



YSGOL GYMRAEG

Bro Teyrnnon

“Ysgol i Esgor Gobeithion”

“A Place to Nurture our Aspirations”

Llawlyfr i Rieni
Parents Handbook

Gwybodaeth i Rieni/ Information for Parents

Ysgol Gymraeg Bro Teyrnnon
Rodney Road
Casnewydd
NP19 0AP

Ffon: 01633 264037

E.Bost: ysgol.gymraegbroteyrnon@newport.gov.uk

Ysgol Gymraeg Bro Teyrnnon
Rodney Road
Newport
NP19 0AP

Tel: 01633 264037

E.mail: ysgol.gymraegbroteyrnon@newport.gov.uk

Pennaeth / Head Teacher: Mrs Lona Jones-Campbell

Cadeirydd y Llywodraethwyr / Chair of Governors: Mrs Dwynwen Barklam

Llythyr i'r Rhieni/Gwarchodwyr

Annwyl Rieni/Warchodwyr

Pan fyddwch yn ystyried Addysg Gymraeg i'ch plentyn/plant 'rydych yn ymuno â'r nifer gynyddol o rieni yng Nghymru sydd yn gweld fod manteision i'w plant mewn addysg ddwyieithog. Wrth wneud eich dewis, fe fyddwch wedi llawn sylweddoli y sialens a gyflwynir gan addysg ddwyieithog – nid yn unig i'r plant a'r athrawon ond i chi, y rhieni, hefyd. Mae'r sialens yn fwy os yw iaith y cartref yn wahanol i iaith yr ysgol. Er hyn, mae ymuno ag addysg ddwyieithog yn cynnig sialens gyffrous ac mae gennych chi, y rhieni, rôl bwysig i'w chwarae 'prun ai Cymraeg neu Saesneg yw iaith gyntaf y cartref.

Mae'r bartneriaeth rhwng yr ysgol â'r rhieni yn un bwysig iawn, ac mae yna wahanol ffyrdd y mae'r rhieni yn gallu cynorthwyo a chymryd rhan ym mywyd ysgol eu plant – e.e. ymuno ar ymweliadau addysgol i gynorthwyo'r athro/athrawes (d)dosbarth; paratoi cefndir ac ardaloedd arddangos gwaith (tu fewn a thu allan i'r ystafell ddosbarth).

Estynnir croeso cynnes i rieni i gefnogi'r egwyddor o gymell pob plentyn i fanteisio'n llawn ar yr addysg ddwyieithog sy'n cael ei chynnig ym Mro Teyrnnon. Caiff plant eu cymell i siarad Cymraeg ar bob achlysur, yn ystod cyfnodau egwyl a chinio yn ogystal ag yn y gwersi. Gofynnwn hefyd i chi, y rhieni, gefnogi'r plant trwy ddangos diddordeb yn y tasgau cartref, gofyn cwestiynau a chefnogi'n gyffredinol. Rydyn ni yn Ysgol Gymraeg Bro Teyrnnon yn cydnabod ac yn gwerthfawrogi y gefnogaeth y mae'r rhieni di-Gymraeg eu hiaith yn dangos wrth ddanfod eu plant i ysgol Gymraeg ei chyfrwng.

Mae hawl gan bob plentyn i fod yn hapus yn yr ysgol, a'n nod pob amser yw creu cymdeithas hapus a diogel o fewn yr ysgol – cymdeithas sydd wedi ei seilio ar ddisgyblaeth deg a pharch dyledus rhwng aelodau teulu Bro Teyrnnon, sef y plant, llywodraethwyr, yr holl staff a'r rhieni/gwarchodwyr.

Gan edrych ymlaen at flynyddoedd o gydweithio er budd y plant.

Mrs Lona Jones-Campbell
Pennaeth

A Letter to Parents/Guardians

Dear Parents/Guardians

In choosing Welsh-medium education for your child/children you have joined the ever-increasing number of parents in Wales who acknowledge the advantages of such an education. By making this choice you will have realised that Welsh-medium education presents a challenge – not only to the teachers and pupils but also to you, the parents. The challenge is greater, of course, if the language of the school is different from that of the home. It is, however, an exciting challenge and you, as parents, have an important role to play, whatever the language of the home.

The relationship – or partnership – between the school and the parents is a very important one and there are ways as to how parents can help and take part in the scholastic life of their children. Teachers always appreciate any assistance you might be able to offer, e.g. assisting the class teacher on educational visits; helping to prepare areas for the exhibiting of children's work (both inside and outside the classroom).

Parental support is vital to maintain the school's philosophy of encouraging pupils to take full advantage of the Welsh-medium education offered at Bro Teyrnnon. Children are encouraged to speak Welsh at all times – including in the play ground, at break times and during the lunch hour. The school also asks for parental support by helping with home tasks, giving time for discussion and questions, giving encouragement, and attending Open Evenings.

We, at Ysgol Gymraeg Bro Teyrnnon, recognise and appreciate the support that non Welsh speaking parents show in choosing to send their children to a Welsh-medium school. There is a strong commitment to the Welsh language and culture within Bro Teyrnnon and it is our intention that our pupils both understand and share in this commitment. Parents who are learning Welsh are warmly invited to spend time in school, to hear the language being spoken and to practise their spoken Welsh.

Every pupil has the right to be happy in school and we are constantly endeavouring to create a safe and happy community within the school – a community which is founded on fair discipline and mutual respect between all members of the Bro Teyrnnon family – the pupils, Governors, staff and the parents/guardians.

I look forward to many years of working together to ensure that Bro Teyrnnon continues to fulfil the potential of every pupil.

Mrs Lona Jones-Campbell
Head Teacher

Cynnwys/Contents

Gwybodaeth i Rieni/ Information for Parents.....	2
Llythyr i'r Rhieni/Gwarchodwyr	2
A Letter to Parents/Guardians.....	3
Cynnwys/Contents.....	4
Datganiad Gweithredol	6
Manifesto	6
Amcanion yr Ysgol	6
School Aims	6
Yr Ysgol	7
The School	7
Dwyieithog o'r Dechrau	8
Bilingual from the Start	8
Cymraeg Yn Y Cwricwlwm	9
Welsh In The Curriculum	10
Staff	11
Llywodraethwyr / Governors.....	12
Dyddiadau tymhorau a gwyliau blwyddyn academiaidd 2013/2014.....	14
Term Dates and Holidays 2012/2013 Academic Year	14
Y Diwrnod Ysgol	15
The School Day	16
Safle Ysgol.....	17
The School Site	17
Diogelwch yn yr Ysgol.....	17
School Security	18
Iechyd A Diogelwch	18
Health And Safety.....	20
Polisi Derbyn.....	21
Admissions Policy	21
Trefniadau Derbyn plant ym mis Medi.....	21
Arrangements for admitting children into the school in September	21
Presenoldeb.....	22
Attendance	22
Prydlondeb	22
Punctuality.....	22
Absenoldeb.....	23
Absences.....	23
Newid Cyfeiriad/Rhif Cyswllt	23
Change Of Address/Telephone Number	23
Disgyblion a Gwarchodwyr sydd ag Anableddau	23
Pupils with Disabilities	24
Anghenion Dysgu Ychwanegol	24
Additional Learning Needs	24
Medrus a Talentog.....	25
More Able and Talented Pupils	25
Trefniadaeth yr Ysgol.....	25
School Organisation.....	25
Cwricwlwm, Addysgu a Dysgu	25
Curriculum and Teaching and Learning.....	26
Addysg yn y Cyfnod Sylfaen.....	26
Education in the Foundation Phase.....	26
Technoleg Gwybodaeth a Chyfathrebu.....	27
Information Communication Technology.....	28

Y Llyfrgell	28
Library	29
Addysg Gorfforol a Chwaraeon	29
Physical Education and Sport	29
Addysg Grefyddol	29
Religious Education	29
Addysg Rhyw a Pherthnasau	30
Sex and Relationships Education	30
Gwisg Ysgol	30
School Uniform	31
Tlysau	31
Jewellery	32
Gwisg Addysg Gorfforol – Derbyn I Flwyddyn 6	32
P.E. Kit – Reception to Year 6	32
Cyngor yr Ysgol a'r Cyngor Eco	32
School Council and the Eco Council	33
Disgyblaeth	33
Discipline	33
Byrbrydau Amser Egwyl	34
Play Time Snacks	34
Poteli o Ddŵr	34
Bottles of Water	34
Cytundeb Cartref/Home School Agreement	35
Prydau Bwyd Ysgol	36
School Meals	36
Moddion	36
Medicines	37
Cysylltiadau rhwng y Cartref a'r Ysgol	37
Home School Links	37
Ymgynghoriadau Rhieni /Athrawon	37
Parent/Teacher Consultations	38
Cylchlythyrau	38
Newsletters	38
Cyngherddau	38
Concerts	38
Adroddiadau	38
Reports	38
Polisi Codi Tâl a Gostyngiadau	39
Charging and Remissions Policy	39
Achosion Hiliol	39
Racial Incidents	39
Gwarchod Plant	39
Child Protection	39
Plant Mewn Gofal	40
Looked After Children	40
Trefn Cwynion	40
Complaints Procedure	40

Datganiad Gweithredol

Creu amgylchfyd a naws a fydd yn hybu parch, gofal, cyfeillgarwch a chydweithio ystyrlon a theimladwy rhwng oedolion a disgyblion, ble y gall pob disgybl brofi sbectrwm eang o weithgareddau gwerthfawr a buddiol ac, yn sgil pob ymdrech, profi boddhad a llwyddiant.

Manifesto

Create an environment for all where there is a caring and sensitive interaction between all adults and pupils, where a wide spectrum of rich experiences are offered to pupils and where all experience a sense of success and satisfaction.

Amcanion yr Ysgol

1. Sicrhau bod pob disgybl yn gwbl fedrus mewn Llythrennedd a Rhifedd.
2. Hyrwyddo a datblygu sgiliau yn cynnwys dwyieithrwydd - y Gymraeg a'r Saesneg gan hybu sgiliau deulol y ddwy iaith.
3. Rhoi'r cyfle i bob disgybl ddatblygu i'w lawn botensial ymhob agwedd o'r cwricwlwm.
4. Cynnig cyfle cyfartal i bob disgybl, waeth beth fo'i ryw, grefydd neu hil.
5. Annog parch tuag at bobl eraill, i barchu eu heiddo eu hunain ac eiddo eraill.
6. Pwysleisio pwysigrwydd ymddygiad da, cwrteisi ac ymarwedd i bob disgybl bob amser.
7. Annog pob plentyn i fod yn annibynnol, yn greadigol ac yn chwilfrydig drwy ddatblygu ei sgiliau meddwl, ei allu i brosesu gwybodaeth, ei allu i resymu ac i ymholi a gwerthuso.
8. Hybu'r iaith Gymraeg yn y gymuned a chreu diwylliant er mwyn i'r disgyblion ddatblygu'n siaradwyr Cymraeg naturiol.
9. Darparu amgylchedd ddysgu hapus, diogel sy'n llawn gofal ar gyfer y disgyblion a'r staff.

