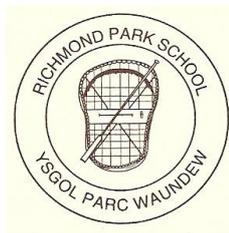


Welcome to Richmond Park Nursery



Croeso i Dosbarth Meithrin Ysgol Parc Waundew



Contact Information

Richmond Park Primary School

Priory Street

Carmarthen

SA31 1NB

Telephone: 01267 235 001

E-mail: admin@richmond.ysgolccc.org.uk

Website: <http://www.richmondpark.amdro.org.uk>

We use texts/emails to share information so please make sure we have your mobile number and email address

Staff in the Nursery / Reception Class

Mrs Angela Lake James

Teacher responsible for Reception / Nursery



Mrs Catrin Smith

Nursery Manager - your main contact



Mrs Nerys Rees-Sherriff (Miss Nerys)

Foundation Phase Teaching Assistant



Mrs Nicola Davies (Miss Nicola)

Foundation Phase Teaching Assistant



Mrs Bethan Jenkins

Cover Supervisor



You will also come into contact with these people

Miss Helen Davies	Mr Daniel Cooper	Miss Lowri Rees	Mrs Virginia Davies
			
<i>Headteacher</i>	<i>Deputy Headteacher</i>	<i>Additional Learning Needs Coordinator</i>	<i>Foundation Phase Leader</i>

Mrs Sarah Heckler	Mrs Geraldine Phillips	Mrs Hayley Morris	Mr Ieuan Williams
			
<i>Higher Level Teaching Assistant for Basic Skills</i>	<i>Administrative Officer</i>	<i>Administrative Assistant</i>	<i>Caretaker</i>

Welcome to Richmond Park Nursery

This booklet aims to provide an introduction to Richmond Park Nursery and includes initial information which we hope you will find useful. Should you have any further questions, staff will be happy to discuss these with you.

The Ethos and Values of Richmond Park Primary School

Richmond Park School is a school with many strengths. They include the clear commitment of staff to pupils' educational development, the good teaching, the rich learning experiences provided and the high quality of the care, guidance and support provided to all pupils.

Estyn Inspection Report 2013

Our Vision

Together Everyone Achieves More

Our Mission

Richmond Park School aims to provide a well-disciplined, caring environment which allows pupils to realise their full potential, both academically and socially. Whilst encouraging individual qualities such as independence of thought, self-discipline and pride in one's appearance and work, we also stress the importance of respect for others, team work and community spirit. We aim to equip our pupils with the knowledge, skills and values to help them take their place as responsible, well-rounded, caring members of society.

At Richmond Park Primary School we support individuality, celebrate difference and ensure that everyone has the freedom to lead their own learning journey. Through enjoyment and collaborative learning we aim to provide creative, diverse and inspirational opportunities and environments in which every member of our community can learn and feel valued.

We celebrate achievement, courage, effort and ability, developing confidence and encouraging self-belief in all children and adults. We aim to create a cohesive network of support between pupils, staff and parents and work together within our community to achieve our shared goals.

It is our expectation that all our children will develop independent attitudes and skills that will enable them to create, question and challenge their own personal journey to achieving their goals without peer pressure or prejudice. This journey starts at home and is nurtured in our Nursery setting.

Equal Opportunities

The school is committed to our Inclusion Policy in the provision of equal access and opportunity for all. In keeping with our Mission Statement, we aim to enable every child to achieve and to fulfil his/her potential. We also aim to create a happy, supportive learning climate, in which both adults and children are respected and considered, and are able to flourish and learn.

Getting to the Nursery

To get to the Nursery class you enter through the main school gate from Priory street, onto the pavement in the car park. Cross at our zebra crossing and walk up the main path of the school. Half way up, there will be a silver gate which is usually locked. This will be opened for parents and carers at the times below in order to drop off and pick up their children. If you need to come to Nursery at any other time of the day please come to the main school office - this is at the top of the path. Mrs Phillips and Mrs Morris will be happy to help you.

Morning:

Drop off by 8.45am

Pick up at 11.45am

Afternoon:

Drop off by 1pm

Pick up at 2.55pm

We recognise the importance of the relationship between parent, child and school and want to build on this as much as possible. This is why we encourage parents to agree to a home visit as we can offer you quality time to discuss your child.

We invite you into the Nursery for a visit in the summer term before your child starts so that you can meet more of the staff and the other children - they will probably be able to tell you more about the Nursery and reception class than we can! In addition Mrs Smith will be planning regular opportunities for you to linger and learn during each term. These may be coffee mornings where you can socialise with other parents, opportunities to come into reading sessions or outdoor activities or maybe even take part in a dance lesson. There will be plenty of times you can really experience what Nursery life is like for your child. If there is something in particular that you would like to see or discuss then please let me or one of the Nursery team know and we will try to accommodate you.

