

Ysgol Parc Waundew RICHMOND PARK SCHOOL

Prospectus 2026-27



A message from the Headteacher to Parents ...

Welcome to Richmond Park Primary School. Croeso i Ysgol Parc Waundew.

It is with pleasure that I offer you our school prospectus with the aim of giving you an insight into our school. At Richmond Park we pride ourselves on offering a caring and nurturing environment which comes from putting the child at the centre of all our plans and activities. As a community school we believe in the value of the family and the local community and place a great emphasis on the partnership that exists between the home, the school and the community. As well as acquiring knowledge and developing skills, we place great importance in establishing a strong foundation of 'learning attitudes' that will carry pupils through to later life. We expect a high standard of behaviour from our pupils as well as a tolerance towards others who struggle with this aspect of learning. We encourage our pupils to celebrate differences in others.

We believe that with a supportive, caring atmosphere and through an engaging curriculum, each child will work hard, enjoy their learning and always try their best. We embrace the 4 core purposes of the Curriculum to help all pupils become:

- Ambitious, capable learners, ready to learn throughout their lives.
- Enterprising, creative contributors, ready to play a full part in life and work.
- Ethical, informed citizens of Wales and the world.
- Healthy, confident individuals ready to lead fulfilling lives as valued members of society.

We also place safeguarding as a priority, with it being part of our core business. I firmly believe parents, carers and school staff work together to raise the pupils in our care. We know that you will share with us in making your child's time at Ysgol Parc Waundew as successful as possible and working with us as a TEAM – as our school motto states

Yours sincerely,
Mr Matthew Stonham
Headteacher

Together
Everyone
Achieves
More



Follow Us On
X

@RichmondParkCPS

Vision Statement:

*Together we will build
a community that
develops happy
healthy individuals
who are independent,
respectful and
resilient.*

Staff 2026-27

Type of school:

The school is a mixed Community Primary School for pupils aged between 3 and 11 years. The school is divided into 8 classes and 1 Assessment & Observation Unit. The school has been categorised as an English Medium Primary School.

Reporting to parents:

Parents' Evenings are usually held in the Autumn and Summer terms. At the end of the school year, parents receive a formal written report on their child's progress, as well as information about how well their child is performing academically for their age.

Local Authority:

Cyngor Sir Gaerfyrddin / Carmarthen County Council

Director of Education:
Mr Owain Lloyd

The Department for
Education & Children,

Building 2, Parc Dewi
Sant, Jobswell Road,
Carmarthen, SA31 3HB

PROGRESSION STEP ONE



MRS DUQUEMIN
REC TEACHER



MRS SMITH
NURSERY HLTA



MISS GRIFFITHS
TA



MRS REES-SHERIFF
TA



MR AMERY
TA



MISS SULLIVAN
TA

PROGRESSION STEP TWO AND THREE



MISS CULPIN
Y1 TEACHER



MISS KNOX
Y2 TEACHER



MISS MORGAN
Y3 TEACHER



MRS CLARKE
HLTA/ELSA



MRS HECKLER
HLTA



MR DAVIES
TA



MRS ANTHONY
TA



MR GAVRIEL
TA



MISS BARNEY
TA

PROGRESSION STEP TWO AND THREE



MISS FISH
Y4 TEACHER
ALNCO



MR FOREY
Y5 TEACHER



MR COOPER
Y6 TEACHER
DEPUTY HEADTEACHER



MISS STEVENS
Y3 TEACHER



MR JONES
TA



MRS SIMPSON
TA



MRS NICHOLS
TA



MRS BROOKES
TA



MRS EARLS
TA

A AND O UNIT



MRS SMITH
A AND O TEACHER



MRS WILLIAMS
TA



MISS GRIFFITHS
TA



MISS UDALL
TA



MISS HOUGHSTON
TA



MR STONHAM



MRS MORRIS



MRS JENKINS



MRS GREEN



Please feel free to contact your child's class teacher in the first instance for any class related issues, e.g. homework, educational visits, etc.