School Aims

1. To ensure that every pupil is completely Literate and Numerate.
2. To develop children's skills including bi-lingualism and fluency in both Welsh and English and promote dual skills in both languages.
3. To give every pupil the opportunity to develop to his /her full potential in all aspects of the curriculum.
4. To offer every pupil an equal opportunity, regardless of gender, religion or race.
5. To encourage respect for other people, their own property and the property of others.
6. To instil in each pupil the importance of good behaviour, to show courtesy and pride in their own appearance.
7. To encourage every child to be independent, creative and curious by developing their thinking skills: the ability to process information, reason, enquire and evaluate.
8. To promote the Welsh language within the community and create a culture in order for the children to develop as natural Welsh speakers.
9. To provide a safe, happy and caring environment for pupils and staff

Yr Ysgol

Agorwyd drysau Ysgol Gymraeg Bro Teyrnion i ddisgyblion ym mis Medi 2011, trydedd ysgol gynradd cyfrwng Cymraeg Casnewydd, i fodloni'r galw cynyddol am addysg cyfrwng Cymraeg.

Mae'r galw am addysg cyfrwng Cymraeg wedi bod yn tyfu'n gyson dros y blynyddoedd diwethaf, ac nid oedd y ddwy ysgol cyfrwng Cymraeg yn gallu darparu ar gyfer holl blant meithrin a derbyn oedd yn chwilio am le mewn addysg cyfrwng Cymraeg. O ganlyniad, mae Cyngor Dinas Casnewydd wedi agor Ysgol Gymraeg Bro Teyrnion gan ddilyn ymgynghoriad ag ysgolion, rhieni, plant, a'r gymuned leol.

Mae'r ysgol wedi ei henwi ar ôl Teyrnion Twf Gwliant, cymeriad o'r Mabinogion, sef casgliad o straeon Cymraeg canoloesol. Teyrnion oedd arglwydd Gwent-yn-Coed yn stori Pwyll a Rhiannon.

Sefydlwyd Ysgol Gymraeg Bro Teyrnion i gychwyn yn rhannu safle gydag Ysgol Gynradd Maindee. Agorwyd yr ysgol gyda 16 o blant mewn dosbarth cychwynnol ar gyfer disgyblion meithrin a derbyn. Mae'r ddwy ysgol wedi gweithio'n gytûn ar wahanol brosiectau, ac mae hyn yn parhau ar hyd y daith, gan gynnwys perfformaid ar y cyd o gân ddiolchgarwch Gymreig gan blant o ddosbarth derbyn Ysgol Gymraeg Bro Teyrnion ac Ysgol Gynradd Maindee. Hyd yn hyn mae wedi bod yn daith sydd wedi ymgorffori ymhellach ethos hapus a diogel i'n holl blant. Fe fydd Ysgol Gymraeg Bro Teyrnion yn symud i'w lleoliad parahol erbyn Medi 2013 – safle blaenorol Ysgol Gynradd Brynglas. Lleolir Canolfan Awtistiaeth ar y safle mewn adeilad ar wahan sydd o dan ofal Ysgol Maes Ebbw.

Mae wedi bod yn fraint i gael rhieni a ffrindiau cefnogol sydd wedi cofleidio'r ysgol newydd.

The School

Ysgol Gymraeg Bro Teyrnion, Newport's third Welsh-medium primary school, opened its door to pupils in September 20 11 to meet the increasing demand for Welsh medium education.

Demand for Welsh-medium education has been growing steadily over recent years, and the two existing Welsh medium primary schools were unable to accommodate all nursery and reception children seeking a place in Welsh-medium education. As a result, Newport City Council opened Ysgol Gymraeg Bro Teyrnion following a consultation with schools, parents, children, and the local community.

The school is named after Teyrnion Twf Gwliant (Teyrnion Great King, Roar of the Sea), a character from the Mabinogion, which is a collection of medieval Welsh stories. Teyrnion was lord of Gwent-is-Coed, and features in the story of Pwyll and Rhiannon.

Ysgol Gymraeg Bro Teyrnion was established sharing a site with Maindee Primary School. The school opened with 16 children in a starter class for nursery and reception pupils. The two schools have worked harmoniously on various projects, and this has continued on our journey, including a joint performance of a Welsh thanksgiving song by the children of Ysgol Gymraeg Bro Teyrnion and the Maindee Primary School reception classes. It has been a journey that has further embedded a safe and happy ethos for all our children. Ysgol Gymraeg Bro Teyrnion will move to its permanent site by September 2012 – Brynglas Primary School's previous site. An Autism centre is situated on the site, which is housed in a separate building, managed by Maes Ebbw School.

It has been a privilege to have such supportive parents and friends that have embraced the new school.

Dwyieithog o'r Dechrau

Mae dwy ran o dair o boblogaeth y byd yn ddwyieithog, y newyddion da yw ei bod yn hawdd i unrhyw blentyn gael ei fagu'n ddwyieithog yng Nghymru.

Pam trafferthu?

- gall eich plentyn siarad dwy iaith ac felly fwynhau dau ddiwylliant gwahanol iawn;
- mae plant dwyieithog yn datblygu sgiliau eraill fel sgiliau datrys problemau a sgiliau meddwl yn greadigol yn gyflymach na phlant sydd ond yn siarad un iaith ac maent yn aml yn llwyddo'n well yn yr ysgol ac mewn arholiadau;
- mae nifer cynyddol o gyflogwyr yng Nghymru yn ystyried bod y gallu i siarad Cymraeg yn fantais, felly fe allai bod yn ddwyieithog fod yn fanteisiol iawn pan fydd eich plentyn yn chwilio am swydd yn y dyfodol;
- mae dysgu unrhyw sgil yn haws pan fyddwch yn ifanc – gorau po gyntaf!

Oni fydd fy mhlentyn yn drysu?

- mae cymysgu'r ddwy iaith yn ystod y camau cynnar yn gwbl naturiol;
- nid yw hyn yn golygu bod eich plentyn yn ddryslyd, o fewn ychydig o amser bydd y ddwy iaith yn ymwahanu'n gwbl naturiol.

Bilingual from the Start

Two thirds of the world's population is bilingual. The good news is that here in Wales it really isn't difficult for any child to grow up to be bilingual.

Why should you bother?

- Your child will be able to speak two languages and therefore enjoy two very different cultures;
- Bilingual children develop other skills such as problem-solving and creative thinking quicker than children who speak one language, also they often do better at school and in exams;
- More and more employers in Wales consider the ability to speak Welsh to be an advantage, therefore being bilingual could be a big plus in the future when your child is considering career options;
- Learning any skill is easier when you're young – and the younger you are, the easier it is.

Won't my child get confused?

- 'Wenglish'-mingling the two languages in the early stages is completely normal;
- This doesn't mean that your child is confused; the two languages will eventually separate quite naturally.

Cymraeg Yn Y Cwricwlwm

Lle'r Gymraeg Mewn Ysgol Gymraeg Ei Chyfrwng

- *Y gymraeg yw cyfrwng cyfathrebu ac addysgu'r ysgol.*
- *Y mae'r defnydd cyson o'r gymraeg yn rhan annatod o ethos pob ysgol gymraeg.*

Y Gymraeg Yn Y Cwricwlwm

Y Gymraeg yw cyfrwng addysgu pob pwnc yn yr ysgol ar wahân i Saesneg yng Nghyfnod Allweddol 2. Yn ystod wythnosau cyntaf y disgybl yn y dosbarth Meithrin/Derbyn bydd ychydig ddefnydd o'r Saesneg yn fodd o gynorthwyo'r disgybl i ymgartrefu. Wedi hynny, y Gymraeg, fydd yr iaith a ddefnyddir i addysgu'r disgyblion.

Cyflwynir y Saesneg ym Mlwyddyn 3 pan fydd y disgyblion yn 7 oed.

Y Gymraeg Ym Mywyd Yr Ysgol

Disgwylir i bob disgybl i siarad Cymraeg yn barhaus yn ystod ei ddiwrnod ysgol. Y mae hyn yn golygu mai'r Gymraeg a ddefnyddir i gyfathrebu'n gymdeithasol yn ystod amseroedd chwarae ac yn ystod yr awr ginio. Canmolir disgyblion sy'n siarad Cymraeg yn gyson. Os fydd disgybl yn gwrthod siarad Cymraeg yn y cyswllt hwn y mae nid yn unig yn torri rheolau'r ysgol ac yn difetha ethos y sefydliad ond, hefyd, yn ddylanwad drwg ac yn peri i ddisgyblion eraill i dorri rheolau ysgol.

Os fydd achos fel hwn yn codi bydd staff yn yr ysgol yn trafod gyda'r disgybl. Os na fydd canlyniad ffafriol i'r weithred hon, yna fe wahoddir y rhieni i'r ysgol i drafod ymhellach.

Y Gymraeg Yn Y Gymuned

Gofynnwn i rieni i annog eu plant i fanteisio ar bob cyfle i gael profiadau trwy gyfrwng yr iaith Gymraeg, e.e. wrth ymuno â chlybiau dawnio a drama. Anogwn - aelodaeth o'r Urdd a'r gweithgareddau cysylltiedig. Yn ogystal mae Menter Casnewydd yn cynnal nifer o weithgareddau ar hyd y flwyddyn.

Bydd gohebiaeth rhwng yr ysgol a'r rhieni yn cael ei wneud trwy gyfrwng y Gymraeg a'r Saesneg.

Welsh In The Curriculum

The Role Of Welsh In A Welsh-Medium School

- *All communication and instruction within the school is through the medium of welsh.*
- *Regular use of welsh is an integral part of the desired ethos within a welsh-medium school.*

Welsh In The Curriculum

Welsh is the medium of instruction for all subjects with the National Curriculum framework – other than English as a subject – during Key Stage 2.

