitchen at Charles St   | 7 Jul 1941  | 209     |
|  |  | School closed this afternoon for the Summer Vacation July 24-Aug 12. Two weeks only   | 24 Jul 1941 | 209     |
|  |  | The boys were evacuated to Abercynon and the girl to Bridgewater  | 18 Aug 1941 | 211     |
|  |  | School closed this afternoon for a further two weeks' vacation  | 26 Sep 1941 | 211     |
|  |  | Inventory of all school furniture, books, apparatus and stationery sent to City Hall. Duplicate copy kept at school   | 7 Nov 1941  | 211     |
|  |  | Head Teacher attended meeting of members of Shadow Kitchen called by Miss Phillips at Charles St, Congregational Church at 10.45  | 6 May 1942  | 214     |
|  |  | Head Mistress sent out a questionnaire about the School Feeding Scheme. Result 10 Yes, 84 No  | 20 Jul 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:-<br>1 <sup>st</sup> week-Miss Pugsley<br>2 <sup>nd</sup> week-Miss Coney<br>3 <sup>rd</sup> week-Miss Brotherton<br>4 <sup>th</sup> week-Mrs Evans (Mixed Department) | 30 Jul 1942 | 216     |
|  |  | Owing to poor attendance of children during the past two weeks, the Voluntary Attendance Scheme was abandoned   | 17 Aug 1942 | 216     |
|  |  | School canteen at Eleanor St to be opened on Monday. Only four children brought their 2/- for meals for next week   | 4 Sep 1942  | 217     |
|  |  | Five children paid for dinners for the following week   | 17 Sep 1942 | 218     |
|  |  | Air Raid Warning 3.17pm. All Clear 3.45pm   | 19 Feb 1943 | 219-220 |
|  |  | Heavy Enemy Action during early hours of morning. A few windows broken, attendance poor in the morning  | 18 May 1943 | 221     |
|  |  | Children nervous during remainder of week   | 21 May 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 Jan 1944 | 224     |
|  |  | Head Mistress met the other Head Teachers at Eleanor St School Canteen to discuss Food and Heating arrangements at 3.30pm   | 1 Feb 1944  | 224     |

|        |                                 |   |             |     |
|--------|---------------------------------|---|-------------|-----|
|        |                                 | Visit of Miss Parry HMI. An Air Raid Warning at 5.30am  | 3 Feb 1944  | 224 |
|        |                                 | This did not affect the attendance. A few scholars came in late   | 4 Feb 1944  | 224 |
|        |                                 | School re-opened at 9am this morning until further notice   | 7 Feb 1944  | 224 |
|        |                                 | 8 dozen Optimists' Chocolate Bars distributed to the little ones  | 3 Mar 1944  | 224 |
|        |                                 | Royal Visit to Cardiff of Their Majesties King George VI and Queen Elizabeth and Princess Elizabeth. School closed for afternoon session  | 29 Mar 1944 | 225 |
|        |                                 | Second Front opened at 6.30am   | 6 Jun 1944  | 225 |
|        |                                 | Mr Phillips visited school to suggest plans and means of distributing Orange Juice and Oil to the under fives   | 15 Jun 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 Jun 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 Jul 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 Sep 1944 | 229 |
|        |                                 | Received 29 bottles of Orange Juice   | 28 Sep 1944 | 229 |
|        |                                 | Termination of Organised Hostilities in Europe. School closed for two days  | 8 May 1945  | 232 |
|        |                                 | VE Days May 8 and May 9   | 9 May 1945  | 232 |
| EC25/2 | St Patricks, Grangetown Infants | School will be closed from today owing to war being declared  | 4 Sep 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 Nov 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 Feb 1940  | 395 |
|        |                                 | Circular No 6, stating that children over four years of age can be admitted, subject to certain conditions  | 23 Apr 1940 | 397 |
|        |                                 | Circular No 6, stating that children under five years of age may be admitted was received   | 8 May 1940  | 397 |
|        |                                 | Owing to War condition school is re-opened today  | 14 May 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 Jun 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 Jul 1940  | 399 |
|  |  | Circular No 35 was received, dealing with paper economy in schools   | 19 Jul 1940 | 399 |
|  |  | School reopened after Summer Vacation  | 13 Aug 1940 | 399 |
|  |  | The school windows are being covered with net  | 28 Aug 1940 | 399 |
|  |  | Circular (No 54), referring to school holidays and Air Raid Warnings, was received   | 10 Sep 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 Sep 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 Oct 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 Nov 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 Jan 1941  | 402 |
|  |  | Seven bags of sand were received from the Education Committee and were deposited in the class rooms and the cloak hall   | 10 Jan 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 Jan 1941 | 403 |
|  |  | Circular 101, dealing with an enquiry re evacuation scheme for school children was received  | 21 Jan 1941 | 403 |
|  |  | Circular 103, desiring particulars of the services undertaken by teachers for Civil Defence purposes outside school hours, was received  | 23 Jan 1941 | 403 |
|  |  | A meeting for explaining Evacuation Scheme for school children to parents was held in the mixed department at 10.30  | 27 Jan 1941 | 403 |
|  |  | A contribution of £1, collected by the school children, was forwarded to the Lord Mayor, for the Spitfire Fund   | 4 Feb 1941  | 403 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 74, asking Head Teachers to speak to the children about interfering with sandbags, was received  | 5 Feb 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 Feb 1941 | 404     |
|  |  | An acknowledgement of the donation of £1 for the Spitfire Fund was received from the Lord Mayor's secretary   | 24 Feb 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 Feb 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 Feb 1941 | 405     |
|  |  | A letter, requesting that repairs should be carried out to the window-panes, was forwarded to the Director of Education   | 5 Mar 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 Mar 1941 | 405     |
|  |  | The Alert was sounded at 3.40. The All Clear sounded at 3.55  | 17 Mar 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 Mar 1941 | 406     |
|  |  | Circular No 1 was received. This gave information of 1. Books, apparatus and stationery<br>2.Collection of Waste Paper 3. School Postage  | 2 Apr 1941  | 406     |
|  |  | Circular No 3, dealing with communication with teachers in an emergency during the Easter Holidays, was received  | 8 Apr 1941  | 406     |
|  |  | Circular No 9 dealing with School Supplies was received   | 21 Apr 1941 | 406     |
|  |  | Circular No 10 was received. It gave information how school children should be safeguarded so far as respirators are concerned  | 22 Apr 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 May 1941  | 407     |
|  |  | Several more window panes in the school were shattered by the blast in the raid of last night   | 12 May 1941 | 407     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Three quarters pf a hundred weight was collected by the Cardiff Waste Paper Co  | 22 May 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 May 1941 | 408     |
|  |  | School opened after Whitsun Holiday. Of the thirty three children evacuated five have returned  | 9 Jun 1941  | 408     |
|  |  | Workmen have mended some of the window panes  | 10 Jun 1941 | 408     |
|  |  | Miss Guise was appointed to a school in Llwynypia in connection with evacuation scheme  | 16 Jun 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 Jun 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 Jun 1941  | 409     |
|  |  | Circular No 52 was received. This gave information (1). Schools close on Thursday evening 24 <sup>th</sup> July 1941<br>(2). Two weeks holiday will be given from Monday 29 <sup>th</sup> Sept 1941 to Monday, 13 <sup>th</sup> Oct 1941<br>(3). Usual mid-term holiday at the end of October is cancelled.<br>(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 Jul 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 Jul 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 Aug 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 Aug 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 Sep 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 Oct 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 Dec 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 Dec 1941 | 413 |
|  |  | Circular 104 was received giving information of school canteens, Milk in Schools Scheme, Keep fit class and War Time Nurseries   | 17 Dec 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 Dec 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 Jan 1942  | 414 |
|  |  | Gifts from America for twenty four children were distributed   | 7 Jan 1942  | 414 |
|  |  | A "Lend to Save" circular was received   | 14 Jan 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 Jan 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 Mar 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 Mar 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 May 1942 | 417 |
|  |  | Salvage was collected  | 11 Jun 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 Jun 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 that the "Life Buoy" Mobile Bathing Unit will be at this school on Tuesday next and thereafter on every alternate Tuesday | 26 Jun 1942 | 418 |
|  |  | Circular No 17, dealing with school canteens, was received   | 8 Jul 1942  | 418 |
|  |  | Circular No 21, dealing with care of school children during school holidays, was received  | 17 Jul 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 Jul 1942 | 419 |
|  |  | The examination of the children's' Gas Masks was held by the ARP   | 10 Sep 1942 | 419 |
|  |  | Examination of Gas Masks by ARP took place   | 12 Oct 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 Nov 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 Dec 1942  | 421-422 |
|  |  | A half-holiday was granted by the Lord Mayor on the occasion of his visit to the school  | 10 Dec 1942 | 422     |
|  |  | Some gifts and sweets from the British War Relief Society were distributed to school children  | 27 Jan 1943 | 423     |
|  |  | The rota for attendance for supervision at the meal centre begins today  | 28 Jan 1943 | 423     |
|  |  | The siren sounded at 3.20pm. The children sheltered until the "All Clear" went at about 3.40pm   | 19 Feb 1943 | 424     |
|  |  | Circular (2) relating to Provision of Meals during the Easter vacation was received  | 8 Apr 1943  | 425     |
|  |  | Supervision of meals in Ninian Park School, commenced for staff  | 9 Apr 1943  | 425-426 |
|  |  | Circular No 8, giving particulars of Empire Day, School sessions, Salaries of teachers, was received   | 3 May 1943  | 426     |
|  |  | A "Wings for Victory" circular (No 12) was received  | 17 May 1943 | 426     |
|  |  | Circular (15) was received. It gave information of school meals during Whitsun Holidays 1943   | 1 Jun 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 Jun 1943 | 427     |
|  |  | The rota for supervision of meals began  | 5 Jul 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 Jul 1943 | 429     |
|  |  | Circular (No 25) giving directions of 1. Use of playgrounds and classrooms 2. Surplus furniture  | 1 Sep 1943  | 429     |
|  |  | School was closed all day as there were no fires, owing to shortage of coal  | 30 Nov 1943 | 432     |
|  |  | Gifts and sweets received from America were distributed to the children  | 13 Jan 1944 | 433     |
|  |  | School commenced at 9am  | 7 Feb 1944  | 434     |
|  |  | Circular No 55 was received. It referred to (1) St David's Day celebration<br>(2) Welsh Society of Institute of Christian Education<br>(3) Teachers private addresses<br>(4) Ministry of Information Publication   | 10 Feb 1944 | 434     |
|  |  | A meeting of head teachers to discuss Shadow Kitchen arrangements was held am in St Patrick's Hall   | 18 Feb 1944 | 434     |
|  |  | Chocolate, received from the Optimists Club, Toronto, Canada, was distributed to the children  | 3 Mar 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 Mar 1944 | 435     |



|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Circular No 63, stating that coal restrictions will be removed from Thursday next, the 23 <sup>rd</sup> March, was received  | 22 Mar 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 Mar 1944 | 436     |
|  |  | Medical cards (admission no 882) were forwarded to the Public Health Department, City Hall   | 2 Apr 1944  | 436     |
|  |  | Circular (No 22), giving information of Vitamins for children under five in attendance at school, was received   | 19 Jun 1944 | 437     |
|  |  | The reply to Circular 22 (Vitamins) was forwarded to the Director of Education   | 20 Jun 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 Jun 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 Jul 1944 | 438-439 |
|  |  | Cod Liver Oil and Orange Juice were supplied to children under 5   | 11 Sep 1944 | 440     |
|  |  | Forty seven bottles of Orange Juice were delivered. Twenty one empty Orange Juice bottles were collected   | 3 Oct 1944  | 440     |
|  |  | Forty eight bottles of Orange Juice were received and one towel. Thirty six empty Orange Juice bottles were taken  | 2 Nov 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 Nov 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 Nov 1944 | 442     |
|  |  | Tickets were received and distributed to six children for gifts from the Ragnhild Smith Petersen Memorial Fund   | 18 Dec 1944 | 442     |
|  |  | Circular 66 was received. It dealt with 1. Diseases etc., not notifiable by Medical Practitioners<br>2. Immunisation against Diphtheria<br>3. Food and Health<br>Ten bottle of Orange Juice were received. Thirty six bottles (empty) were taken   | 11 Jan 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 Jan 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 Feb 1945 | 446 |
|        |                            | Thirty two bottles of Orange Juice and one pound of Powdered Soap was received  | 26 Mar 1945 | 447 |
|        |                            | Bottles of Orange Juice in stock = 55. Cod Liver Oil-can almost full  | 13 Apr 1945 | 448 |
|        |                            | A lb packet of Soap was received. Circular No 5 was received giving details for "V" celebrations in school  | 1 May 1945  | 448 |
|        |                            | A collection for the Blind was made. A receipt for £1 was received from the "Red Cross"   | 3 May 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 May 1945  | 448 |
|        |                            | Circular (9) was received, giving information of the manner of celebrating the Termination of Organised Hostilities in Europe   | 7 May 1945  | 449 |
|        |                            | School reopened after three days holiday for Victory Celebration  | 11 May 1945 | 449 |
| EC28/1 | Severn Road Manual Centre  | School closed. Outbreak of war.   | 4 Sep 1939  | 62  |
|        |                            | Centre closed. Caused by minor damage of incendiary bomb  | 4 Mar 1941  | 64  |
|        |                            | J E Jones left for HM Forces  | 13 Aug 1941 | 64  |
|        |                            | VE Day  | 8 May 1945  | 66  |
|        |                            | Holiday   | 9 May 1945  | 66  |
|        |                            | School closed at 10am   | 10 May 1945 | 66  |
|        |                            | School reopened   | 11 May 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 Sep 1939  | 319 |
|        |                            | School closed until further notice  | 11 Sep 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 Sep 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 Sep 1939 | 320 |
|        |                            | Received circular No 56/39-40 re First Aid courses in schools   | 21 Sep 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 Sep 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 Sep 1939    | 321 |
|  |  | Received circular No 63/39-40 re Mid-Term Holiday October 30 <sup>th</sup> -31 <sup>st</sup>   | 18 Oct 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 Nov 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 Nov 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 Dec 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 Feb 1940     | 325 |
|  |  | Received two large store cupboards   | 20 Mar 1940    | 326 |
|  |  | Received circular No 6/40-41 re Conditions under which children under 5 yrs. of age may be admitted  | 30 Apr 1940    | 326 |
|  |  | Received circular No 12/40-41 concerning the issue of dinner and milk tickets for holidays   | 7 May 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 May 1940     | 326 |
|  |  | Whitsun Holidays cancelled by Order of the Government. School reopened   | 14 May 1940    | 327 |
|  |  | The attendance was very poor on Tuesday and Wednesday morning owing to Air Raid Warnings during the night  | 25-26 Jun 1940 | 327 |
|  |  | The attendance is very poor this morning owing to Air Raid Warnings during the night   | 1 Jul 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 Jul 1940     | 327 |
|  |  | No examinations this term owing to the effect on attendance caused by War conditions   | 3 Jul 1940     | 327 |
|  |  | The attendance today has been seriously affected, owing to an Air Raid   | 10 Jul 1940    | 328 |
|  |  | Air Raid Warning at 2.45pm   | 24 Jul 1940    | 328 |
|  |  | Summer Holidays 2 weeks. School closes at 4pm  | 25 Jul 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 Aug 1940    | 328 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | The attendance this morning was seriously affected owing to an Air Raid   | 14 Aug 1940 | 328     |
|  |  | Air Raid Warning at 10.40am "All Clear" sounded at 11.35am  | 21 Aug 1940 | 328     |
|  |  | Air Raid Warning at 10.45am. All Clear 11.15  | 22 Aug 1940 | 328     |
|  |  | Circular 49/40-41 re Damage to school property by Air Raids   | 26 Aug 1940 | 329     |
|  |  | Air Raid Warning 9.45am. All Clear 10.55am. Air Raid Warning 1.50pm. All Clear 2.20pm   | 2 Sep 1940  | 329-330 |
|  |  | Air Raid Warning at 9.30am and 10.20am. "All Clear" at 10 and 10.40am   | 4 Sep 1940  | 330     |
|  |  | Air Raid Warning 9.50 "All Clear" 10.10   | 5 Sep 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 Sep 1940  | 330     |
|  |  | Air Raid Warning 1.50. All Clear 2.10pm   | 12 Sep 1940 | 330     |
|  |  | Air Raid Warning 9.45am All Clear 10.10am. Air Raid Warning 2.30pm. All Clear 2.50pm  | 17 Sep 1940 | 330     |
|  |  | Air Raid Warning 9.50am. All Clear 10.30am  | 18 Sep 1940 | 330     |
|  |  | Circular 61/40-41-re arrangements for meals during holidays   | 23 Sep 1940 | 330     |
|  |  | Air Raid Warning 11.40. All Clear 12.10pm   | 25 Sep 1940 | 330     |
|  |  | Air Raid Warning 3.45pm. All Clear 4.15   | 26 Sep 1940 | 330     |
|  |  | Air Raid Warning 11.45. All Clear 12.15   | 27 Sep 1940 | 330     |
|  |  | Received circular 64/40-41 re Air Raid Precautions in schools<br>Circular 65/40-41 re Copy of a minute passed by Education Com 27 <sup>th</sup> Sept 1940<br>"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 Oct 1940 | 331     |
|  |  | Air Raid Warning 2.25pm. All Clear 2.50pm   | 16 Oct 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 Oct 1940 | 331-332 |
|  |  | Air Raid Warning 11.45am. All Clear 12.45   | 28 Oct 1940 | 332     |
|  |  | Air Raid Warning 3.15pm. All Clear 3.30pm   | 11 Nov 1940 | 332     |
|  |  | Air Raid Warning 2.50pm. All Clear 3.15pm   | 13 Nov 1940 | 332     |
|  |  | Air Raid Warning 2pm. All Clear 2.20pm. Air Raid Warning 2.40pm. All Clear 3.25pm   | 21 Nov 1940 | 332     |
|  |  | Air Raid Warning 3.05pm. All Clear 4.30pm   | 26 Nov 1940 | 332     |