Additional Learning Needs enquiries contact the ALNCo: Hayley Fish

For all other queries, please feel free to contact a member of the Senior Leadership Team
Matthew Stonham (Headteacher) or Daniel Cooper (Deputy Headteacher)

Admission of children:

Children are admitted to our Nursery part-time at the beginning of the term following their 3rd birthday. Parents who wish to send their children to the school are invited to contact the school to arrange a visit.

Each term, new pupils are given the opportunity to spend an afternoon in school. On the same day, parents are invited to an informal meeting with the Nursery and Reception Team to provide them with further information about the school.

All admission applications need to be completed via the Authority

Admission Portal:

<https://bit.ly/3wLwqUv>

School hours:

Morning: 9.00 - 12.00

Afternoon:

1.00 - 3.00(Nursery/Reception)

1.00 - 3.05 (Years 1 and 2)

1.00 - 3.15 (Years 3-6).

Parents are asked to ensure that their children arrive punctually at all times.

School cannot accept responsibility for any children on the premises before or after these times, unless by prior arrangement.

In the interest of safety the main door is locked during school sessions.

Governors 2026-27

Eirian Jones - Chair of Governors

Jason Mac Nichol - Vice Chair

Yvonne Hockey - Staff Governor

Daniel Cooper - Teacher Governor

Claire Jones - Safeguarding Governor

Bernard Noghiu - Community Governor

Cornelia Noghiu - Community Governor

Barry Williams - LA Governor

VACANCY - LA Governor

Aya Iannucci - Parent Governor

VACANCY - Parent Governor

Bullying

Bullying of any sort – physical, verbal, cyber - will not be tolerated at this school, and steps are taken immediately to solve the problem.

However, we realise that bullying can take place unknown to the school or the parents. Therefore, if you see your child showing signs of unhappiness or showing reluctance to come to school, it is important to find the cause or reasons. If you suspect that your child is being bullied at school, please contact us immediately so that the matter can be dealt with urgently.

Relationships Policy including Anti-Bullying can be found under the policies tab on our website.



Home learning:

Home learning is encouraged throughout the school so that the parents can assist their child's educational development.

All pupils are provided with a termly home menu to record homework activities



School visits:

During the year the school organises a number of educational visits which are often relevant to the on-going class theme.

Parents will be informed of these visits by letter and at times may be requested to make voluntary contributions towards the cost of such visits.



School Rules

Pupils are expected to conduct themselves in a courteous and orderly manner at all times, and are encouraged to consider others and to respect their rights and property.

In the school's Relationships Policy, the emphasis is placed on good behaviour, and children are rewarded as individuals and as a class group. Every child in the school has been involved in formulating our new Relationships Policy based on Restorative Approaches.

Sweets, chocolate, crisps etc are not allowed during playtime, and children are encouraged to eat healthily and to bring in fruit from home.

School Uniform

School uniform is highly encouraged. Grey skirt or black or grey trousers with a yellow polo shirt and royal blue sweatshirt/cardigan or hoodie. In the Summer, a yellow and white or blue and white checked dress with a blue cardigan or sweatshirt/hoodie.

Items of clothing may be purchased from Olorun. Alternatively non-logo'd clothing can be bought from other high street stores. It is important that each item of clothing has the child's name tag. The wearing of excessive jewellery or anything that is deemed dangerous is not allowed. The school reserves the right to remove such items if thought to be harmful or unacceptable. Pupils' hair is expected to be tidy and preferably held back if long.

Your child will require a royal blue t-shirt with black shorts / black joggers for P.E lessons.



Transition

After completing primary education, the majority of our children transfer to Queen Elizabeth High School.

We recognise the importance of liaison between the phases and there is a planned programme of exchanges between our school and Q.E High.