English is used during the first few weeks of the Nursery/Reception class when the pupil starts school in Reception, to enable pupils from non-Welsh speaking homes to settle happily into the school environment. Following the initial settling down period, the Welsh language is used as a means of instruction and in social contexts.

English is introduced in Year 3 when the pupils are 7 years old.

Welsh In A Social Context – Within School

Pupils are expected to speak Welsh socially at all times during the school day – during playtimes and the lunch hour.

Children are praised for speaking Welsh, especially when there is no member of staff present.

Should a pupil be unwilling to speak Welsh – although he/she is capable of doing so – then he/she is detracting from the desired ethos of the school and is, at the same time, indirectly encouraging peers to do likewise. Every effort will be made to persuade the pupil to conform to the clearly set guidelines and staff will discuss the situation with the pupil and, if necessary, parents will be invited to the school in order to discuss further.

Welsh Outside The Home Environment

Parents are asked to encourage their children to take advantage of any Welsh-medium activities that are available in their local area. Many organisations now present an opportunity for children to enjoy various sporting and social activities through the medium of Welsh, e.g. by attending dancing and drama clubs. We encourage membership of the “Urdd” (National Movement for Young People), and in the associated activities. Additionally, Menter Casnewydd offer a variety of activities throughout the year.

All correspondence with parents is in bilingual form.

Staff

Dosbarth Pryderi (Meithrin) / Pryderi Class (Nursery)



Mrs Lona Jones-Campbell
Pennaeth/Athrawes Dosbarth
Head Teacher/Class Teacher



Mrs Ceri Thomas
Athro CPA ac Amser
Rheolaethol
PPA and Management
Time Teacher



Mrs Angharad Jackson
Cynorthwy-ydd Dysgu /
Classroom Assistant



Mrs Clair Mogford
Cynorthwy-ydd Dysgu/
Classroom Assistant

Dosbarth Pwyl (Derbyn) / Pwyl Class (Reception)



Miss Rhian Jones
Athrawes Dosbarth/
Class Teacher



Mrs Lynn Ironside
Cynorthwy-ydd Dysgu/
Classroom Assistant



Miss Angharad Cox
Cynorthwy-ydd Dysgu/
Classroom Assistant

Dosbarth Rhiannon (Blwyddyn 1) / Rhiannon Class (Year 1)



Miss Kirsten Hicks
Athrawes Dosbarth/
Class Teacher



Miss Ellie Mabe
Cynorthwy-ydd Dysgu/
Classroom Assistant

Dosbarth Teyrnnon (Blwyddyn 1/2) / Teyrnnon Class (Year 1/2)



Miss Sarah Jones
Athrawes Dosbarth/
Class Teacher



Miss Chloe Llewelyn
Cynorthwy-ydd Dysgu/
Classroom Assistant



Swyddog Cymorth Ysgol/School Support Officer:
Mrs Rachel Howells

Gofalwr / Caretaker: I'w Gadarnhau / To be Confirmed

Llywodraethwyr / Governors

Mae gan Ysgol Gymraeg Bro Teyrnnon ei Chorff Llywodraethol ei hun. Bydd yn cyfarfod tua dwywaith y tymor, ac mae'n cynnwys Cynrychiolwyr yr Awdurdod, Rhieni, Athrawon yn ogystal â Llywodraethwyr Cyfetholedig. Bydd pob aelod yn gwasanaethu am gyfnod o 4 mlynedd. Cynhelir etholiadau ar gyfer cynrychiolwyr y Rhieni pan ddaw eu tymhorau i ben ac mae gan bob rhiant yn yr ysgol yr hawl i bleidleisio, ac i sefyll i gael eu hethol os ydynt yn dewis gwneud hynny.

Dyma'r rhai sy'n aelodau o'r Corff Llywodraethu ar hyn o bryd:

Ysgol Gymraeg Bro Teyrnnon has its own Governing Body. The Governors meet about twice a term and it is made up of L.A representatives, Parents, Teachers as well as Community governors. All members serve for a 4 year term, elections are held for parent governors when terms of office come to an end. All parents at the school have the right to vote, as well as stand for election if they wish.

The following people are currently members of the Governing Body:



Mrs L Jones-Campbell
Pennaeth/
Head Teacher



Mrs D Barklam
Cadeirydd/Chairperson
Rhiant / Parent
Rhieni / Parents
28/09/2015



Mrs C Mogford
Is-Gadeirydd/
Deputy Chairperson
Rhiant / Parent
Rhieni / Parents
28/09/2015



Miss Kirsten Hicks
Athro-lywodraethwr/
Teacher
Staff Dysgu/
Teaching Staff
31/10/2016



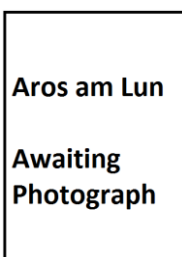
Mrs Rachel Howells
Staff Atodol/
Staff
Staff nad ydyn nhw'n
athrawon/
Non Teaching Staff
31/10/2016



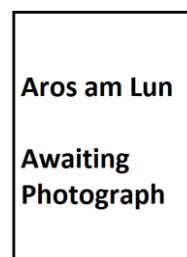
Majid Rahman
AALI / LEA
Aelodau'r Cyngor/
Council Members
24/06/2016



Mrs E Maher
Llywodraethwyr
Cymuned/
Community Governors
Corff Llywodraethu/
Governing Body
12/06/2015



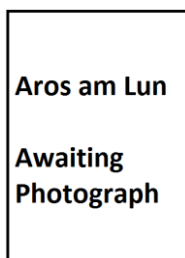
Mrs Elizabeth Kalyinka
Llywodraethwyr
Cymuned/
Community Governors
Corff Llywodraethu/
Governing Body
31/10/2016



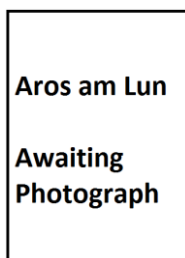
Mrs Emma Nolan
Llywodraethwyr
Cymuned/
Community Governors
Corff Llywodraethu/
Governing Body



Rhys Hutchings
AALI / LEA
Aelodau'r Cyngor/
Council Members
24/06/2016



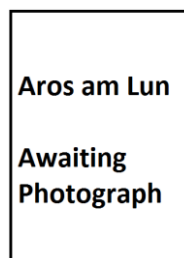
Miss Ruth Salisbury
Clerc Dros Dro/
Acting Clerk
31/08/2015



Ms Emma Routley
AALI / LEA
Aelodau'r Cyngor /
Council Members
06/10/2015



Mrs Jen Pollock
Rhiant / Parent
Rhieni / Parents
05/11/2016



Ms Ceri Willavise
Rhiant / Parent
Rhieni / Parents
05/11/2016

Pan fydd yn gyflawn, dyma nifer yr aelodau ar gyfer pob carfan:

When fully constituted this governing body is made up as follows:

Cynrychiolwyr yr AALI / LEA Representatives	3	Rhiant-lywodraethwyr / Parent Governors	4
Llywodraethwyr Cymuned / Community Governors	3	Clerc Dros Dro / Acting Clerk	1
Athro lywodraethwyr / Teacher Governor(s)	1	Cynrychiolydd Staff Cynorthwyol / Staff Representative	1
Pennaeth / Head Teacher	1	Cyfanswm / Total	15

Dyddiadau tymhorau a gwyliau blwyddyn academiaidd 2013/2014

Term Dates and Holidays 2012/2013 Academic Year

	Tymor yn dechrau / Term starts	Hanner tymor yn dechrau / Half term starts	Hanner tymor yn gorffen / Half term ends	Diwedd Tymor / Term ends
Hydref / Autumn	4/9/13	28/10/13	1/11/13	20/12/13
	73 diwrnod / days			
Gwanwyn / Spring	6/1/14	24/2/14	28/2/13	11/4/13
	64 diwrnod / days			
Haf / Summer	28/4/13	26/5/13	30/5/13	21/7/13
	56 diwrnod / days			

Fe fydd 193 o ddiwrnodau ysgol yn ystod blwyddyn academiaidd 2012 – 2013.

There will be 193 school days during the academic year 2013 – 2014.

Fe fydd pob ysgol ar gau ar **Ŵyl y Banc Calan Mai, Dydd Llun 5^{ed} Mai 2014**.

All schools will be closed on **May Day Bank Holiday, Monday 5th May 2014**.

Bydd yr ysgol ar gau ar **Ddydd Llun yr 2^{il} a Dydd Mawrth y 3^{ydd} o Fedi 2013** ar gyfer paratoi'r safle newydd.

Bydd pum diwrnod hyfforddiant mewn swydd yn ystod y flwyddyn academiaidd. Manylion pellach i ddilyn.

School will also be closed on Monday 2nd and Tuesday 3rd September 2013 to prepare the new site. There will be five INSET days during the academic year. Further details to follow.

Y Diwrnod Ysgol

Derbyn – Blwyddyn 2:

Ysgol yn dechrau – 09:00

Amser Cinio – 11:45

Sesiwn Prynhawn – 12:45

Ysgol yn Gorffen – 3:15

Meithrin: 09:00 – 11:30

Trefniadau'r Bore

Hysbysir y rhieni na ddylai eu plant gyrraedd yr ysgol cyn 8:50am Os ydych yn dod a'ch plant i'r ysgol ni ddylid eu gadael heb ofalaeth hyd nes bydd athro neu athrawes ar ddyletswydd i'w goruchwyllo. Ni ddylai'r un rhiant fynd o gwmpas i'r iard chwarae tra mae'r plant allan ar yr iard. Chwythir y chwiban ar yr iard am 8:55am er mwyn i'r plant ffurfio rhesi cyn cerdded i'w dosbarthiadau erbyn 9:00 a.m. Ar ddiwrnod gwlyb, bydd y plant yn ymgynnull yn neuadd yr ysgol o 8.50am.

Ni chaniateir i rieni / gwarchodwyr barcio ar safle'r ysgol. Mae'r trefniadau yma yn hanfodol er mwyn sicrhau diogelwch ein disgyblion ar bob adeg.