|  |  |             |     |
|--|--|-------------|-----|
|  | Air Raid Warning 2pm. All Clear 2pm. All Clear 3.10pm  | 3 Dec 1940  | 332 |
|  | Air Raid Warning 2.55pm. All Clear 3.15pm  | 4 Dec 1940  | 332 |
|  | Air Raid Warning 1.50pm. All Clear 2.05pm. Air Raid Warning 2.15pm. All Clear 2.50pm   | 11 Dec 1940 | 332 |
|  | Miss Vokes is absent today owing to injury to her arm caused by Air Raid   | 6 Jan 1941  | 333 |
|  | Received circular No 99/40-41 re Fire Watchers for schools<br>Received circular No 100/40-41 re St David's Day celebrations<br>Received circular 101/40-41 re Enquiry concerning Evacuation Scheme for School Children | 20 Jan 1941 | 333 |
|  | Alert 10.15. All Clear 10.50   | 28 Feb 1941 | 333 |
|  | Attendance this morning is very low only 87 children present owing to the heavy raid over Cardiff last night   | 4 Mar 1941  | 334 |
|  | Attendance still very low owing to raid on Tuesday night   | 5 Mar 1941  | 334 |
|  | Alert 11.30. All Clear 12. Alert 3.10. All Clear 3.30pm  | 11 Mar 1941 | 334 |
|  | Alert 3.35pm. All Clear 3.55pm   | 17 Mar 1941 | 334 |
|  | Alert 1.25pm. All Clear 2.25pm   | 31 Mar 1941 | 335 |
|  | Alert 2.15pm. All Clear 2.30pm   | 22 May 1941 | 335 |
|  | Head Teacher attended meeting at Technical College re Evacuation of children on May 31st   | 26 May 1941 | 335 |
|  | Alert 10.50  | 29 May 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 Jun 1941  | 336 |
|  | Alert 2.15pm. All Clear 2.40pm   | 14 Jul 1941 | 336 |
|  | Alert 3.00. All Clear 3.35pm   | 15 Jul 1941 | 336 |
|  | School closes this afternoon for two weeks holiday July 25-August 12th   | 24 Jul 1941 | 336 |
|  | Morning session opens at 9.30  | 12 Aug 1941 | 336 |
|  | No play during afternoon sessions school closes at 3.45pm  | 18 Aug 1941 | 336 |
|  | Head Teachers attended opening of Food Exhibition at City Hall   | 2 Sep 1941  | 337 |
|  | Three students of Furzedown College begin three weeks teaching practice today  | 17 Nov 1941 | 338 |
|  | Splottlands Infants School asked by Savings Committee to raise £75 for Cardiff Warship Week. Total amount raised by school was £171  | 23 Jan 1942 | 338 |
|  | Miss Vokes has joined the ATS and left for Wrexham today   | 20 Feb 1942 | 339 |
|  | Mrs Stokes visited Exhibition of Nursery School Toys   | 16 Mar 1942 | 339 |
|  | School closed today for Parliamentary Election   | 13 Apr 1942 | 339 |

|  |  |             |         |
|--|--|-------------|---------|
|  | Children had shower baths in Mobile Van  | 26 Jun 1942 | 340     |
|  | Mrs Thomas absent (Husband home on leave)  | 9 Jul 1942  | 340     |
|  | Mobile Bath Van  | 10 Jul 1942 | 340     |
|  | Received Circular 21/42-43 re Arrangements for care of children during school holidays   | 16 Jul 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 Jul 1942 | 341     |
|  | Dinners for children were served today 29 children paid for the week   | 7 Sep 1942  | 342     |
|  | Miss Parry HMI visited the school today and the dinner centre  | 21 Sep 1942 | 342     |
|  | Three students for Furzedown Training College begin three weeks teaching practice  | 24 Nov 1942 | 343     |
|  | Received circular 68/1942-43. Damage to Air Raid Shelters  | 4 Jan 1943  | 343     |
|  | Circular No 86/42-43. Books, Apparatus, Stationery. Cost per head 4s on average number on registers  | 27 Mar 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 Apr 1943  | 344     |
|  | Circular 2/43-44-“Provision of meals during holidays”  | 7 Apr 1943  | 344     |
|  | Received circulars:-No 5/43-44 re Border Children Glam and Mon and Institution Children<br>No 6/43-44 re School meals during Easter Holiday  | 14 Apr 1943 | 345     |
|  | Circular No 8/43-44 re Empire Day 1943, School sessions, Salaries of Teachers 1943-44  | 3 May 1943  | 345-346 |
|  | Received circular re Arts and Crafts Exhibition  | 10 May 1943 | 346     |
|  | Received circular No 11/43-44-re Arts and Crafts Exhibition and Vacation courses in beginners’ Spanish   | 14 May 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 May 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 May 1943 | 346     |
|  | Received circular (Bulletin No 2/43-44) re Clothing Exchange Scheme. School target for “Wings for Victory” = £150. Amount realised = £223  | 21 May 1943 | 347     |
|  | Received circular No 14/43-44 re Provision of Meals during the holiday period; Government Evacuation Scheme; Arts and Crafts Exhibition  | 24 May 1943 | 347     |
|  | Received circular No 15/43-44 re School Meals during Whitsun Holiday   | 31 May 1943 | 347     |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Received Bulletin No 3/43-44 re Safety Warning to school children-Summer School British Social Hygiene Council  | 21 Jun 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 Jul 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 Jul 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 Jul 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 Jul 1943 | 349 |
|  |  | Received circular No 25/43-44 re 1. Use of playgrounds and classrooms 2. Surplus furniture  | 1 Sep 1943  | 350 |
|  |  | Circular No 31/43-44 re Heating of schools  | 28 Sep 1943 | 350 |
|  |  | Circular No 32/43-44 re Sound Tests; Public Warning Signals; Schedule of school stationery etc.; Teachers Handicraft Guild  | 1 Oct 1943  | 350 |
|  |  | Circular No 37/43-44 re School meals during Autumn Mid-term Holidays  | 20 Oct 1943 | 351 |
|  |  | Schedule of craft work, materials, books, apparatus, stationery, expenditure form   | 11 Nov 1943 | 351 |
|  |  | Three first year students from Furzedown Training College commence three weeks teaching practice (Misses John, Watkins, James)  | 22 Nov 1943 | 351 |
|  |  | Circulars:-45/43-44-re School hours; Damage to public amenities; Short course on United Nations; Christmas Gifts<br>46/43-44-re School meals during Christmas Holidays 1943; Supply of milk to necessitous school children Xmas 1944        | 8 Dec 1943  | 352 |
|  |  | Circular re appointments in 1. Severn Rd Nursery School 2. War-time Nurseries   | 20 Dec 1943 | 352 |
|  |  | Children's Xmas Party held during afternoon session. Children had a very enjoyable afternoon and a record tea for Wartime   | 22 Dec 1943 | 352 |
|  |  | Circular No 50/43-44-re Prepaid Bus/Tram tickets  | 17 Jan 1944 | 353 |
|  |  | Reversion to normal hours of school sessions viz-9 am to 12; 2pm-4pm  | 7 Feb 1944  | 353 |
|  |  | Circular No 61/43-44 re 1. School meals during Easter Holidays<br>2. Supply of milk to necessitous school children during Easter Holidays 1944  | 2 Mar 1944  | 354 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Circular No 62/43-44 re Coal for schools   | 13 Mar 1944 | 354     |
|  |  | Circular No 63/43-44 re Coal for schools   | 22 Mar 1944 | 354     |
|  |  | Circular No 65/43-44 re Royal Visit to Cardiff   | 28 Mar 1944 | 354     |
|  |  | School closed for afternoon session-Royal Visit  | 29 Mar 1944 | 354     |
|  |  | Circular No 1/44-45-re Books, Apparatus, Stationery, School Postage, Form B  | 5 Apr 1944  | 355     |
|  |  | Circular No 4/44-45 re 1. Empire Day 24 <sup>th</sup> May 1944<br>2. Salaries of Teachers; Financial Year 1944-45<br>3. Emergency Water Supplies<br>4. School canteen containers<br>5. Swimming instruction  | 21 Apr 1944 | 355     |
|  |  | Circular No 5/44-45-re Heating of schools  | 24 Apr 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<br>2. Education (Institution children) Act, 1923<br>3. Short courses for teachers interested on the Domestic Front campaign 1944                                   | 1 May 1944  | 456     |
|  |  | Circulars:-No 10/44-45 re 1. School meals during Whitsun Holidays, 1944<br>2. Supply of Milk to necessitous school children during Whitsun Holidays, 1944<br>No 11/44-45 re 1. Teachers' Superannuation Contributions<br>2. Salaries of Uncertificated Teachers (Elementary Schools)<br>3. Schedule of Craftwork Materials | 17 May 1944 | 356-357 |
|  |  | Circular No 14/44-45 re Cardiff's "Salute the Soldier" week  | 25 May 1944 | 357     |
|  |  | Circulars-No 16/44-45 re Recruitment of staffs under Emergency Scheme for Training of Teachers.<br>No 17/44-45 re Appointment of Head Teachers   | 5 Jun 1944  | 358     |
|  |  | Circular No 19/44-45-re School medical service   | 8 Jun 1944  | 358     |
|  |  | Circular No 21/44-45 re Books, apparatus, stationery-Miscellaneous schedule; Course in religious knowledge; Teachers' salaries   | 16 Jun 1944 | 358     |
|  |  | Circular No 22/44-45 re Vitamins for children under five in full-time attendance at public elementary schools  | 19 Jun 1944 | 358     |
|  |  | Circular No 27/44-45-re Cardiff "Salute the Soldier" week. Total contributions = £252 11s 0d (Target = £75)  | 4 Jul 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<br>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 Jul 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 Jul 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 Jul 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 Jul 1944 | 359 |
|  |  | Circular No 42/44-45-re Evacuees in Cardiff schools  | 4 Sep 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 Sep 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 Sep 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 Sep 1944 | 361 |
|  |  | Circular No 50/44-45-re School meals; Public health lecture; Educational visits  | 22 Sep 1944 | 361 |
|  |  | Circular No 53/44-45-re Mid-term holiday; School meals during Autumn Mid-term Holidays 1944  | 13 Oct 1944 | 362 |
|  |  | Circular No 58/44-45-re School contracts; Schedule of handicraft materials; Agricultural fires; School funds   | 3 Nov 1944  | 362 |
|  |  | Circular No 59/44-45-re National Savings Movement; Also "Message to the youth of Britain"  | 10 Nov 1944 | 362 |
|  |  | Circulars 60/44-45-re City of Cardiff book drive No 61/44-45 re Invoices for goods received; Christmas gifts   | 27 Nov 1944 | 362 |
|  |  | Circular No 46/44-45-re 1. School meals during Xmas Holidays 1944<br>2. Supply of milk to necessitous school children<br>3. Xmas gifts   | 13 Dec 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 Dec 1944 | 363 |
|  |  | Circular No 66/44-45-re 1. Diseases etc., not notifiable by medical practitioners<br>2. Immunisations of school children against Diphtheria  | 11 Jan 1945 | 363 |