During Year 5 and 6, pupils spend several days at Q.E High to familiarise themselves with the layout of the school, meet the staff and to enjoy a range of curricular activities. They also take part in an educational visit with other schools to make new friends.

Parents are encouraged to attend open evenings at the secondary school to gather further information and to support their children in their transition from primary to secondary.

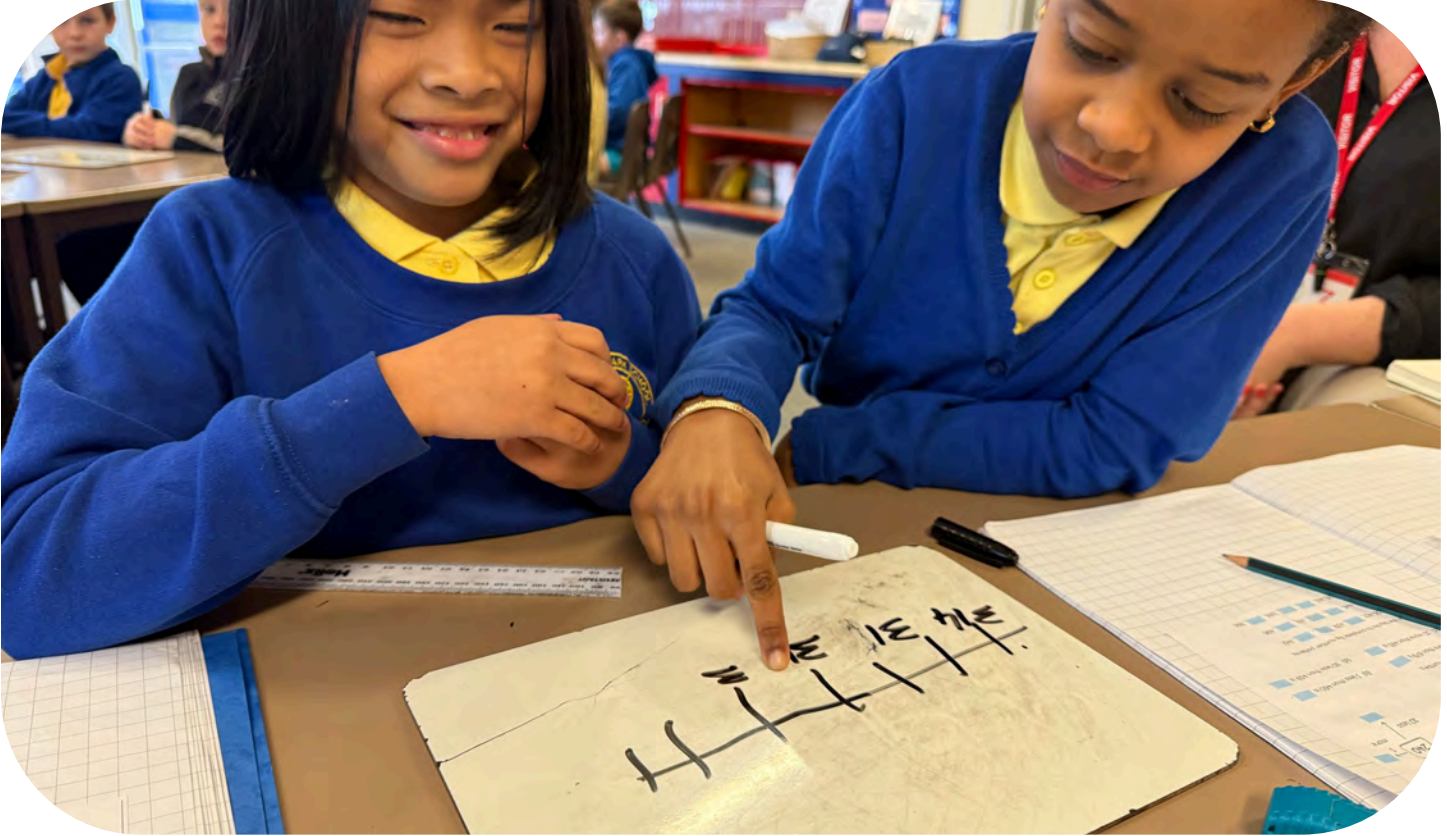
Digital Learning

Extensive use is made of technology throughout the school to support and consolidate work in all aspects of the school curriculum. In the early years, children use iPads to develop their fine motor skills, language and creative skills through a variety of applications.