Hwyluso Traffig ar ffordd Brynglas Drive

Gofynnwn yn garedig am gydweithrediad pawb pan fyddwch yn dod a'ch plant i'r ysgol neu'n ymweld â'r safle mewn car. Pan fyddwch yn gyrru i safle'r Ysgol ar ôl ymadael a'r cylchdro, throwch i'r chwith ar y cyffordd-t i fynd ar Brynglas Drive. Fe fydd hyn yn eich tywys ar hyd y fordd tuag at flaen yr Ysgol. Fe fyddwn yn gwerthfawrogi pe bai pawb yn teithio mewn dull clocwedd ar Brynglas Drive. Fe fydd trafndiaeth yn dilyn yr un canllawiau.



Diwedd y diwrnod ysgol

Ar ddiwedd y dydd, bydd y plant sy'n teithio ar fws / tacsï yn cael ei hebrwng o'r neuadd i'r bysiau gan aelodau o'r staff, yna fe drosglwyddir y cyfrifoldeb am ofal y plant i hebryngwyr y bysiau. Cesglir y plant sy'n teithio adref gyda'u rhieni o'r giât llwybyr gerdded. Rydyn yn argymhell na ddylai plant gerdded i'r ysgol na mynd adref ar eu pen eu hunain, - os ydych am i hyn ddigwydd gadewch i ni wybod trwy lythyr os gwelwch yn dda. Ni chaniateir unrhyw gemau o unrhyw fath ar dir yr ysgol heb oruchwyliaeth athro neu athrawes. Oherwydd rhesymau lechyd a Diogelwch ni ddylai rhieni adael i'w plant chwarae ar yr offer sydd ar dir yr ysgol nac yn y gerddi.

Y rhieni sy'n gyfrifol am ddiogelwch eu plant unwaith y byddant wedi eu rhyddhau o ofal y staff ar ddiwedd y dydd. Dylech egluro hyn i unrhyw berson arall a allai fod yn cwrdd â'ch plentyn o'r ysgol. Cyfrifoldeb y rhieni fydd sicrhau bod pwy bynnag sy'n casglu eu plentyn yn cyrraedd yn brydlon. Nid yw staff yr ysgol yn gyfrifol am eich plentyn ar ôl 3:15 p.m. (ac eithrio gweithgareddau ar ôl ysgol, drwy drefniant). Hysbysir y rhieni o amseroedd gorffen y gweithgareddau hyn a bydd angen eich llofnod ar slipiau caniatâd cyn bod unrhyw blentyn yn cael aros ar ôl oriau Ysgol.

Trefniadau ar gyfer Plant Meithrin

Fe fydd rhieni/gwarchodwyr yn tywys y plant i'r dosbarth Meithrin yn y bore ac yn ei casglu o 'run lleoliad ar ddiwedd y sesiwn.

The School Day

Reception – Year 2:

School Starts – 09:00

Lunch Time – 11:45

Afternoon Session – 12:45

School Ends – 3:15

Nursery: 09:00 – 11:30

Morning Arrangements

Parents are advised that their children should arrive no earlier than 8:50am. If you accompany your children to school please do not leave them unsupervised until a member of the school staff arrives on supervision duty at 8.50. The whistle will be blown on the yards at 8:55 a.m., so that the children can line up and walk into classes ready for 9:00 a.m. No adults other than teachers and school staff are allowed on the play yards while the children are at play. On a wet day the children come into the school hall from 8.50am.

Parents and Guardians are not permitted to enter the school car park. These arrangements are essential to ensure the safety of our pupils at all times.

Ease Traffic arrangements on Brynglas Drive

We ask kindly for everyone's co-operation when you bring your children to the school or visit the site via car. When driving to the school site after you leave the roundabout, turn left at the t-junction to go onto Brynglas Drive. This will take you in on a circular route to the front of the school. We would appreciate everyone to use Brynglas Drive in a clockwise direction. All school transport will also be following these arrangements.



End of the school day

At the end of the day, children travelling home on school transport will depart from the hall, staff then accompany them to the buses / taxis where the escorts take over the responsibility for their welfare. The collection points for children travelling home with parents is at the pedestrian walking gate. We advise that children do not walk to school or go home alone without prior instruction from parents, -please inform us in writing if you allow this to happen. No games of any kind are allowed on the yard or the field without teacher supervision.

Parents are responsible for their children's safety once they have been transferred to their care at the end of the day. Please make this very clear to any other person who may be meeting your child from school and ensure that they arrive on time. For Health and Safety reasons please ensure that your child does not play on the outdoor equipment which are situated on the school grounds or in the school garden. School staff are not responsible for pupils after 3.15pm (with the exception of after school arranged activities).

Arrangements for Nursery Children

Parents/Guardians will escort the children to the Nursery classroom in the morning and collect them from the same location at the end of the session.

Safle Ysgol

Cyfleusterau

- Ystafelloedd dosbarth eang ac addas i ystod helaeth o weithgareddau ac ardaloedd gweithio tu allan i'r dosbarthiadau.
- Bwrdd gwyn rhyngweithiol ym mhob ystafell ddosbarth a chyfrifiaduron.
- Neuadd Ysgol.
- Ardal Llyfrgell.
- Offer addysg gorfforol.
- Gweithgareddau Awyr Agored.
 - Cylch o foncyff yn y berllan.
 - Dosbarth allanol yn y goedwig.
 - Llwybyr offer pren.
- Rhandir.
- Toiledau ar gyfer staff a disgyblion abl ac anabl (sy'n cael eu glanhau yn ddyddiol gan gwmni allanol).

The School Site

Facilities

- Classrooms have direct exits to internal and external activity areas.
- Each class has an interactive whiteboard and P.Cs
- School Hall.
- Library area.
- Physical education equipment.
- Outdoor Activity Area.
 - Log Circle in the Orchard
 - Outdoor Classroom in the forest.
 - Wooden activity trail.
- Allotment.
- Toilets for able and disabled staff and pupils (cleaned daily by an external company).

Diogelwch yn yr Ysgol

Nid oes unrhyw hawl tramwyo drwy dir yr ysgol. Caiff y plant eu goruchwyllo'n ofalus pan fyddant ar yr iard neu ar y cae; mae eu diogelwch a'u lles yn holl bwysig.

Am 9:00 a.m. bydd drysau'r ysgol yn cael eu cloi, dim ond drwy'r brif fynedfa y gall ymwelwyr gael mynediad. Fe fydd y giât llwybyr gerdded yn cael ei chloi am 9:15a.m. Mae'n ofynnol i bob ymwelydd gyflwyno eu hunain i'r swyddfa a llofnodi llyfr ymwelwyr a derbyn copi o Asesiad Risg ar gyfer Ymwelwyr os bydd angen iddynt aros ar y safle am unrhyw gyfnod o amser. Disgwylir i bob ymwelydd i wisgo bathodyn ymwelydd tra ei bod as y safle. Ni chaniateir mynediad i unrhyw un i'r ysgol heb ganiatâd. Bydd prif ddrws yr ysgol hefyd ar

glo, dim ond drwy gyfrwng system electronig y gellir cael mynediad. Os bydd angen i chi ddod i'r ysgol am unrhyw reswm, a fydddech cystal â ffonio i'n hysbysu gan egluro'r rheswm.

PWYSIG: Ni chaniateir dod a chŵn ar dir yr ysgol ar unrhyw adeg.

School Security

There is no public right of way through the school grounds. The children are well supervised when on the yard and on the field; their safety and wellbeing is of paramount importance.

At 9:00 a.m. each day the school doors are locked and entry for visitors is only possible through the main entrance. The pedestrian walking gate will be locked at 9.15a.m. All visitors are required to report to the office and sign in a visitors' book and receive a copy of the Visitor's Risk Assessment if they need to stay on site for any length of time. All visitors will need to wear a visitors badge whilst on the site. No one is allowed to enter the school without permission. The main school door is also locked with entrance gained only by an electronically operated system. Please phone to make an appointment if you need to come to school during the day explaining the reason for your visit.

IMPORTANT: No dogs are allowed on the school site at any time

Iechyd A Diogelwch

Pennaeth

Y Pennaeth s'yn gyfrifol am reolaeth Iechyd a Diogelwch.

Mae'r cyfrifoldebau allweddol yn cynnwys

- Annog agwedd bositif at Iechyd a Diogelwch o fewn yr ysgol.
- Diogelwch yr adeilad ac adnoddau.
- Cynnig gwybodaeth i'r gweithlu ar Iechyd a diogelwch yn ogystal â llês.
- Goruchwyllo'r gweithlu i sicrhau fod ganddynt amgylchfyd ddiogel i weithio ynddi.
- Goruchwyllo ymwelwyr.
- Trafod gyda'r gweithlu cyn cyflwyno unrhyw newidiadau all effeithio ar Iechyd a Diogelwch.
- Sicrhau fod goruchwyliaeth ddigonol ar gael ar gyfer gweithgareddau allanol.
- Sicrhau fod damweiniau a pheryglon yn cael eu recordio yn Ffeil Damweiniau a Llyfr Peryglon yn y Brif swyddfa.
- Trefnu hyfforddiant i'r gweithlu.

Athrawon dosbarth

Mae'r cyfrifoldebau Iechyd a Diogelwch yr athrawon dosbarth yn cynnwys

- Goruchwyllo'r plant a chymryd camau rhesymol am eu Iechyd a'u Gofal.
- Rhoi cyfarwyddiadau clir pan fo angen.
- Dangos esiampl dda wrth ymgymryd â Iechyd a Diogelwch.
- Cynnig cymorth i'r Pennaeth ynglŷn â gwelliannau ar faterion o ddiogelwch.
- Gwneir Asesiadau Risg i pob ardal dysgu a chyn unrhyw ymweliad addysgol.

Bwrdd Llywodraethol

Bwrdd Llywodraethol yr ysgol sy'n gyfrifol am Iechyd, diogelwch a materion llês o fewn yr ysgol.

Canllawiau Diogelwch

- Bydd staff ar ddyletswydd yn ystod y cyfnodau egwyl, yn trîn damweiniau (a'r gofalwagedd yn ystod yr awr ginio).
- Angen gofal agos pan fo plant yn defnyddio offer Technoleg.
- Angen gofal wrth godi neu gario cadeiriau.
- Rhaid i ddisgyblion gerdded yn drefnus i mewn ac allan o'r adeilad bob amser.
- Dylai athrawon arwain plant wrth gerdded o amgylch yr ysgol – nid eu dilyn.
- Rhaid gwisgo gwregys bob amser wrth deithio ar ymweliadau.
- Ymarfer Corff - gall y plant fod yn droednoeth yn y neuadd, ond rhaid gwisgo "trainers" ar gyfer gwersi tu allan.
- Caiff y dril tân ei ymarfer bob tymor.
- Profir y gloch dân yn wythnosol.