|        |                                   |  |             |     |
|--------|-----------------------------------|--|-------------|-----|
|        |                                   | 3. Food and health   |             |     |
|        |                                   | 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 Feb 1945 | 364 |
|        |                                   | Circular No 78-44-45-re Domestic Front-Fuel Economy; Cardiff and District "Horticultural Show"   | 28 Feb 1945 | 365 |
|        |                                   | Circular No 81/44-45-re WVS<br>Re-homing Gifts Scheme  | 8 Mar 1945  | 365 |
|        |                                   | School meals during Easter Holidays  | 9 Mar 1945  | 365 |
|        |                                   | Circulars: - No 83/44-45 re 2. School collections; Prince of Wales Orthopaedic Hospital<br>3. Teachers' Handicraft Guild<br>No 84/44-45-re Books, apparatus, stationery etc.; School postage   | 19 Mar 1945 | 365 |
|        |                                   | Circular No 86/44-45-re Delta class; School children's Gas Masks; Invoices   | 23 Mar 1945 | 365 |
|        |                                   | Circular No 1/45-46-re 1. Teachers' Handicraft Guild<br>2. Cardiff and District Horticultural Show<br>3. Schedule of craft work materials<br>4. Accidents to scholars<br>5. St David's Day celebrations<br>Bulletin No 1/45-46-re<br>1. Cardiff Anglo-Soviet Friendship Council<br>2. Animal welfare week (Film Show)<br>3. Coleg Harlech Summer schools 1945<br>4. Aberystwyth (EHA) Summer school<br>5. Summer school in religious instruction | 16 Apr 1945 | 366 |
|        |                                   | Circular No 5/45-46-re "V" Day celebrations  | 1 May 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<br>2. Heating of schools  | 4 May 1945  | 367 |
|        |                                   | Circular No 9/45-46-re 1. Celebration of Termination of Organised Hostilities in Europe<br>2. Music in schools   | 7 May 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 May 1945  | 368 |
| EC31/2 | Stacey Road,<br>Roath,<br>Infants | Circular 44/38-39 (39-40?) received re Closure of Schools. School closed until further notice  | 4 Sep 1939  | 271 |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | School reopened after national crises. Received circular 54/39-40 re Evacuation of schools  | 18 Sep 1939 | 271 |
|  |  | Received circular 56/39-40 re First aid courses in schools  | 21 Sep 1939 | 271 |
|  |  | Received circular 57/39-40 re Respirators and attendance of children during War   | 27 Sep 1939 | 271 |
|  |  | Received circular 59/39-40 re Nutrition of children survey  | 29 Sep 1939 | 271 |
|  |  | School closed for Half-term Holiday Oct 30 <sup>th</sup> and 31 <sup>st</sup>   | 27 Oct 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 Nov 1939  | 272 |
|  |  | Re Meals for children   | 13 Dec 1939 | 272 |
|  |  | Received circular 89/39-40 re Return to normal school sessions on Feb 5   | 29 Jan 1940 | 273 |
|  |  | Received circular 94/39-40 re Milk bottles<br>Received circular 96/39-40 re Royal Visit King and Queen. School closed in honour of Royal Visit pm   | 9 Feb 1940  | 273 |
|  |  | Circular 104/39-40 received re Easter Holiday Milk  | 13 Mar 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 Mar 1940 | 274 |
|  |  | Circular 6-40-41 received re Admission of under fives   | 23 Apr 1940 | 274 |
|  |  | Circular 8-40-41 received re "Action on the Kitchen Front"  | 6 May 1940  | 274 |
|  |  | Circular 12-40-41 received re Milk for Whitsun  | 7 May 1940  | 274 |
|  |  | Circular 14-40-41 received re Admission of under fives  | 9 May 1940  | 274 |
|  |  | Circular 15/40-41 received re Opening of schools  | 13 May 1940 | 274 |
|  |  | School reopened by Government Order on account of War Conditions  | 14 May 1940 | 274 |
|  |  | Circular 19/40-41 received re Supplementary petrol rations  | 27 May 1940 | 274 |
|  |  | Received circular 21/40-41 re Provision of Meals  | 6 Jun 1940  | 275 |
|  |  | Received circular 22/40-41 re National Savings Movement   | 13 Jun 1940 | 275 |
|  |  | Circular 27/40-41 received from Minister of Information Mr Duff Cooper  | 25 Jun 1940 | 275 |
|  |  | Circular 30/40-41 received re School sessions   | 2 Jul 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 Jul 1940  | 275 |
|  |  | Circular 31-40-41 received re dismissal of children when Air Raid Warnings sound  | 4 Jul 1940  | 275 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 32/40-41 received re Teachers volunteering for overseas travel   | 9 Jul 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 Jul 1940 | 275     |
|  |  | Circular 32-40-41 received. Duff Cooper's information   | 12 Jul 1940 | 275     |
|  |  | Circular 34-40-41 received Re Window protection   | 18 Jul 1940 | 276     |
|  |  | Circular 35/40-41 received re Paper economy in schools  | 19 Jul 1940 | 276     |
|  |  | Circular 41/40-41 received re Air Raid Precautions and school holiday for Summer<br>Circular 42/40-41 received re Meals for holidays                              | 21 Jul 1940 | 276     |
|  |  | School reopened after Summer Holidays   | 13 Aug 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 Aug 1940 | 276     |
|  |  | Air Raid Warning sounded at 10.50. Children followed the above plan. All Clear sounded 11.25  | 22 Aug 1940 | 276     |
|  |  | Circular 49/40-41 received re Damage during Air Raids   | 27 Aug 1940 | 276     |
|  |  | Air Raid Warning sounded 9.40. All Clear 10.15. Children came to school   | 2 Sep 1940  | 277     |
|  |  | Air Raid Warning sounded 10.30. All Clear 11.55. Dismissed school   | 3 Sep 1940  | 277     |
|  |  | Air Raid Warning sounded 9.50. All Clear 10.35. Children returned to school   | 4 Sep 1940  | 277     |
|  |  | Air Raid Warning sounded 9.50. All Clear 10.30. Children came to school   | 5 Sep 1940  | 277     |
|  |  | Circular 54/40-41 received re Holidays; Air Raid Warnings; School sessions  | 9 Sep 1940  | 277     |
|  |  | Circular 55/40-41 received re Military Service  | 13 Sep 1940 | 277     |
|  |  | Air Raid Warning at 2.30pm. All Clear 3pm. Children went home and returned to school  | 17 Sep 1940 | 277     |
|  |  | Circular 61/40-41 received re Holidays and milk   | 24 Sep 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 Oct 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 Oct 1940 | 278     |
|  |  | Circular 69-40-41 received re National Savings Movement. Circular 70-40-41 received re Mid-term Holiday<br>Circular 71-40-41 received re Cardiff War Weapons Week | 17 Oct 1940 | 278     |
|  |  | Air Raid Warning sounded 3.05. All Clear 4pm. Children sent home and did not return   | 21 Oct 1940 | 278     |
|  |  | Air Raid Warning 11.35. Children sent home. All Clear 12.45   | 28 Oct 1940 | 278     |
|  |  | Received circular No 80/40/41 re School sessions. Raid Warning in the afternoon at 3. Children returned to school   | 11 Nov 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 Nov 1940 | 279     |
|  |  | Raid Warning 9.45-All Clear 10.05 so children were late in arriving  | 15 Nov 1940 | 279     |
|  |  | Received circular No 82/40-41 re Returns for children receiving milk in school   | 18 Nov 1940 | 279     |
|  |  | Air Raid Alarm sounded 2.15. All Clear 2.45. Air Raid Alarm sounded 3.15. All Clear 3.35   | 21 Nov 1940 | 279     |
|  |  | Received circular No 84/40-41 re returns for the Board of Education regarding Air Raid Warnings  | 22 Nov 1940 | 279     |
|  |  | Air Raid Warning at 3.05pm. All Clear 4.25   | 26 Nov 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 Nov 1940 | 279-280 |
|  |  | Air Raid Alarm 2.05-All Clear 3.10   | 3 Dec 1940  | 280     |
|  |  | Air Raid Alarm 2.55-All Clear 3.15   | 4 Dec 1940  | 280     |
|  |  | Received circular No 86/40-41 re Revised prices of books apparatus and stationery  | 5 Dec 1940  | 280     |
|  |  | Air Raid Alarm 1.50. All Clear 2.15. Air Raid Alarm 2.18. All Clear 2.55   | 11 Dec 1940 | 280     |
|  |  | Received circular No 90/40-41 re Necessitous school children-Christmas Holiday arrangements  | 12 Dec 1940 | 280     |
|  |  | Received circular 92/40-41 re Cardiff School-Children's Infirmary Fund; Communication with teachers in an emergency  | 16 Dec 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 Jan 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 Jan 1941 | 281     |
|  |  | Received circular No 101/40-41 re the Enquiry re Evacuation Scheme for school children   | 21 Jan 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 Jan 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 Jan 1941 | 282     |
|  |  | Evacuation Enquiry Forms returned to the director, and majority of parents do not wish their children to go  | 30 Jan 1941 | 282     |
|  |  | Received circular No 74 advising appeal to children to take care of sandbags placed in the streets   | 5 Feb 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 Feb 1941 | 283     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Siren sounded 10.25, all clear 10.55. St David's Day programme carried out when children returned to school  | 28 Feb 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 Mar 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 Mar 1941 | 284     |
|  |  | Raid Warning at 3.30. All Clear at 3.50  | 17 Mar 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 Mar 1941 | 285     |
|  |  | Air Raid Warning at 3.50. All Clear 5.20pm   | 26 Mar 1941 | 285     |
|  |  | Air Raid Warning at 2.30. All Clear 3.25pm   | 27 Mar 1941 | 285     |
|  |  | Air Raid Warning at 1.25. All Clear 2.25   | 31 Mar 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 Apr 1941  | 285     |
|  |  | Received circular No 3/41-42 re Easter Holiday and communication with teachers in an emergency   | 4 Apr 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 Apr 1941  | 285-286 |
|  |  | Received circular No 10/41-42 re Respirators-school children   | 22 Apr 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 May 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 May 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 May 1941 | 288     |
|  |  | Parents meeting held in the afternoon to give full particulars of the Evacuation Scheme  | 27 May 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 May 1941 | 288     |
|  |  | Air Raid Warning 10.50. All Clear 11.35. 4 children have been registered at this school for evacuation   | 29 May 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 May 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 Jun 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 Jun 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 Jul 1941  | 290     |
|  |  | The 5 students from Furzedown College finished here today  | 11 Jul 1941 | 290     |
|  |  | Air Raid Warning at 2.10pm. All Clear 2.30pm   | 14 Jul 1941 | 291     |
|  |  | Air Raid Warning at 3.05pm. All Clear at 3.40pm  | 15 Jul 1941 | 291     |
|  |  | Received circular No 54/41-42 re Teaching service in Reception Areas   | 21 Jul 1941 | 291     |
|  |  | Received circular No 56/41-42 re Necessitous school children-Summer Holidays   | 24 Jul 1941 | 291     |
|  |  | School reopened after Summer Vacation. Air Raid Warning 2.05pm. All Clear 2.25pm   | 12 Aug 1941 | 291     |
|  |  | Received circular No 62/41-42 re Rationing of cloth, clothing footwear and knitting wool   | 26 Aug 1941 | 292-293 |
|  |  | Head Teacher attended the opening ceremony of Cardiff's food week in the City Hall   | 2 Sep 1941  | 293     |
|  |  | Received circular No 68/41-42 re the Government Evacuation Scheme and posters  | 18 Sep 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 Sep 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 Sep 1941 | 293-294 |
|  |  | School closed at 4 o'clock for part of the Midsummer Holiday   | 26 Sep 1941 | 294     |
|  |  | Received circular No 78/41-42 re Nursery Craft Guild for Teachers  | 13 Oct 1941 | 294     |
|  |  | Received circular No 88/41-42 re Milk in schools   | 15 Oct 1941 | 294     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Received circular No 86/41-42 re Inventory of school furniture stores etc. and duplicate sent to Education Office   | 22 Oct 1941 | 294     |
|  |  | Received circular No 90/41-42 re Marshals for Rest Centres  | 3 Nov 1941  | 295     |
|  |  | Five students for Furzedown College visited the school today for observation  | 27 Nov 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 Dec 1941 | 296     |
|  |  | Received circular No 101/41-42 re the Necessitous school children-Christmas Holidays and the distribution of milk and dinner tickets  | 15 Dec 1941 | 296     |
|  |  | Received circular No 104/41-42 re "School Canteens"; Milk in school Scheme; Keep fit classes and War-Time Nurseries   | 17 Dec 1941 | 296     |
|  |  | Inspection and replacement of the children's damaged Gas Masks by members of the ARP at Insole Park   | 8 Jan 1942  | 296     |
|  |  | Workmen started working on installing the apparatus required for the feeding of children in the school  | 15 Jan 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 Jan 1942 | 297     |
|  |  | Received circular No 108/41-42 re Rationing of Cloth, clothing footwear and knitting wool   | 21 Jan 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 Jan 1942 | 297     |
|  |  | Received circular No 109/41-42 re the school collection for Warship Week  | 29 Jan 1942 | 298     |
|  |  | The 5 students for Furzedown College finished their school practice here this afternoon   | 6 Feb 1942  | 298     |
|  |  | Miss Dinneen a student from Furzedown College is attending here this week to complete her training time   | 9 Feb 1942  | 298     |
|  |  | Received No 115/41-42 re Warship Week. Amount collected by Cardiff children was £33,000   | 20 Feb 1942 | 299     |
|  |  | Received circular No 117/41-42 re Limitation of Supplies Order. Supply of "Class 13" goods  | 6 Mar 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 Mar 1942 | 299     |
|  |  | Miss Humphreys and Miss Jones visited the Handiwork Exhibition in the afternoon   | 16 Mar 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 Mar 1942 | 300     |



|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Three students from Furzedown College started here today for 3 days to complete their time for training  | 25 Mar 1942 | 300     |
|  |  | Received circular No 122/41-42 re:-<br>1. Books, apparatus and stationery<br>2. Contract for the supply of books, apparatus and stationery<br>3. School postage<br>4. Necessitous school children-Easter Holiday | 30 Mar 1942 | 300     |
|  |  | School closed today for Parliamentary Election   | 13 Apr 1942 | 301     |
|  |  | Received circular No 1/42-43-Border children<br>Received circular No 2/42-43-re Accidents to children; Fire service; Water storage basins and tanks  | 14 Apr 1942 | 301     |
|  |  | Received circular No 8/42-43 re City of Cardiff Evacuated children's boot and clothing fund  | 7 May 1942  | 301     |
|  |  | Received circular No 9/42-43 re The Position of schools in the event of invasion   | 14 May 1942 | 301     |
|  |  | Four students from Furzedown College giving lessons 2.30-3.30 in physical exercises for inspection by Miss Rogers HMI  | 20 May 1942 | 301-302 |
|  |  | Received circular No 11/42-43 re the Rationing of Soap for schools   | 21 May 1942 | 302     |
|  |  | Received circular No 12/42-43 re Waste Paper Salvage   | 1 Jun 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 Jun 1942  | 302     |
|  |  | Received circular No 16/42-43 re the Revised prices of books, apparatus and stationery   | 11 Jun 1942 | 302     |
|  |  | Received cupboard for the crockery and 2 spoons to complete the 140 the quota for the school   | 19 Jun 1942 | 302     |
|  |  | Received three dining tables for the midday meals in school  | 23 Jun 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 Jun 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 Jun 1942 | 303     |
|  |  | Received 1 dozen jugs, 3 tables (small), 8 condiment sets, meat dishes, bread bin, bucket and bin for the school canteen   | 30 Jun 1942 | 303     |
|  |  | Received circular No 17/42-43 re School canteens and instructions for running the canteens   | 10 Jul 1942 | 303-304 |
|  |  | Received circular No 21/42-43 re Care of children during School Holidays and School Feeding  | 16 Jul 1942 | 304     |
|  |  | Received 12 folding chairs for the school canteen  | 17 Jul 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 Jul 1942 | 304     |
|  |  | Received circular No 24/42-43 re Necessitous and malnutrition free meal cases   | 23 Jul 1942 | 304     |
|  |  | Received 18 benches and tables for the canteen  | 27 Jun 1942 | 304     |
|  |  | Received circular No 25/42-43 re School canteens and the monetary arrangements for same.<br>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 Jul 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.<br>1 <sup>st</sup> week-Miss Humphreys and Mrs Davies<br>2nd week-Miss Lombardini and Mrs Jones<br>3rd week-Miss Phillips<br>4th week-Miss Jones and Miss Thomas | 30 Jul 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 Sep 1942  | 306     |
|  |  | Received circular No 28/42-43 re School children's Gas Masks and Damage to defence works<br>Received circular No 30/42-43 re Children receiving free milk<br>Received circular No 32/42-43 re Competitions for school children in connection with "Tanks for Attack" campaign   | 2 Sep 1942  | 306-307 |
|  |  | Received circular No 39/42-43 re "Tanks for Attack" campaign.<br>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 Sep 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 Sep 1942 | 307-308 |
|  |  | Miss Lloyd Morgan, the Dietitian visited the canteen this morning, and expressed satisfaction with arrangements that we have made   | 22 Sep 1942 | 308     |
|  |  | Received circular No 43-42-43 re the Teachers Handicraft Guild<br>Received circular No 44/42-43 re Fuel Economy in schools. No heating of schools until November 1 <sup>st</sup><br>Received circular No 45/42-43 re School canteens and keeping a register of children receiving free meals  | 30 Sep 1942 | 308     |
|  |  | Miss Parry HMI visited the canteen today  | 5 Oct 1942  | 308     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Miss Millar the chief dietitian visited the dinner centre with Miss Parry HMI today  | 6 Oct 1942  | 308     |
|  |  | Received circular No 49/42-43 re Holiday arrangements for school canteens  | 22 Oct 1942 | 308-309 |
|  |  | School opened after Mid-term Holiday-all the staff present. New time table in operation today  | 3 Nov 1942  | 309     |
|  |  | Received circular No 55/42-43 re Fire Prevention (Business Premises) Orders  | 9 Nov 1942  | 309     |
|  |  | Received circular No 57/42-43 re Weekly reports on the canteen   | 13 Nov 1942 | 309     |
|  |  | To ensure children getting home before black-out the afternoon playtime has been given up and school dismissed at 3.50   | 23 Nov 1942 | 309-310 |
|  |  | Received circular No 61/42-43 re Provision of meals during Holiday Period  | 2 Dec 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 Dec 1942  | 310     |
|  |  | Four senior students for Furzedown Training College in school today for school practice  | 10 Dec 1942 | 310     |
|  |  | Received circular No 65/42-43 re School meals during holidays and arrangements for feeding the children during the holiday   | 15 Dec 1942 | 310     |
|  |  | Received circular No 66/42-43 re the Christmas gifts for children from the British War Relief Society USA  | 16 Dec 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 Jan 1943  | 311     |
|  |  | Received circular No 69/42-43 re City of Cardiff Book Drive and Lord Mayor's appeal for books  | 5 Jan 1943  | 311     |
|  |  | Received circular No 71/42-43 re the Filling in of Milk and dinner supply books  | 12 Jan 1943 | 311     |
|  |  | Received circular No 75/42-43 re the Cardiff Book Drive<br>Received circular No 70/42-43 re Toys received from America-Toys arrived today for distribution   | 20 Jan 1943 | 311     |
|  |  | Four senior students from Furzedown Training College commenced their months' school practice here today  | 25 Jan 1943 | 311     |
|  |  | Miss Parry HMI visited the school this morning for the inspection of the students from Fuzedown Training College   | 16 Feb 1943 | 312     |
|  |  | The four students for Furzedown finished their school practice today. Air Raid Warning 3.10. All Clear 3.35  | 19 Feb 1943 | 312     |
|  |  | Received 2 hand towels for the helpers at the canteen  | 23 Mar 1943 | 313     |
|  |  | Received circular No 86/42-43 re the requisition of books apparatus and stationery   | 29 Mar 1943 | 313     |
|  |  | Received circular No 2/43-44 re Provision of meals during the Holiday Periods<br>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 Apr 1943  | 313-314 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Received 16 boxes of books for distribution from Gifts from America  | 9 Apr 1943  | 314 |
|  |  | Received circular No 6/43-44 re School meals during the Easter Holidays  | 15 Apr 1943 | 314 |
|  |  | Received circular No 8/43-44 re <ul style="list-style-type: none"> <li>1. Empire Day Celebrations</li> <li>2. School sessions</li> <li>3. Salaries of Teachers Financial Year 1943-44</li> <li>4. Collection of Medicinal Plants</li> <li>5. Evacuated children from the areas of other Local Education Authorities</li> </ul> | 3 May 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 May 1943 | 315 |
|  |  | Received circular No 12/43-44 re Cardiff's "Wings for Victory" week  | 17 May 1943 | 315 |
|  |  | Miss Phillips attended Arts and Crafts Exhibition in the afternoon as a supervisor   | 18 May 1943 | 315 |
|  |  | Head Teachers visited Arts and Crafts Exhibition in the afternoon  | 19 May 1943 | 315 |
|  |  | The total amount collected for "Wings for Victory" was £242.10/- our target being £60  | 21 May 1943 | 315 |
|  |  | Received circular No 14/43-44 re "Provision of Meal during Holiday Period"; "Government Evacuation Scheme"   | 24 May 1943 | 316 |
|  |  | Received circular No 15/43-44 re School meals during Whitsun Holiday"  | 31 May 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 Jul 1943  | 317 |
|  |  | Received circular No 22/43-44 re <ul style="list-style-type: none"> <li>1. School meals during Summer Holidays</li> <li>2. Supply of Milk during Summer Holidays to necessitous children</li> <li>3. Holiday in celebration of Cardiff "Wings for Victory" week given for Friday July 30th</li> </ul>                          | 13 Jul 1943 | 317 |
|  |  | Received circular No 23/43-44 re Holiday for Wings for Victory and Meals during Summer Vacation  | 19 Jul 1943 | 317 |
|  |  | Received circular No 25/43-44 re Use of playgrounds and classrooms during dinnertime and Surplus furniture   | 1 Sep 1943  | 318 |
|  |  | Received circular No 31/43-44 re Heating of Schools  | 29 Sep 1943 | 319 |
|  |  | Received circular No 32/43-44 re Sound Sirens; School stationery   | 1 Oct 1943  | 319 |
|  |  | Received circular No 37/43-44 re School meals during Mid-term Holidays   | 21 Oct 1943 | 319 |
|  |  | Five students from Furzedown Training College commenced school practice here today and will be here three weeks  | 22 Nov 1943 | 319 |