On Your Child's First Day

On Your Child's First Day at Richmond Park Nursery the times are staggered to allow each small group of pupils to be settled appropriately and calmly. We value the opportunity to spend time with individuals to ensure they are not anxious or worried and feel welcomed into our setting. Mrs Smith will let you know the date and time your child will be expected at Nursery on the first day. You and your child will be shown your child's peg for their coat and belongings, though we kindly ask no toys or items are brought into school that could be lost.

What Your Child Needs in Nursery on their First Day

In order to feel part of our Nursery Team and to identify with Richmond Park Primary School, we have a compulsory school uniform policy for all pupils. Children also receive award points for correct uniform and are encouraged to be smart and part of the Richmond Team at all times. Parents also tell us that uniform is easier for them and more cost effective in the long run.

- Plain grey or black skirt or trousers
- Yellow polo shirt
- Royal Blue sweatshirt or hoodie with the school logo
- Socks in grey, white or black
- Summertime: yellow and white checked dress with a royal blue cardigan or black or grey formal shorts with yellow polo shirt
- For PE lessons: a pair of black shorts and a royal blue t-shirt (with or without the logo) and plimsolls for indoor PE and trainers for outdoors. Jogging trousers and sweatshirt may be needed in winter for outdoor PE - preferably grey, blue or black.
- School shoes should be plain black but due to expense we are happy for children to wear trainer style shoes in black
- For outdoor learning (which takes place daily): Waterproof trousers and coat OR all in one waterproof suit to wear over their uniform to keep it clean when learning outdoors - again this needs to be left in school please. This should be different to their school coat as it is likely to get very wet and muddy due to the nature of the learning
- Wellington Boots that can be left in school

No jewellery (apart from small stud earrings) or nail varnish please.

***We kindly ask that ALL items of clothing are named
so that we can return lost items promptly.***

We ask that all pupils purchase a school water bottle at £1 a bottle. This will be named for them. We ensure children remain hydrated throughout the day to keep them fresh and alert.

Bottles and school uniform can be ordered from the school office including the waterproof items.

Term Dates for 2018-19

The Carmarthenshire published term dates are below. In addition the school has training days listed below under INSET days. Please note that the very first day for

your child will be the day given to you by Mrs Smith - this will be between the 4th and 7th September 2018. This is due to a staggered start for pupils.



CYNGOR SIR CAERFYRDDIN CARMARTHENSHERE COUNTY COUNCIL

TYMHORAU A GWYLIAU YSGOL - BLWYDDYN ACADEMAIDD 2018/2019

Tymor	Dechrau'r Tymor	Gwyliau Hanner Tymor		Diwedd Tymor	Dyddiau
		Dechrau	Diwedd		
Hydref 2018	Dydd Mawrth 4ydd Medi	Dydd Llun 29ain Hydref	Dydd Gwener 2il Tachwedd	Dydd Gwener 21ain Rhagfyr	74
Gwanwyn 2019	Dydd Llun 7fed Ionawr	Dydd Llun 25ain Chwefror	Dydd Gwener 1af Mawrth	Dydd Gwener 12fed Ebrill	65
Haf 2019	Dydd Mawrth 30ain Ebrill	Dydd Llun 27ain Mai	Dydd Gwener 31ain Mai	Dydd Llun 22ain Gorffennaf	54
Dyddiau HMS Penodol - Dydd Llun, Medi 3ydd, 2018 Dydd Llun, Ebrill 29ain, 2019.					2
Cyfanswm					195

O.N. Gwener y Grogllith - 19eg Ebrill 2019
Gŵyl Fai - 6ed Mai 2019

SCHOOL TERMS AND HOLIDAYS - ACADEMIC YEAR 2018/2019

Term	Term Begins	Half Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2018	Tuesday 4 th September	Monday 29 th October	Friday 2 nd November	Friday 21 st December	74
Spring 2019	Monday 7 th January	Monday 25 th February	Friday 1 st March	Friday 12 th April	65
Summer 2019	Tuesday 30 th April	Monday 27 th May	Friday 31 st May	Monday 22 nd July	54
Designated INSET Days - Monday, 3 rd September 2018 Monday, 29 th April 2019.					2
Total					195

N.B. Good Friday - 19th April 2019
May Day - 6th May 2019

Nodwch y gallai manylion y calendr hwn newid o ganlyniad i benderfyniadau polisi'r llywodraeth. Nid yw Cyngor Sir Caerfyrddin yn derbyn cyfrifoldeb dros unrhyw golledion yn sgîl gorfod newid trefniadau gwyliau oherwydd newidiadau o'r fath.