Health And Safety

Head Teacher

The Head Teacher will take day to day management of Health and Safety to ensure the policy is being carried out.

Key areas of responsibility will include

- Encouraging and promoting a positive health and safety culture in the school.
- Safe condition of premises and equipment.
- Provision of information to employees on Health and Safety and Welfare issues.
- Supervision of employees to ensure safe working procedures are followed.
- Supervision of visitors.
- Ensuring adequate consultation with staff before introducing any change which may affect health and safety at work.
- Ensuring adequate levels of supervision for outdoor activities.
- Ensuring that accidents and hazards are recorded in Accident File and Hazard Book in main office.
- Identifying training needs of staff.

Class Teachers

The Health and Safety responsibilities of class teachers include

- Supervising pupils and taking reasonable steps to ensure their Health and Safety.
- Giving clear instructions and warnings when this is necessary.
- Setting a good example by adopting good Health and Safety procedures.
- Recommending to the Head Teacher any improvements on safety issues.
- Risk Assessments will be undertaken of school teaching areas and before any educational visits.

Governing Body

The Governing Body of the school has overall responsibility for health, safety and welfare issues within the school.

General Safety Guidelines

- Any accident happening during morning or afternoon break times will be attended to by one of the staff on yard duty (supervisory ladies during lunch time).
- Close and careful supervision is required when pupils are using technology equipment.
- Care must be taken when carrying or lifting chairs.
- All pupils must walk into the building in an orderly manner at all times.
- Teachers should lead, not follow, the pupils when walking around the school.
- Seat belts must be worn at all times on school visits, etc.
- Physical Education – when participating in Physical Education lessons in the Hall, children can be barefoot. Trainers must be worn for lessons taken outside.
- The fire drill is practised once term.
- The fire bell is tested weekly.

Polisi Derbyn

Derbynir plant i'r dosbarth Meithrin (rhan amser) y tymor ar ôl eu penblwydd yn dair mlwydd oed ac i'r Derbyn yn llawn amser yn y mis Medi sy'n dilyn eu pen-blwydd yn bedair oed. Yr A.A.LL. sy'n gyfrifol am dderbyn plant i ysgolion ac mae polisi derbyn yr A.A.LL. yn weithredol yn yr ysgol hon. Gellir cael ffurflenni mynediad drwy'r ysgol neu oddi wrth yr A.A.LL., ar ddiwedd tymor yr Hydref cyn i'r plentyn ddechrau'r ysgol y mis Medi canlynol. Yn unol â rheoliadau'r Llywodraeth Cymru, adolygwyd rhif Derbyn yr ysgol i 27 o blant yn flynyddol.

Yn ystod y tymor cyn iddynt ddechrau'r ysgol, gwahoddir y plant a'u rhieni i dreulio amser yn yr ysgol, er mwyn rhoi'r cyfle iddynt ddod i adnabod ei gilydd, yr athrawon a'r cymorthyddion. Cyflwynir prospectws i bob rhiant/teulu sy'n ymuno â'r ysgol yn amlinellu agweddau gweithredol yr ysgol.

Admissions Policy

Children are admitted into the Nursery Class the term after their 3rd birthday and Reception class full time in the September following their fourth birthday. The L.A is the admitting authority for the school. Admission forms are available through the school, towards the end of the Autumn term prior to a child starting school in September. In line with the Welsh Government's capacity review the recommended number of children admitted to the Reception year is 27.

During the Summer term prior to starting school, the children and their parents are invited to spend time at the school. This provides an opportunity for the children to get to know each other, the teachers and the support staff. A prospectus containing comprehensive information about Bro Teyrnnon School is given to every parent / family.

Trefniadau Derbyn plant ym mis Medi

Derbynir y plant i'r dosbarthiadau Derbyn yn y mis Medi yn dilyn eu pen-blwydd yn bedair oed. Fe'u haddysgir gan dîm penodol o athrawon Cyfnod Sylfaen. Mae gan yr ysgol broses sefydlu gadarn sy'n seiliedig ar brofiad. Derbynir hanner y plant newydd am y diwrnodau cyntaf o'r tymor ar ddechrau mis Medi ac yna, er mwyn rhoi'r un cyfle i weddill y plant bach newydd i 'ymgartrefu', am yr un nifer o ddiwrnodau, bydd y garfan gyntaf yn aros gartref. Tuag at ddiwedd ail wythnos y tymor, bydd yr holl blant Derbyn newydd yn mynychu gyda'i gilydd.

Wrth gwrs, gellir derbyn disgyblion hŷn ar unrhyw adeg o'r flwyddyn, ond mae'r un rheolau sylfaenol yn berthnasol. Gwahoddir y rhieni i gwrdd â'r Pennaeth i drafod trefniadau.

Pan fydd y plant yn 11 oed, byddant yn trosglwyddo i Ysgol Gyfun Gwynllyw ym Mhontypwl. Rhoddir cyfle i ddisgyblion Blwyddyn 6 i ymweld ag Ysgol Gyfun Gwynllyw cyn iddynt ddechrau eu tymor cyntaf yno.

Arrangements for admitting children into the school in September

The school has a tried and tested induction process whereby only half of the new children attend for the first couple of days, the other half then attend for the next couple of days while the first half stay at home. Towards the end of the second week of term all the new Reception children attend together.

Admissions can of course happen at any time of year for older pupils transferring from another school, the same procedures apply. Parents are invited to meet with the Head teacher to discuss arrangements.

At the age of 11 the pupils leave for Ysgol Gyfun Gwynllyw Pontypool. Year 6 pupils are given several opportunities to visit Ysgol Gyfun Gwynllyw before they start their first term there.

Presenoldeb

Mae presenoldeb rheolaidd yn yr ysgol yn hanfodol er mwyn sicrhau parhad, datblygiad a dilyniant mewn addysg. Disgwylir i'r plant fynychu'r ysgol yn brydlon ac yn rheolaidd - oni fydd rheswm dilys dros beidio â gwneud hynny.

Ni ellir pwysleisio gormod bod **presenoldeb rheolaidd a phrydlon yn hanfodol** er mwyn i blentyn wneud y cynnydd gorau posibl. Gofynnir yn garedig i chi drefnu apwyntiadau meddygol y tu allan i oriau ysgol.

Nid oes hawl gan ddisgyblion i gael amser o'r ysgol i fynd ar wyliau yn ystod y tymor. Mae'r ysgol yn awgrymu'n gryf na ddylai rhieni drefnu gwyliau yn ystod y tymor gan fod hyn yn cael effaith andwyol ar ddysgu. Mae hyn yn arbennig o wir mewn addysg cyfrwng Cymraeg pan yn aml yr ysgol yw'r unig gyswllt a gaiff y plentyn gyda'r iaith Gymraeg. Ni fydd caniatad y Pennaeth yn cael ei roi ar gyfer hyn, ond fe ddylid rhoi gwybodaeth am unrhyw absenoldeb. Fe fydd pob absenoldeb o'r fath heb ei awdurdodi.

Attendance

Regular attendance at school is vital to ensure continuity, development and progression in education. Children are expected to attend school every day, unless there is a valid reason for not doing so.

Pupils are also expected to be in school on time. It cannot be over emphasised that **regular and punctual attendance is essential** for a child to make the best possible progress. You are respectfully requested to arrange medical appointments outside of school hours.

Time off in term time for family holidays is not an entitlement and will not be authorised by the Head teacher. The school strongly discourages parents from taking holidays during term time as this has a detrimental effect on learning. This is especially true in a Welsh-medium environment where the school is often the only contact the child has with the Welsh language, however, all absences should be explained at all times.

Prydlondeb

Disgwir i bob plentyn gyrraedd yr safle erbyn 8:55a.m. fel ei bod yn y dosbarthiadau ebyn 9:00a.m. Os bydd Disgyblion yn cyrraedd yn hwyr mae'n rhaid i'r oedolyn gwblhau y ffurflen yn y feil Plant Sy'n Cyrraedd yn Hwyr a leolir yn y swyddfa.

Punctuality

Every child is expected to be on the site by 8:55a.m. so that they are ready to be in their classes for 9:00a.m. If pupils arrive late the adult will need to complete the form in the Late Arrivals file located in the office.

Absenoldeb

Os bydd disgybl yn absennol am unrhyw reswm arall, gofynnir i'r rhieni i ffonio ar ddiwrnod cyntaf yr absenoldeb ac yna i ddanfôn nodyn ysgrifenedig neu e-bost gyda'r plentyn ar ei ddiwrnod cyntaf yn ôl i egluro'r absenoldeb – nid yw eglurhad llafar gan y plentyn yn dderbyniol. Mae absenoldeb heb ei awdurdodi yn absenoldeb nad yw'n cael ei gymeradwyo neu nad oes esboniad digonol drosto. Bydd yr ysgol yn monitro disgyblion sy'n hwyr ac yn absennol yn ofalus a chyson iawn.

Bydd yr athrawon dosbarth yn hysbysu'r Pennaeth os bydd disgyblion yn absennol neu'n hwyr yn rheolaidd. Bydd y pennaeth yn cysylltu â'r rhieni er mwyn ceisio datrys y sefyllfa. Os bydd y sefyllfa yn parhau, hysbysir y Swyddog Lles Addysgol (EWO). Rôl y Swyddog yw helpu'r rhieni a'r Awdurdod Addysg Lleol i sylweddoli eu cyfrifoldebau statudol o ran presenoldeb ysgol.

Swyddog penodedig Ysgol Gymraeg Bro Teyrnnon yw Ms. Caroline Brand.

Absences

In the case of absences parents are asked to telephone on the first day of absence and then to send a written message explaining the absence on the child's return to school. Explanations for absence made by a child are not acceptable. Unauthorised absence is an absence that has not been approved or adequately accounted for. The school regularly monitors lateness and absence very closely.

The Head teacher is notified by class teachers of continual absence or persistent lateness. Parents will be contacted if attendance is a cause for concern. Recurring absence patterns are referred to the Educational Welfare Officer (EWO). The role of the EWO is to help parents and the Local Education Authority meet their statutory obligations on school attendance.

Ysgol Gymraeg Bro Teyrnnon's designated EWO is Ms Caroline Brand.