|  |  |  |                       |     |
|--|--|--|-----------------------|-----|
|  |  | Four towels received for use for canteen   | 6 Dec 1943            | 320 |
|  |  | Received circular No 45 re<br>a. School hours<br>b. Damage to public amenities<br>c. Short course on United Nations<br>d. Christmas Gifts from America<br>Received circular No 46 re Arrangement of school meals during Christmas Holidays and Supply of milk to necessitous children during the holiday | 9 Dec 1943            | 320 |
|  |  | Received circular No 49/43-44 re<br>1. Cardiff School Children's Infirmary Fund<br>2. Christmas Gifts from America   | 16 Dec 1943           | 320 |
|  |  | Received circular No 50/43-44 re Prepaid Bus/Tram tickets  | 17 Jan 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 Feb 1944            | 321 |
|  |  | Miss Phillips visited the school in the afternoon to discuss the Shadow Kitchen attached to this school  | 22 Feb 1944           | 321 |
|  |  | Received circular No 59/43-44 re Chocolate from the Optimists Club Toronto. Received the chocolate this morning.<br>Received circular No 60/43-44 re School meals during the Easter Holiday  | 2 Mar 1944            | 322 |
|  |  | Received circular No 62/43-44 re Coal for school   | 13 Mar 1944           | 322 |
|  |  | Received 4 towels 25 plates and 25 soup dishes for the canteen   | 21 Mar 1944           | 322 |
|  |  | Received circular No 63/43-44 re Lifting of the restriction of coal ban for schools from Thursday March 23rd   | 22 Mar 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 Feb<br>[Mar?] 1944 | 322 |
|  |  | School closed in the afternoon for the Royal Visit   | 29 Mar 1944           | 323 |
|  |  | Received circular No 1/44-45 re Books, apparatus and stationery  | 5 Apr 1944            | 323 |
|  |  | Received circular No 4/44-45 re<br>1. Empire Day<br>2. Salaries of Teachers<br>3. Emergency Water Supplies<br>4. School canteen containers   | 21 Apr 1944           | 323 |
|  |  | Received circular No 5/44-45 re the Lighting of fires  | 24 Apr 1944           | 323 |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | Received circular No 6/44-45 re Border children; Institution children; Short courses for Domestic Front campaign   | 1 May 1944  | 323 |
|  |  | Received circular No 10/44-45 re School meals during Whitsun Holiday   | 17 May 1944 | 324 |
|  |  | Received circular No 12/44-45 re School canteens and inventory of furniture and equipment for same   | 23 May 1944 | 324 |
|  |  | Received circular No 14/44-45 re Cardiff's "Salute the Soldier" week   | 25 May 1944 | 324 |
|  |  | Received circular No 16/44-45 re Recruitment of staffs under the Emergency Scheme for the Training of teachers   | 5 Jun 1944  | 324 |
|  |  | Received circular No 21/44-45 re Books, apparatus and stationery schedule  | 16 Jun 1944 | 325 |
|  |  | Received circular No 22/44-45 re Vitamins for children under 5 in full time attendance at public elementary schools  | 19 Jun 1944 | 325 |
|  |  | The total amount collected in this school for "Salute the Soldier" week was £521-16s 0d and our target was £80   | 21 Jun 1944 | 325 |
|  |  | Received circular No 25/44-45 re Cardiff's Salute the Soldier Week   | 29 Jun 1944 | 325 |
|  |  | Received circular No 26/44-45 re School meals during Summer Holidays 1944<br>Received circular No 29/44-45 re Evacuees in Cardiff schools<br>Received circular No 30/44-45 re Vitamins for children under 5 in full-time attendance in school and Instruction in Welsh   | 7 Jul 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 Jul 1944 | 326 |
|  |  | Received circular No 35/44-45 re "Dig for Victory" Exhibition  | 14 Jul 1944 | 326 |
|  |  | Received circular No 37/44-45 re 1. Dig for Victory campaign<br>2. Education schedule<br>3. Special Film shows   | 21 Jul 1944 | 326 |
|  |  | Received circular No 38/44-45 re<br>1. Provision of meals for Evacuated children<br>2. Book recovery and Waste paper drive<br>3. Cardiff's "Salute the Solider" week<br>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 Jul 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 Sep 1944  | 327 |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | All children under five received Cod Liver Oil and Orange Juice  | 11 Sep 1944 | 328     |
|  |  | Received 15lbs Yellow Soap and 30lbs Soap Powder for the canteen   | 12 Sep 1944 | 328     |
|  |  | Received circular No 46/44-45 re Mustard Gas Warning   | 18 Sep 1944 | 328     |
|  |  | Received circular No 50/44-45 re School meals for Mid-term Holiday   | 22 Sep 1944 | 328     |
|  |  | Received 73 bottles of Orange Juice  | 2 Oct 1944  | 328     |
|  |  | Received 62 bottles of Orange Juice  | 24 Oct 1944 | 328     |
|  |  | Received 15lbs Yellow Soap and 30lbs Soap Powder for the canteen   | 8 Nov 1944  | 329     |
|  |  | Received circular No 59/44-45 re National Savings Movement   | 10 Nov 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 Nov 1944 | 329     |
|  |  | Received circular 46/44-45 re School Meals during Xmas Holidays. Toys arrived today from British War Relief Society USA  | 13 Dec 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 Dec 1944 | 330     |
|  |  | Received 5 bottles of Cod Liver Oil  | 18 Dec 1944 | 330     |
|  |  | Received circular No 66/44-45 re <ul style="list-style-type: none"> <li>1. Diseases not notifiable by medical practitioners</li> <li>2. Immunisation of school children against diphtheria</li> <li>3. Food and Health</li> <li>4. Transfer of teachers</li> </ul> Received 30 bottles of Orange Juice | 10 Jan 1945 |         |
|  |  | Received circular No 72/44-45 re 1. St David's Day Celebrations<br>2. Notes for teachers on town gas<br>3. Teachers private addresses<br>4. Short courses for teachers-conference on "Visual Appreciation"   | 7 Feb 1945  | 331     |
|  |  | Received 49 bottles of Orange Juice and 2 gallons of Cod Liver Oil   | 13 Feb 1945 | 331     |
|  |  | Received circular No 76/44-45 re School meals during Easter Holidays<br>Received circular No 77/44-45 re Collections in schools  | 23 Feb 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 23 <sup>rd</sup>  | 26 Feb 1945 | 332     |
|  |  | Received circular No 78/44-45 re "The Domestic Front-Fuel Economy" and Cardiff and District Horticultural Show   | 28 Feb 1945 | 332     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Received 2 oven cloths, 2 tea towels, 2 dish cloths and a small scrubbing brush for the canteen  | 6 Mar 1945  | 332     |
|  |  | Received circular No 81/44-45 re WVS Re-Homing Gift Scheme; School collections; Routine medical inspections in schools.<br>Miss Jones, PT lecturer at Furzedown College demonstrated playground activities to a group of her students this afternoon, with 1A  | 8 Mar 1945  | 332     |
|  |  | Received 15lbs Yellow Soap and 30lbs Powder for the canteen  | 12 Mar 1945 | 332     |
|  |  | Miss Jones of Furzedown College gave a further demonstration of playground activities to her students this afternoon   | 15 Mar 1945 | 332     |
|  |  | Received Circular No 83/44-45 re:-<br>1. Metropolitan Evacuee Entrance Examination<br>2. School collections-Prince of Wales Orthopaedic Hospital<br>3. Teachers Handicraft Guild<br>Received circular No 84/44-45 re Books, apparatus, stationery  | 19 Mar 1945 | 332-333 |
|  |  | Miss Jones PT lecturer of Furzedown College gave the third and last demonstration of playground activities this afternoon  | 22 Mar 1945 | 333     |
|  |  | Received circular No 86/44-45 re:-<br>a. Examination for admission to High Schools<br>b. Delta class<br>c. School children's Gas Masks<br>d. Invoices  | 23 Mar 1945 | 333     |
|  |  | Received 43 bottle of Orange Juice   | 28 Mar 1945 | 333     |
|  |  | Received circular No 1/45-46 re:-<br>1. Teachers Handicraft Guild<br>2. Cardiff Horticultural Show<br>3. Schedule of craftwork materials<br>4. Accidents to scholars<br>5. St David's Day celebrations<br>Received bulletin No 1/45-46 re:-<br>1. Anglo Soviet Friendship Council-Film show<br>2. Animal welfare week<br>3. Coleg Harlech-Summer schools 1945<br>4. Aberystwyth (EHA) Summer school<br>5. Summer school in religious instruction | 16 Apr 1945 | 333-334 |



|        |                                  |  |             |     |
|--------|----------------------------------|--|-------------|-----|
|        |                                  | Received circular No 5/45-46 re V Day celebrations   | 1 May 1945  | 334 |
|        |                                  | Received circular No 8/45-46 re:-<br><ol style="list-style-type: none"> <li>1. Celebration of Termination of Organised Hostilities in Europe</li> <li>2. Heating of schools</li> <li>3. Education lectures-Tuberculosis and the laws of health</li> </ol> Received circular No 6/45-46 re<br><ol style="list-style-type: none"> <li>1. School meals during Whitsun Holidays</li> <li>2. Supply of Milk to Nec Children during Whit Holidays</li> </ol> | 4 May 1945  | 335 |
|        |                                  | Received circular No 9/45-46 re<br><ol style="list-style-type: none"> <li>1. Celebration of Termination of Hostilities in Europe</li> <li>2. Music in schools</li> </ol>   | 7 May 1945  | 335 |
|        |                                  | School closed for celebration of Termination of Organised Hostilities in Europe  | 8 May 1945  | 335 |
|        |                                  | School re-opened this morning after VE celebrations-36% present-all the staff present  | 11 May 1945 | 335 |
| EC39/2 | St David's Roman Catholic School | Received from Director of Education Circular No.44/39-40 regarding<br><ol style="list-style-type: none"> <li>1. Closure of Schools owing to Declaration of War</li> <li>2. Marking of Registers</li> <li>3. Feeding Arrangements</li> <li>4. Head Teachers Meeting at 3.pm</li> </ol>  | 4 Sep 1939  | 465 |
|        |                                  | Received from Director of Education<br><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 Sep 1939 | 466 |
|        |                                  | 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<br><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 Sep 1939 | 466 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Received from Director of Education Circular No.56/39-40 regarding First Aid Courses in Schools, with Syllabus enclosed   | 21 Sep 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 Sep 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 Nov 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 Nov 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 Nov 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 Nov 1939 | 469     |
|  |  | Received from Director of Education Circular No.77-39-40 relating to new prices for School Supplies   | 6 Dec 1939  | 470     |
|  |  | Received from Director of Education Copies of BOE War-time Memoranda Nos.8 and 9  | 26 Jan 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 Jan 1940 | 472     |
|  |  | Summer time-table was resumed to-day. School assembled at 2pm and was dismissed at 4pm  | 5 Feb 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 Feb 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 Feb 1940  | 473     |
|  |  | Received from Director of Education<br>1. Bulletin giving particulars of Summer Schools' arrangements<br>2. BOE Pamphlets on Schools in War-time Nos.16 and 17<br>3. Form B for school use<br>4. Copies of "Noteworthy"-pamphlets issued by the Ministry of Information   | 1 May 1940  | 478     |
|  |  | Received from Director of Education Circular No.8/40-41 relating to "Action on the Kitchen Front"   | 6 May 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 May 1940 | 479 |
|  |  | Received from Director of Education Circular No.19/40-41 regarding Supplementary Petrol Rations for Teachers   | 27 May 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 May 1940 | 480 |
|  |  | Received from Director of Education Circular No.20/40-41 regarding increased prices for Stationery etc.  | 5 Jun 1940  | 481 |
|  |  | Received from Director of Education Circular No.21/40-41 requesting voluntary attendance of Teachers at Meals Centres  | 6 Jun 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 Jun 1940 | 481 |
|  |  | Received from Director of Education<br>1. Circular No.22/40-41 regarding the National Savings Movement<br>2. Circular No.23/40-41 regarding Children from Public Assistance Homes with form for return enclosed  | 13 Jun 1940 | 482 |
|  |  | 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 Jun 1940 | 482 |
|  |  | Received from Director of Education Circular No.30/40-41 appointing School Sessions as follows from 3 <sup>rd</sup> inst.<br>Morning-11am-12 noon<br>Afternoon-2pm-4pm   | 1 Jul 1940  | 482 |
|  |  | Received from Director of Education Circular No.31/1940-41 regarding sending home of children when air-raid warnings are given   | 4 Jul 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 Jul 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 Jul 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 5pm when the "All Clear" went  | 18 Jul 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 Jul 1940 | 484     |
|  |  | Received from Director of Education<br>1. Circular No.35/40-41 regarding Paper Economy in Schools<br>2. Circular No.42/40-41 regarding Supply of Milk and Dinners to Necessity School Children in Holidays<br>3. Circular No/41/40-41 regarding a. Air Raid Precautions in Schools b. School Holidays c. School Sessions  | 22 Jul 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 Jul 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 Aug 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 Aug 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 Aug 1940 | 486     |
|  |  | Received from Director of Education Circular No.49/40-41 regarding damage to school premises by air-raids   | 27 Aug 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 Aug 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 Sep 1940  | 487-488 |
|  |  | There were 3 air-raid warning during the day  | 4 Sep 1940  | 488     |
|  |  | There was one air-raid warning during the morning session   | 5 Sep 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 Sep 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 Sep 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 Sep 1940 | 489     |
|  |  | Two air-raid warnings during the day  | 17 Sep 1940 | 489     |
|  |  | One air-raid warning during the day   | 18 Sep 1940 | 489     |
|  |  | Received from Director of Education Circular No.61/40-41 regarding supply of Milk and Meals to children during holiday  | 24 Sep 1940 | 490     |
|  |  | One air-raid warning during the morning session   | 25 Sep 1940 | 490     |
|  |  | One air-raid warning during the afternoon session   | 26 Sep 1940 | 490     |
|  |  | Two air-raid warning during the school day. School closed at 4.pm for the mid-term holiday-2 weeks  | 27 Sep 1940 | 490     |
|  |  | School re-opened at 10am after the mid-term holiday.<br>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          | 14 Oct 1940 | 490     |
|  |  | One air-raid warning during the afternoon session   | 16 Oct 1940 | 491     |
|  |  | Received from Director of Education<br>1. Circular No.69/40-41 regarding the National Savings Movement<br>2. Circular No.70/40-41 regarding a Mid-term Holiday, School Leavers and a Board of Education Circular enclosed<br>3. Circular No.71/40-41 regarding Cardiff Schools War-Weapons Week | 17 Oct 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 Oct 1940 | 491     |
|  |  | One air-raid warning during the morning sessions  | 28 Oct 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 Nov 1940 | 492     |
|  |  | Two air-raid warnings during afternoon session-children were kept in shelter until 5pm when "All Clear" sounded   | 13 Nov 1940 | 492     |
|  |  | The greater part of the afternoon session had to be spent in the air-raid shelter   | 21 Nov 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 Nov 1940 | 493     |
|  |  | One air-raid warning during afternoon session-3.10 to 4.30   | 26 Nov 1940 | 493     |
|  |  | Air-raid "Alert" from 11.55am to 12.47pm   | 27 Nov 1940 | 493     |
|  |  | Air-raid "Alert" from 2.05pm till 3.05pm   | 3 Dec 1940  | 494     |
|  |  | Air-raid "Alert" from 2.57pm till 3.12pm   | 4 Dec 1940  | 494     |
|  |  | Received from Director of Education Circular No.86/40-41 regarding increased costs of Books, Apparatus and Stationery  | 5 Dec 1940  | 494     |
|  |  | The first hour of the afternoon sessions was spent in the air-raid shelter   | 11 Dec 1940 | 494     |
|  |  | Received from Director of Education<br>1. Circular No.92/40-41 regarding Communication with Teachers in an Emergency<br>2. Circular-also marked No.92/40-41 regarding Cardiff School-Children's Infirmary Fund         | 16 Dec 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 Jan 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 Jan 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 Jan 1941 | 497     |
|  |  | Forms re evact of schoolchildren received and sent out to parents  | 22 Jan 1941 | 497     |
|  |  | Parents Meeting for 3 Departs re evacuation scheme, held in Girls Dept. at 3.pm  | 23 Jan 1941 | 497     |
|  |  | Forms from parents re evacuation for children sent to Education Office   | 24 Jan 1941 | 497     |
|  |  | Received from Director of Education Circular No.74/40-41 relating to preservation of sand-bags place in streets  | 5 Feb 1941  | 498     |
|  |  | Received from Director of Education<br>1. Circular No.111/40-41 regarding danger to children of collecting "souvenirs" after air-raids;<br>2. Circular No.112/40-41 regarding number of volunteers for "fire-watching" | 13 Feb 1941 | 498-499 |
|  |  | Air raid warning during morning session  | 28 Feb 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 Mar 1941  | 500     |
|  |  | Air-raid "Alert" 11.30am to 12 noon approx. Air-raid "Alert" 3.05 to 3.30pm  | 11 Mar 1941 | 500     |
|  |  | Air raid "Alert" 2.25pm to 3.05pm approx.  | 13 Mar 1941 | 500     |