This early experience is developed in later years to plan, prepare and produce a variety of work. The children are also introduced to, and have experience of graphics programmes, control technology and data handling. As the children increase in age, they have Chromebooks or Thinkpads available to them.

All pupils from Nursery to Year 6 have their own personal username and passwords for a range of applications to develop their skills at home and school, including HWB, Sumdog, J2E, etc.

Through enhanced digital skills and e-safety provision, the children at Richmond Park School learn to be competent digital citizens which prepares them for future life.



Assessment

The children are regularly assessed through:

- Regular and detailed developmental marking of work with opportunities to respond.
- Termly literacy assessments
- Teacher Assessment of learner progress and next steps
- Self and peer assessment
- National tests

Pupils are given the opportunity to respond to feedback and improve their work at various points during the week.

Teachers use a range of assessment approaches to understand learner progress, identify next steps and support learners in making progress along the Curriculum for Wales progression continuum.

Reading at home

Reading is of paramount importance and is carefully taught and constantly monitored at Richmond Park School. Parents are asked to assist by listening regularly to their children reading at home and completing the Reading Record Booklet.

All parents can help by encouraging their children to read for information and enjoyment in their leisure time, as well as remember that it is important to listen to them.

The school regularly distributes information leaflets about reading and all aspects of literacy, as well as holds events and workshops on reading, including ERIC (Everyone Reading In Class) time.

All children have been granted access to online reading materials and games through Britannica through Hwb . Please contact your child's class teacher for further information about these.

Pupil Councils:

The school has a number of pupil voice councils which comprise of pupil representatives from each year group from Years 2-6. These councils provide an opportunity for children to express their opinions about the school and make suggestions to the Headteacher.



Our Pupil Councils 26/27:

School Council
Eco Council
Digital Leaders
Book Worms
Cryw Cymraeg
Bronze Ambassadors



'After-School Clubs

Richmond Park Community Primary School provides a variety of after school clubs during term time for our pupils. We ask for a £1 per session donation on Parent Pay to allow us to buy resources for the clubs.

Clubs include football, craft, well-being, choir, tennis coding and many more!



Religion, Values and Ethics (RVE)

The school has no direct or formal religious affiliation. The religious education provided is based on the agreed syllabus, a copy of which may be seen at the school. A session of worship is held every day in the class or collectively in the hall or via Microsoft TEAMS. We like all children to attend these informative sessions but suitable arrangements can be made for children whose parents object to them receiving religious instruction or attending religious services.

On Fridays, staff and children come together for celebration and the sharing of experiences through our Star of the Week Assembly. Children are given the opportunity of taking part in the service as individuals, and classes, and opportunities are given to congratulate them and highlight their good deed, efforts and successes.

Additional Learning Needs (ALN)

At Richmond Park Primary School, we are committed to ensuring that all learners are supported to achieve their full potential. Our aim is to identify and respond effectively to any Additional Learning Needs (ALN) through high-quality teaching, targeted support and close partnership with families.

A learner has Additional Learning Needs if they have a learning difficulty or disability which calls for Additional Learning Provision (ALP) beyond the Universal Provision available to all learners.