Newid Cyfeiriad/Rhif Cyswllt

Dylech sicrhau eich bod yn rhoi gwybod i'r ysgol am unrhyw newid cyfeiriad, rhif ffôn neu rifau cyswllt brys ar unwaith. Mae hyn yn bwysig iawn rhag ofn bydd angen i ni gysylltu â chi mewn argyfwng.

Change Of Address/Telephone Number

Please ensure that school is notified immediately of any changes of address, telephone number or emergency contact numbers. This is essential as we may need to contact you if your child is ill or has an accident in school.

Disgyblion a Gwarchodwyr sydd ag Anableddau

Nid yw'r ysgol yn gwahaniaethu yn erbyn disgyblion nag oedolion sydd â anabledd corfforol. Mae'r adeilad yn sicrhau y gellir symud cadeiriau olwyn yn rhwydd o amgylch yr adeilad ac i ardaloedd chwarae'r ysgol. Lleolir toiledau pwrpasol ar gyfer y disgyblion ac oedolion anabl ymhob rhan o'r ysgol. Dynodwyd safleoedd arbennig er mwyn i gerbydau allu gollwng a chodi disgyblion ag anabledd corfforol yn rhwydd.

Er mwyn hwyluso mynediad i'r ysgol i bob disgybl, rhiant neu warchodwyr a all fod ag unrhyw anabledd, gofynnir yn garedig am wybodaeth am yr anabledd wrth dderbyn y plentyn i'r ysgol a'i ddiwedaru yn ol yr angen.

Pupils with Disabilities

The school does not discriminate against pupils or adults who have disabilities. The building accommodates easy movement of wheelchairs around the building and on to the school playing areas. Disabled toilets for pupils and adults are located in each area of the school. Designated drop off areas for disabled pupils and designated parking bays are available in the car park.

In order to ensure good access to the school for all children, adults and guardians that have a disability, we ask kindly for information regarding their disability to be recorded upon the child's entry to the school and updated accordingly.

Anghenion Dysgu Ychwanegol

Yn Ysgol Gymraeg Bro Teyrnnon, rydyn yn cydnabod bod gan bob plentyn yr hawl i fynediad i gwricwlwm eang, cytbwys a pherthnasol. Mae gan bob un o'r athrawon ddisgyblion sydd ag anghenion ychwanegol yn eu dosbarthiadau. Mae pob aelod o'r staff yn derbyn hyfforddiant mewn agweddau ar anghenion arbennig a'r Cod Ymarfer statudol er mwyn diwedaru eu gwybodaeth a'u dealltwriaeth yn barhaus.

Mae gweithdrefnau monitro ac asesu gofalus yn sicrhau bod plant ag anghenion dysgu ychwanegol yn cael eu nodi'n gynnar. Mae'r athro neu'r athrawes ddosbarth, yr Arweinydd Anghenion Dysgu Ychwanegol a'r Pennaeth yn cyfarfod i drafod unrhyw achos sy'n peri pryder. Hysbysir y rhieni, ac os bydd angen, gofynnir am ganiatâd y rhieni i gyfeirio'r disgybl at sylw asiantaethau allanol arbennigol.

Bydd y disgyblion sydd â datganiadau o anghenion addysgol arbennig un cael eu cynnwys yn y dosbarthiadau prif ffrwd. Caiff y disgyblion hyn fynediad llawn i'r cwricwlwm. Cânt hefyd gymorth ychwanegol gan yr Arweinydd Anghenion dysgu Ychwanegol a'r staff cynorthwyol yn ogystal â'r athro neu'r athrawes ddosbarth. O bryd i'w gilydd bydd angen gofyn i asiantaethau cynnal allanol helpu gyda disgyblion penodol. Hysbysir y rhieni cyn i hyn ddigwydd.

Mae'r disgyblion sydd â datganiad o Angen Addysgol Ychwanegol a'r rhai sydd ar y gofrestr anghenion ychwanegol yn dilyn Rhaglenni Addysg Unigol o fewn cyd-destun dosbarthiadau prif ffrwd.

Additional Learning Needs

At Ysgol Gymraeg Bro Teyrnnon we recognise that all children have the right to access a broad, balanced and relevant curriculum. All teachers have children with special needs in their classes. Teachers receive continuous training in aspects of special needs and the statutory Code of Practice in order to update and enhance their knowledge and understanding.

Careful monitoring and assessment procedures ensure early identification of children with additional needs. The class teacher, the Additional Learning Needs Leader and Head teacher work together to identify and discuss causes for concern. Parents are fully informed and if necessary, parental permission is obtained to either place pupils on the Special Educational Needs Register or make a referral to external agencies.

Pupils with statements of additional educational needs are integrated into mainstream classes. These pupils have full access to the curriculum. They also receive additional support from the A.L.N teacher, the support staff as well as the class teacher. Occasionally there is a need to enlist external support agencies to help with particular pupils. Parents are always involved in this process. All pupils on the Special Needs Register have Individual Learning Programmes within the context of mainstream classes.

Medrus a Talentog

Byddwn yn cydnabod anghenion dysgwyr sydd â doniau, gallu neu dalent arbennig ac yn gwneud ein gorau i hybu eu harbenigrwydd boed drwy'r cwricwlwm neu yn allgyrsiol.

More Able and Talented Pupils

We acknowledge the needs of pupils who are more able or have a particular gift or talent and we ensure that the talent is encouraged and promoted either through the curriculum or through extra curricular opportunities.

Trefniadaeth yr Ysgol

Ar hyn o bryd rhennir yr ysgol yn 4 o ddosbarthiadau. Addysgir y disgyblion fel dosbarth cyfan, mewn grwpiau, mewn paru ac yn unigol gan ddefnyddio amrywiaeth o ddulliau a strategaethau addysgu.

School Organisation

The school is currently divided into 4 classes. Pupils are taught in a whole class situation, in groups, in pairs and individually by means of a wide variety of teaching methods and strategies.

Cwricwlwm, Addysgu a Dysgu

Yn ychwanegol i'r cwricwlwm cenedlaethol fe gymhwysir y canlynol i'r addysgu:-

- Y Fframwaith Llythrennedd Cenedlaethol
- Y Fframwaith Rhifedd Cenedlaethol
- Sgiliau meddwl
- Addysg Bersonol a Chymdeithasol
- Cwricwlwm Cymreig
- Sgiliau Allweddol
- Cyfathrebu
- T.G.Ch.
- Datblygiad Creadigol
- Amser Cylch.
- Dysgu i Ddysgu
- Asesu ar gyfer Dysgu
- Asesu o'r Dysgu
- Athroniaeth i Blant

- Addysg Gynaliadwy a Dinasyddiaeth Fyd Eang
- S.E.A.L. (Social and Emotional Aspects of Learning)

Mae dysgu yn golygu chwilio am ystyr, gosod strwythur i ddealltwriaeth, mynd y tu hwnt i'r wybodaeth a roddir a delio mewn ffordd systematig ond hyblyg gyda phroblemau newydd. Rhaid annog y disgyblion i fabwysiadu agwedd feirniadol tuag at wybodaeth ac i gyfathrebu yn effeithiol. Rhaid hyfforddi'r disgyblion i feddwl ac i ddysgu yn fwy effeithiol, yn ogystal a'u hyfforddi i ddeall yr hyn sy'n angenrheidiol i fod yn ddysgwyr da.

Curriculum and Teaching and Learning

The school curriculum has been further enhanced by the introduction of:-

- The National Literacy Framework
- The National Numeracy Framework
- Thinking skills
- Personal and Social Education
- Cwricwlwm Cymreig
- Skills Framework
- Foundation Phase Framework
- Circle Time
- Building Learning Power
- Assessment for Learning
- Assessment of Learning
- Philosophy for Children (P4C)
- Education for Sustainability and Global Citizenship
- S.E.A.L. (Social and Emotional Aspects of Learning)

Learning is about searching out meaning and creating a structure of understanding; thinking beyond the information that is introduced and dealing systematically yet flexibly with new problems; adopting a critical attitude to information and communicating ideas effectively. Pupils need to be coached to become better thinkers and to understand what is required to become better learners.

Addysg yn y Cyfnod Sylfaen

Mae plant yn y Cyfnod Sylfaen yn dilyn meysydd dysgu a elwir yn 'Chwe maes Dysgu'. Byddant yn dysgu drwy brofiadau uniongyrchol gan ddatblygu eu sgiliau wrth fwynhau prosiectau diddorol ac fe roddir pwyslais mawr ar bwysigrwydd chwarae. Mae'r plant bach yn cael digon o gyfleoedd i ddysgu trwy chwarae wrth iddynt Ddatblygu'n Bersonol a Chymdeithasol yn leithydol, yn Fathemategol, yn Greadigol a Chorfforol ac wrth iddynt ennill Gwybodaeth a Dealltwriaeth o'r Byd.

Education in the Foundation Phase

Children in the Nursery, Reception, Year 1 and Year 2 learn within areas known as the six areas of learning. They are provided with a wealth of direct experiences to develop their skills and enable them to learn through the enjoyment of a project approach which emphasises the importance of play. The children are

provided with plenty of opportunities to learn through play as they Develop Personal and Social, Wellbeing and Cultural Diversity, Language, Literacy and Communication, Mathematical, Physical and Creative as well as gaining Knowledge and Understanding of the World.

Technoleg Gwybodaeth a Chyfathrebu

Fel ysgol, rydym yn ymwybodol iawn o rym defnyddio'r dechnoleg ddiweddaraf yn yr ystafell ddosbarth i ategu'r addysgu a'r dysgu ac i ysbrydoli'r plant i ddysgu. Mae gan yr ysgol gyfrifiaduron ymhob dosbarth gyda phob un ohonynt wedi'u cysylltu â'r rhyngwrdd ac â system fewnwrdd Casnewydd. Yn ogystal, mae gennym fyrddau gwyn rhyngweithiol yn y dosbarthiadau i'n cynorthwyo wrth addysgu TGCh fel sgil allweddol ac i godi safonau dysgu ac addysgu ar draws y Cwricwlwm.