|          |                                  |   |             |     |
|----------|----------------------------------|---|-------------|-----|
|          |                                  | Air-raid "Alert" 3.05pm to 4pm approx.  | 17 Mar 1941 | 500 |
|          |                                  | Air-raid "Alert" from 9.30am to 10.10am   | 26 Mar 1941 | 501 |
|          |                                  | Air-raid "Alert" from 2.25pm to 3.15pm  | 27 Mar 1941 | 501 |
|          |                                  | Air-raid "Alert" 1.30pm to 2.25pm   | 31 Mar 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 Apr 1941  | 501 |
|          |                                  | Received from Director of Education Circular No.3/41-42 relating to Communication with Teachers during Easter Holidays  | 4 Apr 1941  | 501 |
|          |                                  | Received from Director of Education Circular No.10/41-42 regarding School Children's Respirators  | 22 Apr 1941 | 502 |
| EC41/1/4 | Grangetown Elementary and Junior | School was closed on Outbreak of War  | 4 Sep 1939  | 470 |
|          |                                  | School closed this afternoon owing to visit to Cardiff of their Majesties, the King and Queen   | 9 Feb 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:-<br>Morning Sessions 11am to 12 noon<br>Afternoon sessions<br>2pm to 4.30pm" | 2 Jul 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 Jul 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 Aug 1940 | 478 |
|          |                                  | Head Mistress and Miss [Warren?] attended a meeting at the City Hall in connection with War Savings in Schools  | 21 Oct 1940 | 478 |
| EC41/1/6 | Grangetown Boys Continuation     | Institute opened for registration only  | 2 Oct 1939  | 437 |
|          |                                  | Air Raid Warning sounded at 8.50pm. School dismissed according to regulation  | 12 Sep 1940 | 443 |
|          |                                  | Air Raid Warning sounded at 8.56pm and classes were dismissed   | 16 Sep 1940 | 443 |
|          |                                  | Air Raid Warning sounded at 8.25pm. "Raiders Passed" Siren sounded after 9.15pm   | 17 Sep 1940 | 443 |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Air Raid Warning sounded at 8.55pm. Classes dismissed   | 23 Sep 1940 | 443 |
|  |  | Air Raid Warning sounded at 8.45pm. Classes dismissed   | 24 Sep 1940 | 443 |
|  |  | Air Raid Alarm sounded at 8.15pm. Classes dismissed. "Raiders Passed" signal not sounded before 9.15pm  | 26 Sep 1940 | 446 |
|  |  | Alarm sounded at 8.08pm. Registers not marked for second period. Institute closed until Monday Oct 7th  | 1 Oct 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 Oct 1940  | 446 |
|  |  | Air Raid Warning 7.40pm. Raiders Passed 8.36pm  | 10 Oct 1940 | 446 |
|  |  | Air Raid Alarm at 8.58pm. Classes dismissed for the night   | 14 Oct 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 Oct 1940 | 446 |
|  |  | Alarm at 8.25pm "Raiders Passed" after 9.15pm   | 17 Oct 1940 | 446 |
|  |  | Raid Warning at 7.28pm. "Raiders Passed" after 9.15pm   | 21 Oct 1940 | 447 |
|  |  | Raid Warning at 8.12pm. "Raiders Passed" after 9.15pm   | 22 Oct 1940 | 447 |
|  |  | Raid Warning at 8.10pm. "Raiders Passed" after 9.15pm   | 24 Oct 1940 | 447 |
|  |  | Raid Warning at 7.26pm. Raiders Passed Signal at 8.55. No further classes held  | 28 Oct 1940 | 447 |
|  |  | Raid Warning at 7.29pm. "Raiders Passed" after 9.15pm   | 29 Oct 1940 | 447 |
|  |  | Raid Warning 7.16pm. "Raiders Passed" 7.51pm. Classes resumed at 8pm  | 4 Nov 1940  | 447 |
|  |  | Raid Warning 8pm. Raiders Passed 9.07pm. No classes held after 8pm  | 7 Nov 1940  | 447 |
|  |  | Raid Warning 8.25pm   | 12 Nov 1940 | 447 |
|  |  | Raid Warning 7.07pm. No classes were held on this evening as the Raiders Passed signal sounded at 10.58pm   | 18 Nov 1940 | 447 |
|  |  | Raid Warning 7.05pm. No classes held  | 19 Nov 1940 | 447 |
|  |  | Raid Warning 6.50pm. Raiders Passed 7.32pm  | 25 Nov 1940 | 447 |
|  |  | Raid Warning 6.40pm. Raiders Passed 8.35pm  | 26 Nov 1940 | 447 |
|  |  | Raid Warning 7.10pm. No school  | 28 Nov 1940 | 447 |
|  |  | Raid Warning 6.40pm. No school  | 2 Dec 1940  | 447 |
|  |  | Raid Warning 7pm. All Clear 7.15pm  | 3 Dec 1940  | 447 |
|  |  | Opened after a long break. Raid Warning almost on the opening of the Institute. Classes dismissed   | 3 Mar 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 Mar 1941  | 448     |
|          |                    | Air Raid Warning sounded at 8.17pm. The "Raiders Passed" signal sounded at 9.37pm   | 7 Oct 1941  | 448     |
|          |                    | Air Raid Warning sounded at 8.08pm. Students dismissed and none went into the Air Raid Shelters   | 30 Oct 1941 | 450     |
|          |                    | Alert sounded at 7.04pm. School dismissed. No students in shelters. "Raiders Passed" sounded after 8.30pm   | 25 Nov 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 Dec 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 Sep 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 Sep 1939 | 98      |
|          |                    | Received circular 57/39-40 re Matters arising out of the War  | 28 Sep 1939 | 98      |
|          |                    | Received circular 63/39-40 with reference to Mid-term Holiday   | 18 Oct 1939 | 98      |
|          |                    | Received circular No 67/39-40 re Alteration of times of school sessions, deemed advisable as a War Emergency  | 2 Nov 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 Nov 1939 | 99      |
|          |                    | Received circular No 77/39-40 re School supplies  | 6 Dec 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 Dec 1939 | 100     |
|          |                    | Children left school at 3pm for Air Raid Practice   | 11 Jan 1940 | 101     |
|          |                    | Received circular No 89/39-40 re School sessions and alterations thereof also War Savings campaign  | 29 Jan 1940 | 102     |
|          |                    | This afternoon school was re-opened at 2pm instead of 1.30 as has been the case since Nov 20th  | 5 Feb 1940  | 102     |
|          |                    | Received circulars No s 93/39/40 and 94/39-40 re Easter Vacation courses 1940 and Milk in schools respectively  | 9 Feb 1940  | 102-103 |

|  |  |  |              |     |
|--|--|--|--------------|-----|
|  |  | 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                                       |              |     |
|  |  | Received circular No 98/39-40 re Provision of milk for school children   | 28 Feb 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 Mar 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 Mar 1940  | 104 |
|  |  | Received circular No 4/40-41 re School Supplies  | 19 Apr 1940  | 105 |
|  |  | Received circular No 6/40-41 re Admission of children under five years of age  | 23 Apr 1940  | 105 |
|  |  | Received circular No 8/40-41 re "Action on the Kitchen Front"  | 6 May 1940   | 105 |
|  |  | Received circular No 14/40-41 re Admission of children under five  | 9 May 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 May 1940  | 105 |
|  |  | Received circular No 19/40-41 re Supplementary Petrol Rations  | 27 May 1940  | 106 |
|  |  | Received circular No 20/40-41 re Books, apparatus and stationery   | 3 Jun 1940   | 106 |
|  |  | Received circular No 21/40-41 re Provision of meals to necessitous school children   | 6 Jun 1940   | 106 |
|  |  | Received circular No 22/40-41 re National Savings Campaign also circular No 23/40-41 re Institution children   | 13 Jun 1940  | 106 |
|  |  | Received circular No 27/40-41 re Mr Duff Coopers letter to all schools   | 25 Jun 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 Jul 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 Jul 1940   | 107 |
|  |  | Received circular No 35/40-41 re Paper Economy   | 19 Jul 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 Jul 1940  | 107 |
|  |  | School closed this afternoon for a fortnights holiday  | 26 Jul 1940  | 107 |
|  |  | Received circular No 49/40-41 re Damage by Air Raids   | 27 Aug 1940  | 108 |
|  |  | Received circular No 50/40-41 re Transfers to other schools  | 28 Aug 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 Sep 1940 | 109 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | School re-opened this morning as the bombs have been removed and danger is now past   | 6 Sep 1940  | 109     |
|  |  | Received circular No 54/40-41 re School Holidays and Air Raid Warnings  | 9 Sep 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 Sep 1940 | 110     |
|  |  | Received circular No 61/40-41 re Holidays and necessitous school children   | 24 Sep 1940 | 110     |
|  |  | School closes this afternoon for the remainder of the Summer Vacation (two weeks)   | 27 Sep 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 Oct 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 Oct 1940 | 111     |
|  |  | Received circular No 80/40-41 re School sessions  | 11 Nov 1940 | 112     |
|  |  | Received circular No 82/40-41 re Milk in schools  | 18 Nov 1940 | 112     |
|  |  | Received circular No 84/40-41 re Board of Education and Air Raid Warnings   | 22 Nov 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 Dec 1940 | 112-113 |
|  |  | Received circular No 92/40-41 re Infirmary Fund and Communication with teachers in an emergency   | 17 Dec 1940 | 113     |
|  |  | The Head Teacher is leaving at 11am this morning to attend a meeting for Air Raid Precautions   | 7 Jan 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 Jan 1941 | 114     |
|  |  | Received circular No 101/40-41 re Evacuation Scheme for school children   | 21 Jan 1941 | 114     |
|  |  | Received circulars 103/40-41 and 104/40-41 re Fire Watchers and Evacuation of school children respectively  | 23 Jan 1941 | 114     |
|  |  | A Board of Health official called for a sample of the milk as supplied to the children  | 29 Jan 1941 | 114     |
|  |  | Received circular No 74/40-41 re Interference of sandbags in the streets  | 5 Feb 1941  | 115     |
|  |  | Received circulars No 112/40-41 and 111/40-41 re Fire Watchers and Interference with bombs respectively   | 14 Feb 1941 | 115     |
|  |  | Received circular No 117/40-41 re Surplus furniture and apparatus etc.  | 11 Mar 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                  | 17 Mar 1941 | 116     |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | 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                                   |             |     |
|  |  | 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 Mar 1941 | 116 |
|  |  | Received circular No 1/41-42 re Books, apparatus and stationery  | 2 Apr 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 Apr 1941  | 117 |
|  |  | Received circular No 5/41-42 re Reserve list of Head Teachers-Infants Schools  | 7 Apr 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 Apr 1941  | 117 |
|  |  | Received circular No 10/41-42 re Respirators and school children   | 22 Apr 1941 | 118 |
|  |  | Received circular No 15/41-42 re Shadow Kitchens   | 2 May 1941  | 118 |
|  |  | Received circular No 22/41-42 re Evacuation, also circular No 21/41-42 re Necessitous children and Whitsun Holiday   | 26 May 1941 | 118 |
|  |  | Received circular No 23/41-42 re Medical Centre for Evacuation   | 29 May 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 May 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 Jun 1941  | 119 |
|  |  | Received bulletin re Summer schools  | 25 Jun 1941 | 119 |
|  |  | Received circular 52/41-42 with reference to Summer Holidays   | 8 Jul 1941  | 120 |
|  |  | Received Circular No 54/41-42 re Teaching service in Reception Areas, also enclosures  | 20 Jul 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 Jul 1941 | 120 |
|  |  | Received Circular No 56/41-42 re Necessitous school children in Summer Holiday   | 24 Jul 1941 | 120 |
|  |  | Received circular No 62/41-42-Rationing of cloth, clothing, knitting wool  | 27 Aug 1941 | 121 |
|  |  | Received circular No 68/41-42-Government Evacuation Scheme-Posters   | 12 Sep 1941 | 122 |
|  |  | Received circular No 74/41-42-Holidays<br>Received circular No 75/41-42-Nursery Classes<br>Received circular No 77/41-42-Shelters  | 20 Sep 1941 | 122 |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Mr Pryse Jones HMI, Miss Adams and the Principal of Furzedown Training College visited school this morning  | 1 Dec 1941  | 123 |
|  |  | Received circular No 108/41-42-Rationing of cloth etc.  | 19 Jan 1942 | 123 |
|  |  | Received circular No 109/41-42-Warship Week   | 28 Jan 1942 | 123 |
|  |  | Received circular No 115/41-42-Cardiff Warship Week   | 18 Feb 1942 | 124 |
|  |  | Received circular 117/41-42-Limitation of Supplies  | 5 Mar 1942  | 124 |
|  |  | Received circular No 119/41-42-Teachers Handicraft Guild  | 11 Mar 1942 | 124 |
|  |  | Received circular No 1/42-43-Border children  | 14 Apr 1942 | 125 |
|  |  | Received circular No 12/42-43-Waste Paper   | 1 Jun 1942  | 125 |
|  |  | Received circular No 106/42-43-Book etc.  | 9 Jun 1942  | 125 |
|  |  | Received circular No 21/42-43-Care of children during School Holidays   | 15 Jul 1942 | 126 |
|  |  | Received circular No 22/42-43-Care of children during School Holidays   | 17 Jul 1942 | 126 |
|  |  | Received circular No 23/42-43-Supply of meals and milk  | 20 Jul 1942 | 126 |
|  |  | Received circular No 26/42-43-Communication with teachers in an emergency   | 28 Jul 1942 | 126 |
|  |  | Received circulars:<br>28/42-43-Gas Masks<br>29/42-43-Damage to trees<br>30/42-43-Free milk<br>31/42-43-Municipal Music Society<br>32/42-43-Tanks for Attack<br>35/42-43-Music course | 2 Sep 1942  | 127 |
|  |  | Received circulars:<br>43/42-43-Handicraft Guild<br>44/42-43-Fuel Economy<br>45/42-43-School canteen  | 29 Sep 1942 | 127 |
|  |  | School canteen opened   | 16 Nov 1942 | 128 |
|  |  | Received circular No 61/42-43-Provision of meals during Holiday Periods   | 2 Dec 1942  | 128 |
|  |  | Received circular No 65/42-43-School meals during Holidays  | 14 Dec 1942 | 128 |
|  |  | Received circular No 66/42-43-Christmas Gifts   | 15 Dec 1942 | 128 |
|  |  | Received circular No 69/42-43-City of Cardiff Book Drive  | 5 Jan 1943  | 129 |
|  |  | Received circular No 71/42-43-Milk and meal supplies  | 13 Jan 1943 | 129 |
|  |  | Received circular 75/42-43-Book Drive   | 22 Jan 1943 | 129 |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Received circular 86/42-43-Books, stationery etc.   | 2 Apr 1943  | 130 |
|  |  | Received circular 2/43-44-Meals during Holidays   | 6 Apr 1943  | 130 |
|  |  | Received circular 3/43-44-Arts and Crafts Exhibition  | 7 Apr 1943  | 130 |
|  |  | Received circular 6/43-44-School meals  | 13 Apr 1943 | 131 |
|  |  | Circular No 14/43-44-Meals during Holiday Periods-Government Evacuation Scheme  | 21 May 1943 | 131 |
|  |  | Received letter re Government Evacuation Scheme   | 30 Jun 1943 | 132 |
|  |  | Received circular No 22/43-44-School meals during holidays  | 14 Jul 1943 | 132 |
|  |  | Received circular No 23/43-44-Holiday in celebration of "Wings for Victory" week  | 17 Jul 1943 | 132 |
|  |  | Miss Parry HMI visited the school canteen today   | 23 Jul 1943 | 132 |
|  |  | Received circular 25/43-44 re Use of playgrounds and surplus furniture  | 1 Sep 1943  | 133 |
|  |  | Received circular 31/43-44 re Heating of schools  | 28 Sep 1943 | 134 |
|  |  | Twenty students from Firsdow Training College visited the school this morning to observe the use of individual apparatus in number teaching | 30 Sep 1943 | 134 |
|  |  | Received circular 32/43-44 re Public Warning Signals, schedule of school stationery and Teachers' Handicraft Guild                          | 1 Oct 1943  | 134 |
|  |  | Received circular 37/43-44 re School meals-Mid-term   | 21 Oct 1943 | 135 |
|  |  | Miss Parry HMI visited school-information re canteens   | 23 Nov 1943 | 135 |
|  |  | Four Firsdow students attended both sessions  | 2 Dec 1943  | 135 |
|  |  | Received circulars 45/43-44 re School hours etc. and 46/43-44 re School meals during Xmas Holidays  | 8 Dec 1943  | 135 |
|  |  | American gifts for children received and distributed  | 10 Jan 1944 | 136 |
|  |  | Four students for Firsdow College commenced teaching practice this morning  | 24 Jan 1944 | 136 |
|  |  | Time-table on trial   | 9 Feb 1944  | 136 |
|  |  | The Firsdow students terminated their teaching practice this afternoon  | 18 Feb 1944 | 136 |
|  |  | Head Teacher left school at 11.15am to go to Marlborough Rd school re School canteen  | 24 Feb 1944 | 136 |
|  |  | Received circulars 61/43-44 re School meals during Easter Holidays and 59 re Optimists chocolate  | 2 Mar 1944  | 136 |
|  |  | Received circular 62/43-44 re Coal for schools  | 13 Mar 1944 | 137 |
|  |  | Received circulars 63 and 64/43-44 re Coal for schools and Appointment of Head Teachers respectively  | 23 Mar 1944 | 137 |
|  |  | Received circular 65/43-44 re Royal Visit   | 28 Mar 1944 | 137 |
|  |  | School was closed this afternoon on the occasion of the visit of Their Majesties and Princess Elizabeth to the city                         | 29 Mar 1944 | 137 |