At Richmond Park Primary School, we aim to meet the needs of all children through inclusive, high-quality teaching and learning. Our Universal Provision includes:

- High-quality whole-class teaching
- Effective differentiation in line with the Curriculum for Wales
- Collaborative and cooperative learning opportunities
- Individual, small-group and targeted interventions where appropriate
- Reasonable adjustments to enable access to the curriculum, learning environment and wider school life

Most children make good progress from their individual starting points. Where concerns arise regarding a learner's progress, we gather information through observations, assessments and discussions with parents, carers and relevant professionals. A range of evidence may be considered, including:

- Ongoing formative assessment
- Standardised assessments in literacy, numeracy, reading and spelling
- Classroom observations
- Learner progress across the curriculum over time
- Information and advice from specialist services where appropriate

A learner may require further investigation if:

Progress is significantly slower than that of peers with similar starting points

Current progress does not reflect previous rates of progress

The attainment gap between the learner and their peers remains or widens despite targeted support and intervention

Identification of Additional Learning Needs (ALN)

Where a learner does not make expected progress despite appropriate Universal Provision, and following a process of evidence gathering and review, they may be identified as having Additional Learning Needs.

At Richmond Park Primary School, we are committed to identifying needs early and providing the appropriate support to help every learner succeed. We recognise that success looks different for every child and celebrate each learner's achievements, strengths and personal progress. Above all, we place the well-being, happiness and inclusion of every child at the heart of our provision.

Our Additional Learning Needs Co-ordinator (ALNCo) is Miss Fish.

If you have any concerns about your child's learning, development or well-being, please contact your child's class teacher in the first instance. We value strong partnerships with parents and carers and will work closely with you to ensure that your child receives the support they need.

Additional Information

For additional information regarding ALN, follow the links below:

Additional Learning Needs in Wales – What is happening in Wales?

<https://youtu.be/00gHqzWowPg>

A Parent / Carers guide to Additional Learning Needs:

<https://www.youtube.com/watch?v=ISba05AGqJk&feature=youtu.be>



Absences:

Parents are requested to inform the school by telephone if your child has been ill or will be absent due to medical/dental appointments, or any other reason. If no information is provided, your child will be recorded as an unauthorised absence.



Pastoral Care:

The class teacher, under the instruction of the Headteacher, is responsible for the care and educational development of the child.

Teaching assistants are on duty during break times and lunchtimes on a rota basis, as well as lunch supervisors employed during lunchtimes.

Injuries will be logged on our accident form. Parents are informed of all head injuries via a phone call.



At Richmond Park Primary School, our youngest learners learn through exploration, enquiry, play and meaningful real-life experiences. In line with Curriculum for Wales, we provide engaging indoor and outdoor learning opportunities that nurture curiosity, creativity, independence and problem-solving skills. Through carefully planned experiences and supportive adult interactions, children develop the knowledge, skills and confidence needed to become ambitious, capable learners and healthy, confident individuals.

Six Areas of Learning:

1. Expressive Arts
2. Health and Well-Being
3. Humanities
4. Languages, Literacy and Communication
5. Mathematics and Numeracy
6. Science and Technology

The provision places great emphasis on developing children's:

- The development of skills, knowledge and understanding through meaningful and authentic learning experiences.
- Children's personal, social, emotional, physical and cognitive well-being, supporting the development of the whole child.
- Positive attitudes to learning, curiosity and resilience, helping children become ambitious and capable lifelong learners.
- Confidence, independence and self-belief, enabling children to take risks, investigate, solve problems and build positive relationships.
- Creativity, self-expression and critical thinking, encouraging children to respond to experiences in individual and imaginative ways.
- High-quality indoor and outdoor learning experiences, providing opportunities to explore, investigate and solve real-world problems while developing an understanding of sustainability and the natural environment.

Education for 7-11 year olds

At Richmond Park Primary School, "Learners in Years 3-6 continue to build upon the foundations established in the early years through engaging, meaningful and stimulating learning experiences. Through exploration, enquiry and active learning, children develop the knowledge, skills and confidence needed to become independent and resilient learners.