Hawl Y Disgyblion i Gyrchu'r Rhyngwrdd

Canllawiau Cyffredinol

1. Mae'r disgyblion yn gyfrifol am ymddygiad da wrth ddefnyddio'r Rhyngwrdd yn ol a pholisi ymddygiad yr ysgol. Dim ond y safonau uchaf posibl sy'n dderbyniol.
2. Diben cyrchu'r Rhyngwrdd ydy galluogi'r disgyblion i gynnal gwaith ymchwil sy'n berthnasol i'w gwaith ysgol, a chyfathrebu ag eraill mewn perthynas a'r gwaith – neu i bwrpas arall gyda chaniatâd yr athro.
3. Mae rhaid cael caniatâd y rhieni cyn gallu cyrchu'r Rhyngwrdd Hyd yn oed wedyn, mae rhaid i ddisgyblion sylweddoli mai baint ac nid hawl ydy hynny – ac os na fydd yn cael ei ddefnyddio mewn modd cyfrifol, bydd y ffrainc yn cael ei thynnu'n ol.
4. Y disgyblion sy'n gyfrifol am eu hymddygiad a'u cyfathrebu nhw eu hunain dros y rhwydwaith. Mae disgybl iddynt barchu'r cytundeb a gafodd ei lofnodi er mwyn cael cyrchu'r Rhyngwrdd.
5. Fe fydd yr athrawon yr ysgol a'r Adran Addysg Lleol a'r hawl i ddarllen y cyfathrebiadau o dro i dro.

DYDYN NI DDIM YN CANIATAU'R CANLYNOL

1. Anfon neu arddangos negeseuon /lluniau anwedus.
2. Defnyddio iaith frwnt.
3. Aflonyddu, sarhau neu ladd ar bobl eraill.
4. Difrodi cyfrifiaduron, sustemau neu rwydweithiau cyfrifiaduron.
5. Torri rheolau hawlfraint.
6. Defnyddio rhwydweithiau pobl eraill.
7. Tramgwyddo ym mhlygellau, gwaith neu ffeiliau pobl eraill.
8. Gwastraffu adnoddau prin yn fwriadol – gan gynnwys yr amser "ar-lein".
9. Chwarae "gemau", oni bai fod yr athro wedi'u pennu ar gyfer pwrpas addysgol.

COSBAU

1. Bydd unrhyw blentyn sy ddim yn glynu wrth y canllawiau uchod, yn cael ei wahardd rhag defnyddio'r Rhyngwrdd – boed dros dro neu'n barhaol.
2. Gail yr ysgol yma benderfynu pa gamau disgyblu ychwanegol sy'n briodol.

Information Communication Technology

As a school we are very aware of the power of using the latest technology in the classroom to support teaching and learning and to inspire children to learn. The school is well equipped with computers in every class all of which are linked to the internet and to a Newport intranet system. We also have interactive whiteboards installed in the classrooms to assist with the teaching of ICT skills and to enable the interactive teaching of other curriculum subjects.

Pupil Access To The Internet

General Guidelines

1. Pupils are responsible for good behaviour on the Internet according to the general school behaviour guidelines. As ever, the highest possible standards are expected.
2. Access to the Internet is provided for pupils to conduct research related to school work and to communicate with others in relation to such work or in other ways specifically sanctioned by teachers.
3. Parental permission is required before access can be granted. Even then, all pupils must be aware that access is a privilege rather than a right and will be withdrawn if not used responsibly.
4. Pupils are responsible for their own behaviour and communications over the network. They are expected to honour the agreement signed to gain access.
5. E-mail communications will at times be viewed by appropriate school and LEA staff.

THE FOLLOWING ARE NOT PERMITTED

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using the networks of others.
7. Trespassing in the folders, work or files of others.
8. Intentionally wasting limited resources, including time "on-line".
9. The playing of "games" unless specifically sanctioned by a teacher for educational purposes.

SANCTIONS

1. Violations of the above guidelines, or doing any of those things listed as not being permitted, will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be taken in line with the school's policy and practice on rewards and sanctions.

Y Llyfrgell

Mae gan yr ysgol lyfrgell gyda stoc dda o lyfrau ffuglen a llyfrau cyfeirio. Yn achlysurol cynhelir ffeiriau llyfrau, i hybu darllen. Dethlir darllen yn flynyddol wrth i'r plant gymryd rhan mewn gweithgareddau arbennig ar Ddiwrnod Cenedlaethol y Llyfr. Rydyn yn hybu darllen gartref ac yn annog y disgyblion i gymryd rhan yn ein cynllun 'Darllen Gartref'. Byddant yn cael dewis llyfr o'r llyfrgell yn wythnosol ac anogir y rhieni i gofnodi yn y llyfr cyswllt darllen.

Library

The school has a library that is well stocked with fiction and reference books. Reading is celebrated every year when the children take part in special activities on National Book Day. The school encourages reading at home by providing a home / school reading scheme. Books are borrowed from school and are exchanged each week –parents are encouraged to comment in the home school reading link book provided.

Addysg Gorfforol a Chwaraeon

Mae gan ein hysgol fynediad i dir ardderchog o'i hamgylch; mae gennym gae chwarae mawr a chwrt caled. Mae Addysg Gorfforol yn rhan annatod o'r Cwricwlwm Cenedlaethol, nid yw'n opsiynol . Cynhelir mabolgampau'r ysgol bob blwyddyn yn ystod tymor yr Haf.

Physical Education and Sport

Our school has access to excellent grounds; we have a large pitch and a hard court. Physical Education is an integral part of the National Curriculum, it is not an option. School sports events are held each year during the Summer term.

Addysg Grefyddol

Mae Addysg Grefyddol yn seiliedig ar Faes Llafur Cytûn y Sir. Mae'r gwersi'n orfodol i bob plentyn, fel y mae mynychu'r Gwasanaeth, oni wneir cais gan riant i esgusodi eu plant o'r gweithgareddau hyn am resymau crefyddol penodol. Gofynnir i chi drafod y mater hwn gyda'r Pennaeth er mwyn ceisio cyngor cyn y gellir eithrio neu weithredu trefniadau amgen addas.

Cynhelir gwasanaeth i'r ysgol gyfan ar ddydd Gwener. Cynhelir gwasanaethau dosbarth bob dydd arall. Defnyddir straeon, gwyliau, caneuon a gweddiâu i ddatblygu dealltwriaeth, goddefgarwch a gofal o fewn teulu a chymuned ein hysgol. Mae'r gwasanaeth ar ddydd Gwener yn achlysur dathlu arbennig lle y rhennir cyflawniadau a chyraeddiadau'r plant.

Bydd y dosbarthiadau unigol yn paratoi gwasanaethau blwyddyn, ac fe wahoddir rhieni'r plant hynny sy'n cymryd rhan i fynychu ac i ymuno yn yr addoliad.

Religious Education

Religious Education is based on the Agreed Syllabus. It is compulsory for all children, as is attendance in Assembly. Parents may request that their children be excused from participating on specific religious grounds. Parents are requested to meet with the Head Teacher to discuss this matter before their child is admitted to the school.

Assemblies are held daily, either in class or in the school hall. Stories, festivals, songs and prayers are introduced to develop understanding, tolerance and caring within our school family and community. Whole school assemblies are held every Friday. The Friday assembly is a special occasion in the hall to celebrate and share pupils' achievements and attainments.

Individual classes and year groups prepare topic based assemblies during the year, parents are invited to attend and join in the worship.

Addysg Rhyw a Pherthnasau

Mae Llywodraethwyr Ysgol Gymraeg Bro Teyrnnon wedi cytuno ar bolisi Addysg Rhyw a Pherthynas sydd ar hyn o bryd yn cael ei adolygu. Caiff y polisi ei integreiddio i raglen drawsgwricwlaidd o wyddoniaeth ac addysg bersonol a chymdeithasol. Mae'r prif bwyslais ar berthnasau gan adlewyrchu anghenion y disgyblion wrth iddynt ddatblygu ac aeddfedu drwy'r ysgol.

Sex and Relationships Education

The Governing Body of Ysgol Gymraeg Bro Teyrnnon has agreed on a policy for Sex and Relationships (currently under review). The policy is integrated into a cross-curricular programme of science and personal and social education. The main emphasis is on relationships and reflects the needs of the pupils as they develop over the key stages.

Gwisg Ysgol

Mae pob plentyn yn gwisgo ein gwisg ysgol. Credwn fod gwisg ysgol yn cynnal balchder ac ymdeimlad o berthyn i Ysgol Gymraeg Bro Teyrnnon. Rhydd y wisg ymdeimlad o hunaniaeth i'r plant yn arbennig pan fyddant ar ymweliad ysgol a phan fyddant yn perfformio'n gyhoeddus, e.e. côr yr ysgol, partïon canu ac ati. Gofynnwn i bob plentyn wisgo'r wisg hon.

GWISG YSGOL

Siwmpwr	Porffor gyda bathodyn yr ysgol wedi ei wnio.
Cardigan	Porffor gyda bathodyn yr ysgol wedi ei wnio.
Crys polo – Derbyn yn unig	Coch plaen / Coch gyda bathodyn yr ysgol wedi ei wnio.
Crys t – Meithrin (Y.C. Derbyn i F 6)	Coch gyda llun plant yn yr ysgol wedi ei brintio.
Siaced 'fleece'	Porffor gyda bathodyn yr ysgol wedi ei wnio (eitem opsiynal ychwanegol ar gyfer tywydd oer.)
Sanau / Teits	Llwyd

Fe fydd modd i chi brynu gwisg ysgol o ddau leoliad Trutex, Stryd Cambrian Casnewydd yn ogystal â gwefan Tesco (www.tesco.com/ues). Fe fydd yr ysgol yn derbyn comisiwn o 5% ar yr holl nwyddau rydych chi'n prynu o wefan Tesco gan gynnwys eitemau sydd heb logo'r ysgol e.e. trowsusau / esgidiau a.y.y.b. Nid ydy'r crys-t coch ar wefan Tesco.

Gwisgir sgertiau /trowsus plaen llwyd gyda'r uchod. Ni chaniateir i'r plant wisgo jîns. Pwysleisiwn ar bob adeg y dylai'r plant wisgo esgidiau du priodol i'r ysgol (DIM SODLAU UCHEL NAC ESGIDIAU RHEDEG). Yn yr haf gall y merched wisgo ffrog gingham /streip coch a gwyn a gall y merched/bechgyn wisgo trowsus byr llwyd a chrys t (Meithrin) a chrys polo yr ysgol (Derbyn i Flwyddyn 6). Gellir gwisgo sanau gwyn yn yr Haf. Ni chaniateir i blant wisgo sandalau. Dylid marcio /labelu enw'r plentyn yn glir ar bob dilledyn. Dyma'r unig ffordd o adnabod dillad ac mae'n ei gwneud hi'n haws pan fydd dilledyn yn mynd ar goll.