|  |  |   |             |     |
|--|--|---|-------------|-----|
|  |  | Received circular 10/44-45 re School meals during Whitsun Holidays  | 17 May 1944 | 138 |
|  |  | Received circular 14/44-45 re Cardiff's "Salute the Soldier" week   | 25 May 1944 | 138 |
|  |  | Received circular No 21/44-45 re Books, app and stationery  | 15 Jun 1944 | 138 |
|  |  | Received circular No 22/44-45 re Vitamins for children under 5  | 19 Jun 1944 | 138 |
|  |  | Received circular 26/29/30/44-45 re School meals, Evacuees and Welsh census   | 7 Jul 1944  | 139 |
|  |  | Miss Cohen-Firsdow student-commenced her four days# observation course  | 24 Jul 1944 | 139 |
|  |  | Received circular 38/44-45 re Meals for evacuated children; and Book recovery and Waste Paper drive                                     | 26 Jul 1944 | 139 |
|  |  | Received circulars 39 and 42/44-45 re Vitamin Supplements and Evacuees  | 4 Sep 1944  | 140 |
|  |  | Cod Liver Oil and Orange Juice administered for the first time  | 11 Sep 1944 | 141 |
|  |  | Miss M Phillips visited school at 2pm to observe the administration of vitamins to children under five                                  | 13 Sep 1944 | 141 |
|  |  | Received circular No 46/44-45 re Mustard Gas Warning; Vitamins and Item 259 on requisition schedule                                     | 18 Sep 1944 | 141 |
|  |  | Received circular 50/44-45 re School meals, Public Health Lecture and Educational visits  | 22 Sep 1944 | 141 |
|  |  | Received circular 53/44-45 re Mid-term Holiday and School meals   | 13 Oct 1944 | 141 |
|  |  | Miss Nicholson-Vice Principal of Firsdow College demonstrated to students this morning from 10-11.45am                                  | 9 Nov 1944  | 142 |
|  |  | Received circular 59/44-45 re Savings Movement  | 10 Nov 1944 | 142 |
|  |  | Miss Nicholson continued her demonstration today from 10-11.45am  | 16 Nov 1944 | 142 |
|  |  | Miss Nicholson closed her demonstration to students this morning  | 23 Nov 1944 | 142 |
|  |  | Received circular 65/44-45 re Book Drive; Keep fit classes and School children's Infirmary Fund   | 15 Dec 1944 | 142 |
|  |  | The school party held this afternoon. American toys distributed   | 20 Dec 1944 | 142 |
|  |  | Students from Firsdow College commenced their school practice today   | 5 Feb 1945  | 143 |
|  |  | Received circular 76 and 77/44-45 re Milk and Meals during holidays and Collections in schools respectively                             | 23 Feb 1945 | 144 |
|  |  | Received circular 78/44-45 re Fuel Economy and Horticultural Show   | 1 Mar 1945  | 144 |
|  |  | The students from Firsdow College terminated their teaching practice this afternoon   | 2 Mar 1945  | 144 |
|  |  | Received circular 81/44-45 re WVS Gift Scheme-Collections in school and Medical Inspections   | 9 Mar 1945  | 144 |
|  |  | Received circulars 83 and 84/44-45 re School collections and Teachers Handicraft Guild and Books, apparatus and stationery respectively | 19 Mar 1945 | 144 |
|  |  | Received circular No 86/44-45 re Delta Class. Gas Masks and Invoices  | 22 Mar 1945 | 144 |

|          |                   |   |             |     |
|----------|-------------------|---|-------------|-----|
|          |                   | Received circular 1/45-46 re Teachers Handicraft Guild; Accident to scholars and St David's Day celebrations  | 16 Apr 1945 | 144 |
|          |                   | Received circular 5/45-46 re "V" Day celebrations   | 1 May 1945  | 145 |
|          |                   | Received circular 8/45-46 re "V" Day celebrations   | 3 May 1945  | 145 |
|          |                   | Received circular 9/45-46 re VE Day celebrations and Music in schools address by Dr H Hind  | 7 May 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 May 1945 | 145 |
| EC42/3/2 | Ninian Park Girls | School closed-for one week at least-owing to declaration of hostilities   | 4 Sep 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 Sep 1939 | 256 |
|          |                   | 50/39-40-Civil Pay<br>52/39-40-National Service   | 14 Sep 1939 | 256 |
|          |                   | 53/39-40-British Ship Adoption Society  | 18 Sep 1939 | 256 |
|          |                   | 55/39-40-Domestic Science Centres<br>56/39-40-First Aid Classes in schools  | 21 Sep 1939 | 256 |
|          |                   | Circular 57/39-40-Joint Advisory Committee and ARP  | 27 Sep 1939 | 257 |
|          |                   | Circular 58/39-40-Junior Evening Institutes<br>59/39-40-Nutrition Survey  | 29 Sep 1939 | 257 |
|          |                   | 64/39-40-Junior Evening Institutes  | 25 Oct 1939 | 257 |
|          |                   | 65/39-40-First Aid Classes<br>66/39-40-Education (Institution children) School closed at 4.30pm for half term   | 27 Oct 1939 | 257 |
|          |                   | Circular 67/39-40-School sessions   | 2 Nov 1939  | 258 |
|          |                   | Circular No 72/39-40-Meetings of Ed Com   | 17 Nov 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 Nov 1939 | 258 |
|          |                   | Circular 76/39-40-Discontinuation of Forms  | 30 Nov 1939 | 258 |
|          |                   | Circular 77/39-40-School supplies   | 6 Dec 1939  | 258 |
|          |                   | Circulars 78/39-40-Necessitous children<br>81/39-40-Waste paper   | 13 Dec 1939 | 258 |
|          |                   | Circular 82/39-40. School children's Infirmary Fund   | 18 Dec 1939 | 259 |



|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | 88/39-40-Payment of salaries and enclosures   | 26 Jan 1940 | 260     |
|  |  | Circular 89/39-40-School sessions and War Savings   | 29 Jan 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 Feb 1940  | 260     |
|  |  | 98/39-40-Provision of Milk  | 27 Feb 1940 | 261     |
|  |  | Circular No 101/39-40-Annual Tenders  | 12 Mar 1940 | 262     |
|  |  | 104/39-40-Necessitous school children<br>105/39-40-Books, apparatus and stationery  | 15 Mar 1940 | 262     |
|  |  | 4/40-41-School supplies<br>5/40-41-Domestic Science and Handicrafts   | 19 Apr 1940 | 262     |
|  |  | Mr Tom Jones HMI visited school re accommodation and staffing   | 23 Apr 1940 | 263     |
|  |  | Circular 7/40-41-Food; Border children  | 24 Apr 1940 | 263     |
|  |  | 8/40-41-Action on the Kitchen Front   | 7 May 1940  | 263     |
|  |  | School re-opened, owing to state of national emergency. Staff are all present. Circular 15/40-41-Re-opening   | 14 May 1940 | 263-264 |
|  |  | Circular 17/40-41-"Action on the Kitchen Front"   | 20 May 1940 | 264     |
|  |  | Circular 19/40-41-Supplementary Petrol Rations  | 27 May 1940 | 264     |
|  |  | Circular 20/40-41-Books, apparatus, stationery  | 5 Jun 1940  | 264     |
|  |  | Circular 22/40-41-National Savings<br>23/40-41-Insitution children  | 13 Jun 1940 | 265     |
|  |  | Circular 24/40-41-Food Education campaign<br>25/40-41-Paper shortage  | 17 Jun 1940 | 265     |
|  |  | Circular 27/40-41-Letter from Mr Duff Cooper  | 26 Jun 1940 | 265     |
|  |  | Circular 30/40-41. School sessions  | 2 Jul 1940  | 265     |
|  |  | School sessions 11-12am and 2-4.30pm according to circular. Timetables adapted accordingly  | 3 Jul 1940  | 265     |
|  |  | Circular 32/40-41-Overseas Reception scheme   | 9 Jul 1940  | 265     |
|  |  | 32/40-41-Letter from Mr Duff Cooper   | 15 Jul 1940 | 265     |
|  |  | Miss Berry absent in afternoon-house wrecked by bombs   | 18 Jul 1940 | 266     |
|  |  | Circular 35/40-41-Paper Economy   | 19 Jul 1940 | 266     |
|  |  | Circulars 41/40-41-Air Raid Precautions-School holidays-Sessions<br>42/40-41-Necessitous school children  | 22 Jul 1940 | 266     |

|  |  |  |             |         |
|--|--|--|-------------|---------|
|  |  | Circular 34/40-41-Window Protection<br>31/40-41-Dispersal of children  |             |         |
|  |  | School closed at 4.30 for Summer Vacation-until Aug 13th   | 25 Jul 1940 | 266     |
|  |  | School re-opened. Staff all present. School sessions 10am-midday; 2pm-4.30pm. Timetable adjusted accordingly   | 13 Aug 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 Aug 1940 | 266-267 |
|  |  | Circular 4/40-41-Damage by Air Raids   | 27 Aug 1940 | 267     |
|  |  | Circulars 53/40-41-Junior Evening Institutes<br>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 Sep 1940  | 268     |
|  |  | Circular 55/40-41-Military Service<br>58/40-41-Action on the Kitchen Front   | 13 Sep 1940 | 268     |
|  |  | Circular 61/40-41-Necessitous milk   | 24 Sep 1940 | 268     |
|  |  | Miss Parry HMI visited the school 10-10.40am to inquire into working under Wartime conditions  | 26 Sep 1940 | 268     |
|  |  | School closed at 4.30pm for a fortnight  | 27 Sep 1940 | 268     |
|  |  | School re-opened. 64/40-41-ARP in schools  | 14 Oct 1940 | 269     |
|  |  | Circular 67-40-41-First Aid in school<br>69/40-41-National Savings Movt<br>71/40-41-Cardiff Schools War Weapons week   | 16 Oct 1940 | 269     |
|  |  | Misses Berry and Chaplin left school at 3pm to attend meeting at assembly room re National Savings Movement  | 21 Oct 1940 | 269     |
|  |  | 76/40-41-First Aid teaching in schools   | 28 Oct 1940 | 269     |
|  |  | I left school at 3pm to attend meeting in Technical School re First Aid Teaching   | 31 Oct 1940 | 269     |
|  |  | Circular No 78/40-41-First Aid   | 5 Nov 1940  | 270     |
|  |  | Circulars No.80/40-41-School sessions<br>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 Nov 1940 | 270     |
|  |  | Circular 82/40-41-Milk in schools  | 18 Nov 1940 | 270     |
|  |  | Circular 84/40-41-Unofficial Evacuees and Air Raid Warnings  | 21 Nov 1940 | 270     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | 86/40-41-Books and apparatus. Painting of school was finally completed this month-interior work having been delayed owing to ARP needs                                      |             |         |
|  |  | Circulars No 87/40-41-School Holidays<br>88/40-41-Teachers' Salaries<br>90/40-41-Necessitous Milk   | 12 Dec 1940 | 271     |
|  |  | 92/40-41 Cardiff Schools Infirmary Fund; Communication with teachers in emergency   | 14 Dec 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 Jan 1941  | 271     |
|  |  | I left school at 10.45 to attend meeting called by the Director (ARP)   | 7 Jan 1941  | 271-272 |
|  |  | 99/40-41-Fire Spotting<br>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 Jan 1941 | 272     |
|  |  | Circular 101/40-41-Enquiry re Evacuating Scheme   | 21 Jan 1941 | 272     |
|  |  | Circular 103/40-41-Fire Watchers<br>104/40-41-Evacuation of Schoolchildren<br>Meeting of parents in connection with evacuation of school children 2.30-3.30                 | 24 Jan 1941 | 272     |
|  |  | 74/40-41-Sandbags   | 5 Feb 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 Feb 1941 | 272     |
|  |  | Circular 111/40-41-Bomb souvenirs etc.<br>112/40-41-Fire Prevention Order   | 13 Feb 1941 | 273     |
|  |  | Circular No 114/40-41-Annual Tenders  | 21 Feb 1941 | 273     |
|  |  | Programme for St David's Day carried out as arranged. School closed at 12 midday ("Talks" curtailed owing to Alert)   | 28 Feb 1941 | 273     |
|  |  | Circular 117/40-41-Surplus Furniture  | 11 Mar 1941 | 273     |
|  |  | 119/40-41-Undertakings Order 1940   | 25 Mar 1941 | 274     |
|  |  | Circular No 1/41-42-Books etc., Collection of waste paper   | 2 Apr 1941  | 274     |
|  |  | 3/41-42-Easter Holidays, Emergency Measures   | 4 Apr 1941  | 274     |
|  |  | Circular 8/41-42-Necessitous children<br>9/41-42-School supplies  | 9 Apr 1941  | 274     |
|  |  | Circular No 10/41-42-Respirators  | 22 Apr 1941 | 275     |
|  |  | Circular No 13/41-42-National Poster Competition  | 2 May 1941  | 275     |