The Curriculum for Wales encourages children to make connections across their learning, develop curiosity about the world around them and become increasingly confident in applying their skills in a range of contexts. Digital skills, literacy and numeracy are developed across all areas of learning, helping children to prepare for life in a rapidly changing world.

The Curriculum for Wales supports learners to become:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

As with the early years Learning is planned through the six Areas of Learning and Experience:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology.

Assessment is an ongoing process that helps teachers understand each learner's progress and identify their next steps in learning. Children are encouraged to reflect on their achievements and develop increasing independence and responsibility for their learning.

The organisation within the classroom is flexible. The children are taught as a class unit in the care of a designated teacher.

Teachers use a range of assessment approaches to monitor progress, provide effective feedback and support learners in understanding their next steps. Learning is enhanced through educational visits, visitors, community projects and enrichment activities that develop children's understanding of their local area, Wales and the wider world.



Home learning:

Home learning is encouraged throughout the school so that the parents can assist their child's educational development.

All pupils are provided with a termly home menu to record homework activities



School visits:

During the year the school organises a number of educational visits which are relevant to the on-going class theme.

Parents will be informed of these visits by letter and at times may be requested to make voluntary contributions towards the cost of such visits.

External Specialists

Some children or families may need support from professionals outside of the school setting to achieve a successful learning journey. At Richmond Park we work closely with colleagues from outside agencies and services to support the needs of children in school. Permission is always sought from parents/carers when involving these agencies.

Outside Agencies and Services include:

- | | |
|---|---|
| ☐ Carmarthenshire ALN Team | ☐ The School Nurse Service |
| ☐ Family Information Services | ☐ Behaviour Support Community Team |
| ☐ The Educational Child Psychologist | ☐ Early Help Hub |
| ☐ The Speech and Language Therapist | ☐ Social Services |
| ☐ The Physiotherapist | ☐ Education Welfare Service |
| ☐ The Occupational Therapist | |

Other outside agencies or services that may be involved in supporting pupils with Additional Learning Needs at Richmond Park are:

- ☐ Childhood and Adolescence Mental Health Services-CAMHS. (This service is for those children who need further support for their behaviour, social interaction and/or emotional well-being.)
- ☐ Education Services (Hearing Impaired Service, Visually Impaired Service; Family Liaison Services)
- ☐ Health/Social services (Specialist Consultant; General Practitioner; Paediatrician (children's' doctor); Health Visitor; Social Services, Podiatry (foot, ankle, and leg doctor))

Safety

During the time the pupils are at school, every precaution is taken to ensure their safety. In the event of minor accidents, the child will be treated by a member of staff trained in First Aid, but in the case of more serious accidents, you will be informed immediately so that the child may receive the appropriate treatment at the surgery or in hospital. All head injuries are reported to parents.

Lessons are given on e-safety, road safety, together with general safety in the home and the environment, as well as assemblies by organisations such as the Royal National Lifeboat Association. Children also receive Cycling Proficiency lessons from the County Road Safety Officer and swimming lessons by the time they leave us.



Inclement weather:

If we need to close the school because of bad weather, we will inform parents via Class Dojo and the Carmarthenshire County Council website,

Reporting to parents:

Parents' Evenings are usually held in the Autumn and Summer terms. At the end of the school year, parents receive a formal written report on their child's progress, as well as information about how well their child is performing academically for their age.

Assessment & Observation Unit

Attached to the school is a Local Authority ALN provision in the form of an Assessment and Observation Unit for ten children.

We work in small groups and have a high staff to pupil ratio, which provide the children with extra support and time, whilst we observe and assess their needs.



We advocate learning through play and meaningful experiences. With the support of our experienced staff, children will be offered a wide variety of multi-sensory learning experiences designed to promote communication, social skills, sensory and emotional development.

Having fun, and engaging with children is key to what we do. The pupils in the unit are challenged to engage and achieve.