Please note that this calendar is subject to any changes that may arise as a result of government policy decisions. Carmarthenshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

INSET days:

- 3rd September 2018
- 7th January 2019
- 29th April 2019
- 3rd June 2019
- 22nd July 2019

Food, Drink and Health

Food and Drink:

We are a healthy eating school and adhere to Welsh Government Guidelines. Children are provided with free milk each day and fruit is available for purchase from the school fruit shop. We encourage children to stay hydrated throughout the day which is why we ask parents to purchase a school water bottle. We do not encourage children to bring in their own water bottle as not all are suitable for the dishwasher and we regularly place all bottles through the dishwasher to kill bacteria and germs. Water bottles are a £1 and can be purchased from the school office.

We have persons in school with severe nut and citrus allergies so we would ask that you and your child do not bring nuts, oranges, lemons or limes onto the premises.

We do allow parents to bring in suitable treats such as birthday cake to celebrate a child's birthday or special occasion. However we would also welcome fruit or more healthy alternatives.

Health:

Staff need to be aware of your child's medical background, in particular any allergies (e.g. bee stings, dairy food), any dietary restrictions (e.g. vegetarian or Halal) and any medical conditions that are important for us to know (e.g. asthma or eczema). We have a medical form in the Welcome Pack which will need completing. If however your child requires medicine you will also need to complete a Medicine Administration form which needs to be signed by me. These are available in the school office.

Children can suddenly become ill and therefore it is important that we know we can contact you or another adult relative/friend at all times. Please ensure that the school office is kept up to date with your contact details. If your child is unable to attend Nursery due to illness please telephone us to let us know. In cases of vomiting or diarrhoea your child should remain at home until 48 hours have elapsed since the last episode. In all cases of contagious diseases the school should be informed immediately and medical clearance must be obtained before your child returns to school.

Headlice are an unfortunate recurring problem in school life. If discovered, please notify staff and treat your child immediately. We are not able to treat children in school or send a general letter home to parents to state there are headlice amongst the children so please remain vigilant. If we notice headlice in your child's hair a member of staff will let you know discreetly. It is nothing to be ashamed of and often is a normal part of school life, however if all families treat headlice quickly then we can prevent it becoming widespread.

First Aid:

ALL of our Teaching Assistants at Richmond Park are 1st Aid trained. If your child is injured in any way then they will be tended to appropriately. You will be notified if there is a head injury as you will need to remain vigilant for signs of concussion - drowsiness, headache and sickness. If this happens please seek medical assistance immediately. Any other minor injury will be mentioned at pick up time. However please do not expect every graze to be mentioned to you, we will only inform you if your child has been upset or we feel they may require further treatment by your after school. In any emergency during the day we will ring for an ambulance to take your child to hospital. A member of staff will accompany them and the school office will endeavour to contact you to inform you. If for any reason there is a significant delay with the ambulance and a school first aider feels it is safe to do so, your child will be placed in a staff member's car and driven to Glangwili Hospital (or closest hospital if they are on a school trip).

Foundation Phase Curriculum and the Learning Journey

Activities in Nursery are carefully planned and organised in order to provide a range of learning experiences.

Individual records are kept by staff to record the activities your child participates in and undertakes, as well as their progress in specific skills.

Planning for each term is carried out using a topic based approach, following the children's interests and responding to specific events.

There are 7 Areas of Learning in the Foundation Phase (FP) that activities are planned around:

- **Personal and Social Development, Well-being & Cultural Diversity**
- **Physical Development**
- **Language, Literacy and Communication Skills**
- **Welsh Language Development**
- **Mathematical Development**
- **Knowledge and Understanding of the World**
- **Creative Development**



We sometimes ask parents of pupils attending in the afternoon to bring their child in to Nursery in the morning (and vice versa) if we have a visitor or trip that we do not wish them to miss out on.

Nursery staff will record your child's learning which will form an unique record of your child's learning and development throughout the year. It will contain samples of work, photographs and staff observations. These enable staff to track your child's progress and attainment and also plan future activities. We also value your comments about your child's progress and attainment. Much of the children's learning is shared with parents through Twitter and on the school website. If you do not wish your child's photo or video to appear on these or in the newspaper / media, then please let the Nursery Team know and we will amend our records. We do not publish children's names with their photos.

We hope that this pack is useful - should you have any questions please feel free to speak to a member of staff. We aim to ensure that your child's experience in Richmond Park Nursery is a happy and rewarding one. We look forward to working with both you and your child.

Miss Helen Wyn Davies

Headteacher