|  |  |  |                |         |
|--|--|--|----------------|---------|
|  |  | Circular 14/41-42-"Shadow Kitchens" (Meeting)<br>15/41-42-"Shadow Kitchens"  | 5 May 1941     | 275     |
|  |  | I had to attend meeting at Technical School at 2.15pm-re Shadow Kitchens   | 6 May 1941     | 275     |
|  |  | Mr Britten (Secretary British Ship Adoption Society) visited school, and addressed girls at 3pm  | 19 May 1941    | 275     |
|  |  | I left school at 2.20pm to attend a meeting at St Patrick's re Shadow Kitchens   | 22 May 1941    | 275     |
|  |  | Circular No 21/41-42-Necessitous Milk<br>No 22/41-42-Evacuation of school children. I left school at 10am to attend meeting at Technical School re Evacuation  | 26 May 1941    | 275     |
|  |  | Meeting of parents at 2.30 re above  | 27 May 1941    | 275     |
|  |  | Registration of children to be evacuated   | 28-29 May 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 May 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<br>No 43/41-42-Evacuation-Teaching staffs | 9 Jun 1941     | 276     |
|  |  | Miss Gurney resumed duties here after a fortnight in Blaenrhondda  | 16 Jun 1941    | 276     |
|  |  | Circular 45/41-42-Collection of roots etc.<br>46/41-42-Addresses<br>Miss Gurney commenced her week's leave-due on account of evacuation. Two Furzedown College students started a three weeks course here                                    | 23 Jun 1941    | 276     |
|  |  | Circular No 47/41-42-Domestic Science Classes  | 25 Jun 1941    | 277     |
|  |  | Circular No 51/41-42-Evacuation of School children   | 7 Jul 1941     | 277     |
|  |  | No 52/41-42-Summr Holidays   | 8 Jul 1941     | 277     |
|  |  | No 54/41-42-Teaching service in Reception Areas  | 21 Jul 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 Jul 1941    | 277     |
|  |  | School re-opened after Summer Holidays. School now to commence at 9.30am   | 12 Aug 1941    | 277-278 |
|  |  | Circular No 60/41-42-Registration  | 19 Aug 1941    | 278     |
|  |  | No 62/41-42-Rationing of cloth etc.  | 27 Aug 1941    | 278     |

|  |  |  |             |     |
|--|--|--|-------------|-----|
|  |  | No cookery classes in afternoon owing to "Food Week"   | 1 Sep 1941  | 278 |
|  |  | Circular No 72/41-42-School leavers etc.<br>77/41-42-Air Raid Shelters   | 22 Sep 1941 | 279 |
|  |  | Circular 80/41-42-Milk in Schools  | 17 Oct 1941 | 279 |
|  |  | 86/41-42-Inventory of furniture etc.   | 23 Oct 1941 | 279 |
|  |  | 90/41-42-Public assistance-marshals  | 3 Nov 1941  | 279 |
|  |  | 92/41-42-Supplementary Clothing Coupons  | 17 Nov 1941 | 279 |
|  |  | Circular No 94/41-42-Rationing of cloth etc.<br>No 95/41-42-Special places-unofficial Evacuees<br>No 96/41-42-Supplementary clothing cards<br>No 97/41-42-Schoolch's Infirmary Fund<br>No 99/41-42-Christmas Gifts   | 1 Dec 1941  | 280 |
|  |  | No 101/41-42-Necessitous children  | 15 Dec 1941 | 280 |
|  |  | No 104/41-42-School canteens etc.<br>No 105/41-42-Christmas Party  | 16 Dec 1941 | 280 |
|  |  | Circular 106/41-42-Warship week  | 16 Jan 1942 | 280 |
|  |  | No 109/41-42-Warship week<br>No 110/41-42-Vocational Guidance course   | 29 Jan 1942 | 281 |
|  |  | No 115/41-42-Cardiff Warship week-   | 19 Feb 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 Mar 1942 | 281 |
|  |  | Circular No 122/41-42-Books etc.   | 28 Mar 1942 | 281 |
|  |  | Circular No 1/42-43-Border children<br>No 2/42-43-Accidents to children  | 21 Apr 1942 | 282 |
|  |  | Circular No 8/42-43-Evacuated child Book Fund  | 5 May 1942  | 282 |
|  |  | No 9/42-43-Position of schools in event of Invasion  | 14 May 1942 | 282 |
|  |  | No 10/42-43-Exam for special places-Evacuees   | 19 May 1942 | 282 |
|  |  | No 11/42-43-Rationing of soap  | 22 May 1942 | 282 |
|  |  | Circular 12/42-43-Waste paper salvage  | 1 Jun 1942  | 282 |
|  |  | Circular No 16/42-43-Books, apparatus, stationery  | 11 Jun 1942 | 283 |
|  |  | The mobile bath visited the school 36 girls had shower baths   | 19 Jun 1942 | 283 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 18/42-43-Comforts Fund   | 24 Jun 1942 | 283     |
|  |  | Circular No 21/42-43-Care of children during holidays   | 16 Jul 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 Jul 1942 | 283     |
|  |  | Circular 23/42-43-Milk and Meals  | 23 Jul 1942 | 283     |
|  |  | 24/42-43-Necessitous and malnutrition cases<br>25/42-43-School canteens   | 24 Jul 1942 | 283     |
|  |  | Circular 26/42-43-Communication with teachers   | 29 Jul 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 Jul 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 Aug 1942 | 284     |
|  |  | School re-opened after Summer Holidays. Circular 28/42-43-Gas Masks<br>29/42-43-Damage to trees and shrubs<br>30/42-43-Children receiving free milk<br>32/42-43-National Savings-Tanks                      | 1 Sep 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 Sep 1942  | 286     |
|  |  | Circular 39/42-43-"Tanks for Attack"  | 14 Sep 1942 | 286     |
|  |  | Circular 42/42-43-"Dig for Victory" exhibition  | 21 Sep 1942 | 286     |
|  |  | No 44/42-43-Fuel Economy<br>No 45/42-43-School canteens   | 30 Sep 1942 | 286     |
|  |  | Circular 49/42-43-School canteens<br>52/42-43-Supplementary Clothing Coupons  | 22 Oct 1942 | 287     |
|  |  | Circular 53/42-43-"Special Places" Evacuees   | 3 Nov 1942  | 287     |
|  |  | Circular No 54/42-43-Armistice Day<br>No 55/42-43-Fire Prevention Orders  | 9 Nov 1942  | 287     |
|  |  | Circular 60/42-43-Thanksgiving Day  | 21 Nov 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 Nov 1942 | 287     |
|  |  | Circular 61/42-43-Meals during holiday period   | 2 Dec 1942  | 287     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | 64/42-43-Infirmery Fund   | 8 Dec 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 Dec 1942 | 287-288 |
|  |  | 65/42-43-School meals   | 16 Dec 1942 | 288     |
|  |  | School re-opened after Christmas Vacation. Staff all present. Circular 68/42-43-Damage to AR Shelters   | 4 Jan 1943  | 288     |
|  |  | 69/42/43-Cardiff Book week  | 6 Jan 1943  | 288     |
|  |  | 71/42-43-Milk meal supplies   | 12 Jan 1943 | 288     |
|  |  | 74/42-43-Payment of Teachers' salaries  | 18 Jan 1943 | 288     |
|  |  | 75/42-43-Cardiff Book Drive   | 20 Jan 1943 | 288     |
|  |  | 77/42-43-Wartime Day Nurseries  | 1 Feb 1943  | 288     |
|  |  | 78/42-43-Annual tenders   | 11 Feb 1943 | 288     |
|  |  | No 86/42-43-Books, apparatus and stationery   | 29 Mar 1943 | 289     |
|  |  | Circular No 88/42-43-Opening of school gates  | 1 Apr 1943  | 289     |
|  |  | No 2/43-44-Meals during holidays<br>No 3/43-44-Arts and Crafts exhibition<br>Examination of girls born in 1933 and 34 by nurse only-as arranged for intermediate group, owing to War conditions                                   | 8 Apr 1943  | 289     |
|  |  | Circular No 5/43-44-Border children<br>6/43-44-School meals during Easter Holidays  | 15 Apr 1943 | 290     |
|  |  | Circular No 8/43-44-Empire Day; Salaries, etc.  | 3 May 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 May 1943 | 290     |
|  |  | School re-opened. Circular 12/43-44 "Wings for Victory"<br>Circular No 14/43-44-Meals in holidays   | 28 May 1943 | 290     |
|  |  | Circular No 15/43-44-Meals during Whitsun Holiday   | 31 May 1943 | 290     |
|  |  | I left school at 2.45pm to attend meeting at Grange Boys' school-re Shadow Kitchens   | 9 Jun 1943  | 291     |
|  |  | Circular 17/43-44-Meals; Towels   | 7 Jul 1943  | 291     |
|  |  | Circular No 22/43-44-Meals during Holidays  | 14 Jul 1943 | 291     |
|  |  | No 23/43-44-Holiday for "Wings for Victory"   | 19 Jul 1943 | 291     |
|  |  | School re-opened after Summer Holiday. Circular No 25/43-44-Playgrounds; Furniture  | 1 Sep 1943  | 291-292 |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | Circular 24a/43-44 "Dig For Victory" exhibition<br>25a/43-44-Junior Evening Institutes    | 7 Sep 1943  | 292     |
|  |  | Miss Gurney took charge of twenty senior girls who visited "Dig for Victory" exhibition   | 9 Sep 1943  | 292     |
|  |  | No 31/43-44-Heating of schools  | 29 Sep 1943 | 292     |
|  |  | Circular No 32/43-44-Public Warning Signals<br>No 33/43-44-Supplementary Clothing Coupons | 4 Oct 1943  | 293     |
|  |  | Captain and Mrs Reavley visited the school and former told girls about "their" ship       | 11 Oct 1943 | 293     |
|  |  | Circular No 37/43-44-School meals   | 21 Oct 1943 | 293     |
|  |  | Circular No 39/43-44-Special places (Metropolitan)  | 3 Nov 1943  | 293     |
|  |  | Miss Lewis (from Furzedown College) started teaching practice with F 1                    | 22 Nov 1943 | 293     |
|  |  | Circular No 43/43-44-"Make do and Mend"   | 23 Nov 1943 | 293     |
|  |  | Fifteen girls from Form I with Mrs Hackridge in charge attended above exhibition          | 24 Nov 1943 | 293-294 |
|  |  | Miss Nichols (Furzedown Col) started teaching practice with Std I                         | 29 Nov 1943 | 294     |
|  |  | Circular 45/43-44-School hours etc.<br>No 46/43-44-School meals (holidays)                | 8 Dec 1943  | 294     |
|  |  | Furzedown students completed practices  | 10 Dec 1943 | 294     |
|  |  | Circular No 50/43-44-Prepaid Bus Tickets  | 19 Jan 1944 | 294     |
|  |  | Morning session commences at 9am  | 7 Feb 1944  | 295     |
|  |  | Circular No 56/43-44-Shadow Kitchen   | 18 Feb 1944 | 295     |
|  |  | Circular No 59/43-44-Optimists' Chocolate<br>No 61/43-44-School meals                     | 2 Mar 1944  | 295     |
|  |  | No 62/43-44-Coal for schools  | 13 Mar 1944 | 295     |
|  |  | Visit from Capt. Reavley, Std 3 upwards assembled to hear his experiences                 | 17 Mar 1944 | 295     |
|  |  | Circular No 63/43-44-Coal for schools   | 22 Mar 1944 | 295     |
|  |  | Circular No 65/43-44-Royal Visit  | 28 Mar 1944 | 296     |
|  |  | School closed at 12 mid-day in honour of Royal Visit to City                              | 29 Mar 1944 | 296     |
|  |  | Circular No 1/44-45-Books, apparatus and stationery                                       | 5 Apr 1944  | 296     |
|  |  | No 5/44-45-Heating in schools   | 24 Apr 1944 | 296     |
|  |  | Circular No 10/44-45-School meals   | 17 May 1944 | 296     |
|  |  | Circular No 12/44-45-School canteens-furniture<br>No 14/44-45-"Salute the Soldier" week   | 24 May 1944 | 297     |
|  |  | Circular 16/44-45-Recruitment of staff  | 5 Jun 1944  | 297     |



|  |  |             |         |
|--|--|-------------|---------|
|  | No 19/44-45-School medical service   | 8 Jun 1944  | 297     |
|  | Circular 20/44-45-School library books   | 19 Jun 1944 | 297     |
|  | 21/44-45-Books, apparatus and stationery   |             |         |
|  | Circular 23/44-45-International correspondence   | 22 Jun 1944 | 297     |
|  | Circular No 25/44-45-"Salute the Soldier" week   | 28 Jun 1944 | 297     |
|  | Circular No 26/44-45-School meals  | 5 Jul 1944  | 298     |
|  | No 29/44-45-Evacuees in Cardiff schools  | 7 Jul 1944  | 298     |
|  | No 35/44-45-"Dig for Victory" exhibition   | 14 Jul 1944 | 298     |
|  | No 37/44-45-"Dig for Victory" exhibition   | 20 Jul 1944 | 298     |
|  | Circular 38/44-45-Meals evacuated children   | 26 Jul 1944 | 298     |
|  | School re-opened after Summer Vacation. Circular No 41/44-45-"Dig for Victory" exhibition<br>No 42/44-45-Evacuees in Cardiff schools<br>No 43/44-45-Film "When we Build Again" | 1 Sep 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 Sep 1944  | 299     |
|  | No 46/44-45-Mustard Gas Warning  | 18 Sep 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 Sep 1944 | 300     |
|  | Circular No 55/44-45-Supplementary Clothing Coupons  | 24 Oct 1944 | 300     |
|  | Circular No 58/44-45-School contracts<br>No 59/44-45-National Savings Movement   | 7 Nov 1944  | 300     |
|  | No 60/44-45-Metropolitan entrance exams  | 13 Nov 1944 | 300     |
|  | No 60/44-45-Book Drive   | 23 Nov 1944 | 300     |
|  | No 61/44-45-Invoices-Christmas Gifts   | 27 Nov 1944 | 300     |
|  | Circular 71/44-45-Schools during emergency   | 2 Feb 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 Feb 1945  | 301     |
|  | Circular 76/44-45-School meals<br>No 77/44-45-Collections in schools   | 23 Feb 1945 | 302     |
|  | No 78/44-45-Fuel Economy-"Horticultural Show"  | 28 Feb 1945 | 302     |
|  | The Furzedown students completed their school practice   | 2 Mar 1945  | 302     |
|  | Circular No 81/44-45-WVS gifts scheme  | 8 Mar 1945  | 302     |