They are encouraged to take part in a full range of activities and to take pleasure in their achievements.

Further information can be gained from:
Mrs Carolyn Smith (Unit Teacher)



The Breakfast Club

Our 'Breakfast for All' initiative allows all pupils to receive a free breakfast each school day.

The club is open for pupils from 8.00 a.m until 8.45 a.m and provides pupils with a free, healthy option breakfast with choices from fruit juice, cereal, fresh fruit, toast and yoghurt. Breakfasts are served until 8.30 a.m and pupils are supervised by our canteen and supervisory staff.

Access to the Breakfast Club in the mornings is through the side entrance of our car park, leading to the main hall.



Our school canteen provide a healthy breakfast and lunch for children every day. The latest termly dinner menu can be seen on the front page of our school website.

Our Vision

We have a new school vision drawn together by views of all stakeholders, including Governors:

***Together we will build a community
that develops happy, healthy individuals
who are independent, respectful and resilient.***

Our Mission Statement, Aims & Objectives

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.

At Richmond Park Primary School we aim to 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.

Together
Everyone
Achieves
More

Accessibility and Inclusion

At Richmond Park Primary School, we are committed to providing an inclusive, welcoming and accessible environment for all learners, staff, parents, carers and visitors.

Over recent years, the school has been adapted to improve accessibility and support the needs of learners with physical disabilities and mobility needs, including wheelchair users. We continually review our environment and practices to ensure that all members of our school community can access learning opportunities, facilities and activities as fully as possible.

We value and celebrate diversity and are committed to promoting equality, inclusion and belonging. We strive to ensure that every learner can participate fully in school life, regardless of their educational, physical, sensory, communication, medical, social, emotional, spiritual or cultural needs.

Through our inclusive ethos, we actively promote understanding, respect and positive attitudes towards diversity. We seek to remove barriers to learning and participation, enabling all learners to achieve their potential and feel valued as members of our school community.

Safeguarding and Child Protection

At Richmond Park Primary School, the safety, well-being and welfare of all children are our highest priority. All staff have a responsibility to safeguard and promote the welfare of pupils and are trained to recognise and respond to concerns about a child's safety or well-being.

Where there are concerns that a child may be at risk of harm, abuse or neglect, staff are required to follow the school's safeguarding procedures and report their concerns to a Designated Safeguarding Person (DSP).

The Designated Safeguarding Person may seek advice from appropriate professionals and agencies, including education, health and social care services. Where necessary, a referral will be made to Children's Services in accordance with local authority safeguarding procedures. Children's Services, and where appropriate the Police, are responsible for investigating safeguarding concerns and determining any further action.

In some circumstances, it may not be appropriate to discuss concerns with parents or carers before a referral is made, as doing so could place a child at increased risk or compromise an investigation.

The school's Designated Safeguarding Person is Mr Matthew Stonham (Headteacher).

Deputy Designated Safeguarding Persons are:

Mr Daniel Cooper (Deputy Headteacher)

Miss Hayley Fish

Mrs Melanie Clark (ELSA)

Mrs Sarah Heckler (Higher Level Teaching Assistant)

The designated safeguarding governor is Mrs Claire Jones, who has responsibility for safeguarding and looked-after children.

We are committed to working in partnership with families and external agencies to ensure that all children are safe, supported and able to achieve their full potential.

Sport and Physical Education

Physical Education plays an important role in promoting healthy, active lifestyles and supporting children's physical, social and emotional well-being

At Richmond Park Primary School, pupils participate in regular PE lessons that develop confidence, teamwork and physical skills through a range of activities, including football, rugby, netball, hockey, cricket and rounders.

Children are encouraged to represent the school in festivals, tournaments and competitions, as well as participate in sporting activities beyond the school day. We work closely with Queen Elizabeth High School and the University of Wales Trinity Saint David to provide pupils with specialist coaching, enrichment opportunities and pathways for continued participation in sport.