|          |                             |  |             |         |
|----------|-----------------------------|--|-------------|---------|
|          |                             | No 83/44-45-Handicraft Guild etc.<br>84/44-45-Books, apparatus and stationery  | 19 Mar 1945 | 302     |
|          |                             | Circular 1/45-46. Handicraft Guild; Accidents  | 16 Apr 1945 | 303     |
|          |                             | No 5/45-46-"V" Day celebrations  | 1 May 1945  | 303     |
|          |                             | No 6/45-46-School meals (Whitsun Holidays)<br>No 8/45-46-Termination of Organised Hostilities-Heating of schools   | 4 May 1945  | 303     |
|          |                             | No 9/45-46-Termination of Organised Hostilities  | 7 May 1945  | 303     |
|          |                             | School closed at 9am for two days-VE and the following day   | 8 May 1945  | 303     |
|          |                             | Just under 50% of school assembled at 9am. Hall was decorated, and service of Thanksgiving held.<br>School closed for day at 10.30am. Staff all present  | 10 May 1945 | 303     |
| EC44/3/1 | Roath Park<br>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 Sep 1939  | 478-479 |
|          |                             | School re-opened. Rec'd following Circulars:-<br>37/39-40 Territorial Forces<br>38/39-40-National Service<br>39/39-40-Air Raid Precautions<br>40/39-40-Air Raid Precautions<br>44/39-40-Closure of schools<br>46/39/40-Evacuation of schools<br>47/39/40-Special Constables etc. | 11 Sep 1939 | 479     |
|          |                             | Rec'd following Circulars:-<br>50/39-40 Civil Pay during service with Military etc.<br>52/39-40-National Service<br>53/39-40-Bristol Ship Adoption Society<br>56/39-40-First Aid Courses in schools<br>57/39-40-Joint Advisory Committee meeting 16 <sup>th</sup> Sept           | 27 Sep 1939 | 481     |
|          |                             | Rec'd following Circulars<br>No 58.39-40-Junior Evening Institutes<br>59/39-40-Nutrition Survey  | 2 Oct 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 Nov 1939  | 483     |
|          |                             | A short service for Remembrance Day was held this afternoon at 3.45pm the whole school assembled in the corridor   | 10 Nov 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<br>64/39-40-Junior Evening Institutes<br>65/39-40-First Aid courses in schools<br>67/39-40-School sessions<br>72/39-40-Meeting of Major Committees-Ed Comm | 20 Nov 1939 | 484     |
|  |  | School re-opened after the vacation-all the staff are present. Rec'd following Circulars:-76/39-40-Forms for office discontinued<br>78/39-40-Necessitous children Christmas Holidays<br>81/39-40-Waste Paper<br>82/39-40-Cardiff School Children's Infirmary Fund   | 8 Jan 1940  | 485     |
|  |  | Rec'd following Circulars:-<br>No 88/39-40-Payment of Teachers' Salaries<br>No 89/39-40-a. School sessions-Revert to usual hours b. War Savings campaign  | 5 Feb 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 Feb 1940  | 486     |
|  |  | Rec'd following circulars:-<br>94/39-40-Milk in schools<br>96/39/40-Visit of Their Majesties King George VI and Queen Elizabeth to Cardiff  | 12 Feb 1940 | 486     |
|  |  | Rec'd following Circulars:-<br>4/40-41-School supplies<br>8/40-41-"Action on the Kitchen Front"<br>12/40-41-Necessitous schoolchildren Whitsun 1940   | 1 May 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 May 1940 | 490     |
|  |  | Rec'd following Circulars<br>17/40-41-Kitchen Front<br>19/40-41-Petrol Allowance<br>20/40-41-Increased prices<br>21/40-41-Supervision-meals<br>22/40-41-Nat Savings<br>27/40-41-Letter from Ministry of Information   | 26 Jun 1940 | 491     |

|  |  |   |             |         |
|--|--|---|-------------|---------|
|  |  | 29/40-41-Kitchen Front<br>30/40-41-School sessions-times as follows-From July 3 <sup>rd</sup> 1940 Morning session 11am to 12 noon,<br>Afternoon session 2pm to 4.30pm<br>31/40-41-Education. Air Raid Warnings   |             |         |
|  |  | 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<br>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   | 23 Jul 1940 |         |
|  |  | School closed for 2 wks. holiday  | 24 Jul 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 Sep 1940  | 492     |
|  |  | Rec'd following Circulars:-<br>32/40-41-2 <sup>nd</sup> letter from Minister of Information<br>34/40-41-Window protection in schools<br>35/40-41-Paper economy in schools<br>41/40-41-a. ARP in schools b. School sessions<br>42/40-41-Necessitous schoolchildren Summer Holidays<br>49/40-41-Notification of Damage by Air Raids<br>53/40-41-Junior Evening Institutes   | 6 Sep 1940  | 493     |
|  |  | The school was closed at the end of the afternoon session for an extra two wks.' holiday  | 27 Sep 1940 | 494     |
|  |  | Rec'd following Circulars:-<br>55/40-41-Military Service<br>58/40-41-Exhibition of Wartime cookery<br>61/40-41-Necessitous children Holidays 1940<br>64/40-41-ARP in schools<br>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<br>67/40-41-Teaching of First Aid in schools<br>69/40-41-National Savings Movement<br>70/40-41-Mid-term holiday cancelled<br>71/40-41-Cardiff schools War Weapon week, 21 Oct 1940 | 14 Oct 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 Oct 1940 | 495 |
|  |  | Rec'd following circulars:-<br>76/40-41-First Aid teaching in schools<br>78/40-41-First Aid refresher courses  | 5 Nov 1940  | 496 |
|  |  | Miss Rees, First Assistant attended the First Aid refresher course-first of a series of lessons. Morning session   | 13 Nov 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 Dec 1940 | 496 |
|  |  | School re-opened after Christmas Holidays. All the staff are present<br>Rec'd following Circular:-<br>80/40-41-School sessions<br>82/40-41-Milk in schools<br>84b/40-41-Air Raid Warnings<br>88/40-41-Teachers' Salaries<br>90/40-41-Milk-Holidays<br>92/40-41-ARP<br>97/40-41-First Aid teaching in schools   | 6 Jan 1941  | 496 |
|  |  | Rec'd following Circulars<br>No 99/40-41-Firewatchers for schools<br>101/40-41-Enquiry re Evacuation scheme for schoolchildren<br>102/40-41-First Aid Scheme of Work<br>103/40-41-Fire Watchers (2 <sup>nd</sup> circular).<br>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 Jan 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<br>Rec'd following Circulars<br>109/40-41-Refresher Course (War Gases)<br>111/40-41-Copy of Memorandum from Chief Constable<br>112/40-41-Fire Prevention (Business Premises) Order, 1941  | 14 Feb 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 Feb 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 Mar 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 Mar 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 Francis are responsible-they will work under the direction of Miss Jenkins, the Head Mistress off Marlborough Rd Girls' school | 17 Mar 1941               | 501-502 |
|          |                          | Students of Furzedown Training College have come this afternoon for 2 demonstration lessons   | 26 Mar 1941               | 502     |
| EC44/3/2 | Roath Park Primary Girls | Rec'd following Circulars:-<br>13/41-42-National Savings campaign<br>15/41-42-Shadow Kitchens   | 21 Apr 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 May 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 Jun 1941                | 2       |
|          |                          | Miss Thomas returned to school today. Rec'd following Circulars:-<br>42/41-42-Registration of children evacuated to Reception Areas-"E"<br>43/41-42-Teaching staffs for Reception Areas   | 16 Jun 1941               | 2       |
|          |                          | Miss Clarissa Thomas was transferred to the Reception Area at Trelewis for the remainder of this term   | 24 Jun 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 Jun 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 Jul 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> Jul 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 Aug 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 Sep 1941  | 6    |
|  |  | The Head Teacher will attend the "Food Week" exhibition this afternoon-2.30pm   | 4 Sep 1941  | 6    |
|  |  | Special summer campaign. War Savings. £126 6s 0d collected in 5 wks.' drive   | 11 Sep 1941 | 6    |
|  |  | Rec'd following Circulars:-<br>45/41-42-Collection of leaves and roots<br>46/41-42-Private addresses-Staff<br>51/41-42-Evacuation of schoolchildren<br>54/41-42-Teaching service in Reception Area<br>56/41-42-Necessitous children Summer Holiday<br>60/41-42-Registration<br>62/41-42-Rationing of cloth etc.<br>66/41-42-Food Week<br>68/41-42-Govt Evac Scheme<br>69/41-42-Junior Evening Institutes<br>72/41-42-Preservation of wild fruit | 22 Sep 1941 | 7    |
|  |  | School closed this afternoon. Second part of Midsummer Holiday  | 26 Sep 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 Oct 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 Dec 1941  | 9    |
|  |  | Rec'd following Circulars:-<br>62/41-42-Rationing of clothing<br>66/41-42-Food Week<br>68/41-42-Govt Evacuation scheme<br>69/41-42-Junior Evening Institutes<br>72/41-42-Preservation of fruit<br>77/41-42-School Air Raid Shelters<br>80/41-42-Milk in schools<br>86/41-42-Inventory of Furniture<br>90/41-42-Shadow Kitchens<br>92/41-42-Supplementary Clothing Coupons   | 10 Dec 1941 | 9-10 |

|  |  |   |             |       |
|--|--|---|-------------|-------|
|  |  | 94/41-42-Rationing of cloth etc.<br>95/41-42-"Special" Exam Evacuees<br>96/41-42-Supplementary Clothing cards<br>97/41-42-Infirmary Fund<br>99/41-42-Christmas Gifts USA<br>101/41-42-Necessitous children Xmas Holidays  |             |       |
|  |  | Students of the Furzedown Training College attended school for the morning  | 9 Jan 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 Jan 1942 | 10    |
|  |  | Rec'd following Circulars:-<br>109/41-42-Cardiff Warship week 1<br>115/41-42-Cardiff Warship week 2   | 24 Feb 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 Mar 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 Mar 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 Apr 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 Apr 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 May 1942  | 14    |
|  |  | Four pupils have gone to Melbourne Rd Hall, Llanishen for demonstration lesson re Shadow Kitchen  | 5 May 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 May 1942 | 14    |
|  |  | The following Circulars have been rec'd:-<br>No 1/42-43-Border children Elem Ed<br>2/42-43-Accidents to chin  | 30 Jul 1942 | 15-16 |



|  |  |   |             |       |
|--|--|---|-------------|-------|
|  |  | 8/42-43-Boot and clothing fund<br>9/42-43-Schools in event of Invasion<br>11/42-43-Rationing soap<br>12/42-43-Waste paper salvage<br>17/42-43-School canteen<br>18/42-43-Woollen Comforts<br>Nos 21 and 22/42-43-Care of children during school holidays<br>No 23/42-43-Meals and milk<br>24/42-43-Free meal cases<br>26/42-43-Summer holidays-Addresses of teachers for Emergency calls.<br>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:-<br>No 27/42-43-Care of children during school holidays<br>28/42-43-School children's Gas Masks<br>29/42-43-Prevention of damage to trees etc.<br>30/42-43-Children receiving free milk<br>32/42-43-Competitions "Tanks for Attack" campaign<br>39/42-43-Further effort "Tanks for Attack" campaign<br>42/42-43-"Dig for Victory" exhibition   | 1 Sep 1942  | 16-17 |
|  |  | Twenty pupils in charge of Miss James and Miss Rees went to the City Hall to the "Dig for Victory" exhibition<br>Circular 44/42-43-Fuel economy school buildings<br>Circular 45/42-43-School canteen-Keep Fit class   | 24 Sep 1942 | 18    |
|  |  | Rec'd circulars-52/42-43-Supplementary Clothing Coupons<br>54/42-43-Armistice Day message-Lord Privy Seal-Sir Stafford Cripps<br>55/42-43-Fire prevention orders<br>57/42-43-Report on school canteens<br>60/42-43-Thanksgiving Day<br>64/42-43-School children's Infirmary fund<br>65/42-43-School meals in holidays<br>66/42-43-Christmas Gifts   | 2 Nov 1942  | 18-19 |

|  |  |  |             |       |
|--|--|--|-------------|-------|
|  |  | 68/42-43-Damage to Air Raid Shelters   |             |       |
|  |  | Rec'd circular 69/42-43-Book Drive-Cardiff Area  | 7 Jan 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.<br>Christmas Gifts from Br War Relief Society of USA were distributed today-30 gifts and 20 boxes of Candies sent to this school  | 22 Jan 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 Jan 1943 | 21    |
|  |  | Rec'd following circulars:-<br>69/42-43-Cardiff Book Drive 9 <sup>th</sup> -22 <sup>nd</sup> Jan 43<br>70/42-43-Christmas Gifts USA<br>71/42-43-Milk and meals supplies<br>77/42-43-Wartime Day Nurseries<br>78/42-43-Annual tenders-needlework etc.   | 3 Feb 1943  | 22    |
|  |  | The five Furzedown College students completed their 4 wks.' school practice in this school practice in this school   | 19 Feb 1943 | 22    |
|  |  | Mr D G Fowles-speaker-"Wings for Victory" campaign addressed pupils  | 2 Apr 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 Apr 1943  | 23    |
|  |  | Rec'd following circulars 43/44<br>2-Provision of meals during holiday period<br>5-Border children etc. (Enclosures to be completed)<br>6-School meals during Easter Holidays 43   | 14 Apr 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 May 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   | 25 May 1943 | 25    |

|  |  |   |             |       |
|--|--|---|-------------|-------|
|  |  | ceremony-She had the honour of being on the platform with Wing Commander Guy Gibson VC etc. who also spoke for this occasion  |             |       |
|  |  | School closed for Whitsun Holidays. Rec'd following circulars:-<br>No 1/43-44-Accidents to children<br>2/43-44-Provision of meals<br>3/43-44-Arts and Crafts exhibition<br>6/43-44-School meals-Easter Holidays<br>11/43-44-Arts and Crafts exhibition<br>12/43-44-"Wings for Victory" week<br>14/43-44-Govt Evacuation scheme<br>15/43-44-School meals-Whitsun   | 11 Jun 1943 | 26    |
|  |  | School closed for Summer Vacation-Extra day granted for "Wings for Victory" week special effort   | 29 Jul 1943 | 26    |
|  |  | Rec'd following circulars:-<br>22/43-44-Provision of meals-Summer Hols<br>23/43-44-Holiday-"Wings for Victory" week<br>24/43-44-"Dig for Victory" exhibition<br>25/43-44-Use of playgrounds and classrooms-surplus furniture  | 24 Sep 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 Nov 1943 | 30    |
|  |  | Mr David Williams-Abbeywood-Ninian Rd-presented 57 pupils with a Christmas Gift. (Girls whose parents in Forces rec'd same)   | 21 Dec 1943 | 31    |
|  |  | Infirmary Fund-Purses presented to the Lady Mayoress  | 22 Dec 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 Dec 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 Jan 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   | 19 Jan 1944 | 32    |

|  |  |  |                |    |
|--|--|--|----------------|----|
|  |  | able to make themselves understood and seemed to follow our conversation. A very pleasant time was spent by all  |                |    |
|  |  | Four Furzedown students commenced school practice:-<br>Miss Mavis Arnett<br>Miss Joyce Hatfull<br>Miss Sylvia Andrews<br>Miss Olwen Davies   | 24 Jan 1944    | 33 |
|  |  | Rec'd following Circulars:-<br>31/43-44-Heating of schools<br>32/43-44-Sound tests-Public Warning<br>33/43-44-Supplementary Clothing Coupons<br>37/43-44-School Meals-Half term<br>45/43-44-School Hours-Normal times<br>46/43-44-School meals<br>49/43-44-Infirmary Fund-Xmas Gifts<br>50/43-44-Bus Tickets                     | 26 Jan 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 Feb 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 Feb 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 and presented the Dutch Flag to the school-This will be a treasured possession in the school | 1 Mar 1944     | 35 |
|  |  | Rec'd following Circulars:-<br>59/43-44-Chocolates rec'd from Optimists' Club-Toronto-Canada<br>61/43-44-School meals Easter '44<br>62/43-44-Coal for schools-Emergency Rations  | 13 Mar 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 Mar 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:-<br>63/43-44-Coal for schools<br>65/43-44-Royal Visit to Cardiff | 10 May 1944 | 37    |
|  |  | No 5/44-45-Heating of schools<br>10/44-45-School meals during Whitsun Holidays 44<br>11/44-45-Teachers' superannuation contributions   | 24 May 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 Jun 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 Oct 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 Dec 1944 | 43    |
|  |  | Six pupils were entertained on board the Depa-Two members of staff accompanied them  | 20 Dec 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 Feb 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 Mar 1945  | 46    |
|  |  | Mme Vaillard has had 2 wks.' leave of absence granted for her son's service leave  | 14 Mar 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 Apr 1945 | 47    |
|  |  | Victory Day in Europe-8 <sup>th</sup> May 1945-VE Day Celebrations<br>The Prime Minister, Mr Winston Spencer Churchill, made the official statement to the nation, the British Empire and Commonwealth as follows:-<br>"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   | 8 May 1945  | 48-49 |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>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”</p> <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<br/>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<br/>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> |  |  |
|--|--|--|--|--|