Dylai bagiau fod o faint rhesymol gan nad oes llawer o le yn yr ystafelloedd cotiau. Dylech labelu pob dilledyn a darn o offer sy'n eiddo i'ch plentyn gyda'u henw yn llawn.

School Uniform

All pupils wear our school uniform. We believe that a school uniform sustains pride and a sense of belonging to Ysgol Gymraeg Bro Teyrnnon. The uniform gives the children a sense of identity particularly when they are on a school visit and when they perform in public, e.g. school choir, singing parties etc. We ask parents to ensure that all children wear the official uniform as it is an important part of the ethos of the school.

SCHOOL UNIFORM	
Sweatshirt	Purple with embroidered school badge.
Cardigan	Purple with embroidered school badge.
Polo shirt – Reception only	Plain Red / Red with embroidered school logo.
T shirt - Nursery (P.E. for Reception – Y 6)	Red with printed picture of children.
Fleece	Purple with embroidered school badge (optional extra as outer Winter wear.)
Socks / Tights	Grey

You will be able to purchase the school uniform from two locations - Trutex, Cambrian Street, Newport as well as Tesco (www.tesco.com/ues). The school will receive 5% commission on all purchases from Tesco, even the items without the school logo e.g. trousers / shoes etc. The red t-shirt is not available with Tesco.

Plain grey skirts / trousers will be worn with the above. Pupils are not allowed to wear jeans. We stress at all times that children should wear appropriate black shoes for school (NO HIGH HEELS OR TRAINERS). In the summer girls may wear a gingham / striped dress in red/white and the girls/boys may wear grey shorts and the school T shirt (Nursery) or school polo shirt (Reception to Year 6). White socks may be worn in the Summer. Children are not permitted to wear sandals. Each item of clothing should be clearly marked / labelled with the child's name. This is the only means of identifying clothes and makes matters easier when clothes are mislaid.

Bags should be of a reasonable size due to limited space in the cloakrooms. Please label all your items of clothing and equipment with the child's full name.

Tlysau

Mae rheolau'r ysgol yn caniatáu i styd gael ei gwisgo yn y glust, ond yn gwahardd unrhyw dlysau eraill (ac eithrio oriawr). Mae modrwyon, breichledi a chadwyni yn beryglus iawn mewn amgylchedd ysgol ac ni ddylid eu gwisgo ar unrhyw achlysur. Cytunwyd ar y rheolau hyn i atal plant rhag cael eu hanafu wrth chwarae neu pan fo gwers addysg gorfforol ac i osgoi tristwch diangen o ganlyniad i golli eitemau personol. Ni chaniateir gwisgo unrhyw dlysau yn ystod gwersi addysg gorfforol. Ni chaniateir gwisgo farnis ewinedd yn ystod oriau'r ysgol.

Jewellery

School rules allow a tiny stud to be worn in the ear, but forbid any other jewellery (excluding watches).

Rings, bracelets and necklaces can be health and safety hazards in the school environment and they should not be worn under any circumstance. These rules are designed to prevent children being injured during play or P.E. and to avoid any unnecessary sadness due to loss or breakage. The wearing of nail varnish is not allowed during school hours. No form of jewellery should be worn during P.E. lessons.

Gwisg Addysg Gorfforol – Derbyn I Flwyddyn 6

Mae pob plentyn yn yr ysgol yn cael gwers addysg gorfforol unwaith neu ddwywaith yr wythnos. Mae addysg gorfforol yn rhan bwysig o gwricwlwm yr ysgol ac mae'n orfodol i bob plentyn; nid opsiwn ydyw, ac fe fydd angen gwisg i newid arnynt. Dylid labelu pob dilledyn yn glir ag enw eich plentyn.

Ar ddechrau'r flwyddyn academaidd, bydd yr athrawon dosbarth yn rhoi gwybod i'r plant a'r rhieni beth fydd ei angen ac ar ba ddiwrnodau y dylid dod â gwisg addysg gorfforol.

Yn unol â rheolau lechyd a Diogelwch ni chaniateir gwisgo tlysau yn ystod gwersi addysg gorfforol. Noder hefyd na all eich plentyn gymryd rhan mewn gwersi addysg gorfforol nes bydd tyllau newydd wedi gwella. Os bydd plant am gael tyllau yn eu clustiau, gofynnwn i hyn gael ei wneud ar ddechrau gwyliau'r Haf er mwyn i'r twll wella erbyn dechrau'r tymor. Rhaid i bob plentyn sy'n cymryd rhan mewn gwersi addysg gorfforol yn y brif neuadd wneud hynny'n droednoeth.

P.E. Kit – Reception to Year 6

All pupils at the school have P.E. lessons once or twice a week. P.E. is an integral part of the school curriculum and is compulsory for all children; it is not an option. In order to participate, children will obviously need kit. At the beginning of the academic year, class teachers will inform children and parents what is required and on what days to bring their P.E. kit to school.

In the interest of Health and Safety no jewellery should be worn during P.E. lessons. Please note also that your child will not be able to participate in P.E. lessons until new ear piercing have healed and jewellery can be removed – the beginning of the summer holiday may be the best time if your child is to have pierced ears. All children participating in P.E. in the main hall must do so barefoot. All items of clothing should be labelled clearly with your child's name. If parents do not provide a P. E. kit for their child, 'items' from the lost property box will be provided as pupils must participate in P.E. and games lessons.

Cyngor yr Ysgol a'r Cyngor Eco

Rydyn yn cymryd barn ein plant o ddifrif, eu hysgol nhw yw Ysgol Gymraeg Bro Teyrnnon. Mae'r Cyngor Ysgol yn cynnwys disgyblion o bob blwyddyn ysgol, bydd yn cyfarfod yn rheolaidd i drafod materion sy'n bwysig i'r plant. Etholir aelodau i'r Cyngor Ysgol a'r Cyngor Eco gan y plant eu hunain ac mae ganddynt rôl werthfawr a phwysig i'w chwarae wrth benderfynu sut mae'r ysgol yn datblygu ac yn ymwneud a materion yr Amgylchfyd. Mae cyfleoedd niferus i blant drwy'r ysgol i gael lleisio eu barn i'r aelodau.

School Council and the Eco Council.

We take the opinions of our pupils seriously. Ysgol Gymraeg Bro Teyrnnon belongs to them. A council, made up entirely of pupils from every school year in the Junior Department meet regularly to discuss issues that are important to the children. The members of the School Council and Eco Council are elected by the children themselves and they have a valuable and important role in deciding how the school develops and on environmental issues. There are ample opportunities for children throughout the school to make their feelings known to the members of both councils.

Disgyblaeth

Mae gennym safonau uchel a disgwyliadau uchel o ran ymddygiad da yn Ysgol Gymraeg Bro Teyrnnon ac rydyn yn siwr y bydd pob rhiant yn rhannu'r disgwyliadau hynny. Byddwn yn annog y plant i fod yn gwrtais, yn foesgar ac i ddangos parch tuag at bobl eraill a'u heiddo. Anogir ein plant i fod yn oddefgar, yn amyneddgar, yn garedig, ac yn llawn dealltwriaeth a gofal. Disgwylir i'r disgyblion gydweithio gyda'i gilydd yn ogystal a'r athrawon ac oedolion eraill.

Daw'r plant i'r ysgol i ddysgu ac er mwyn dysgu'n effeithiol mae angen iddynt allu gweithio a chwarae mewn amgylchedd diogel lle y rhoddir pob cyfle iddynt gyflawni hyd eithaf eu gallu. Mae ganddynt yr hawl i weithio heb i eraill yn yr ystafell ddosbarth darfu arnynt ac yn gyfnewid am hynny dylent ddeall bod gan eraill yr un hawliau. Yn ogystal, mae gan athrawon yr hawl i allu cyflawni eu gwaith heb orfod treulio amser yn delio â disgyblion nad ydynt yn canolbwyntio ar y dasg. Mae cyfrifoldeb arnynt hefyd i drin pob disgybl yn gyfartal. Mae gan rieni yr hawl i wybod sut mae eu plant yn ymddwyn yn yr ysgol ac mae cyfrifoldeb arnynt i sicrhau bod eu plant yn dilyn côd ymddygiad cytûn.

Mae gan bob dosbarth 'Gynllun Disgyblaeth yn yr Ystafell Ddosbarth' a ddangosir mewn lle amlwg yn yr ystafell i bawb ei weld. Mae'r cynllun yn cynnwys rheolau, gwobrau a chanlyniadau gweithredoedd. Mae'r bartneriaeth rhwng y cartref a'r ysgol yn hanfodol wrth atgyfnerthu'r gwerthoedd a'r safonau hyn. Gallwch ddisgwyl i'ch plentyn ddod adref wedi cael cydnabyddiaeth gadarnhaol am ymddygiad da. Gallwch helpu i atgyfnerthu'r gydnabyddiaeth hon gan ddangos diddordeb a chanmol eich plant. Os bydd ymddygiad plentyn yn achosi pryder, cysylltir â'r rhieni er mwyn i'r ysgol a'r cartref allu cydweithio i ddelio â'r mater. Mae gennym bolisi gwrth-fwlio hefyd sy'n cael ei fonitro a'i adolygu'n rheolaidd.

Discipline

High standards and high expectations of good behaviour is of paramount importance at Ysgol Gymraeg Bro Teyrnnon and we are sure that parents will share these expectations with us. We will encourage children to be well mannered, courteous and to show respect for other people and their property. Our children are encouraged to be tolerant, patient, kind, understanding and caring. Pupils are expected to co-operate with each other, with their teachers and other adults at the school.

Children come to school to learn and in order to learn effectively they need to be able to work and play in a safe environment where they are given every opportunity to achieve all that they are capable of achieving. They have the right to work without being disturbed by others in the classroom, and in return they should understand that others have the same rights. Teachers also have the right to be able to carry out their work without having to spend time dealing with pupils who are disruptive. They also have the responsibility to treat all pupils equally. Parents have the right to know how their children are behaving in school and the responsibility to ensure that their children follow an agreed code of behaviour.

Each class has a 'Classroom Discipline Plan' which is displayed prominently in the room for all to see. The plan consists of rules, rewards and consequences. Partnership between home and school is vital in order to reinforce these values and standards. You can expect to see your child coming home with positive recognition of good behaviour. You can help to reinforce this recognition with your own interest and praise regarding behaviour. Should any child's behaviour become a cause for concern, parents will be contacted so that school and home can work together in dealing with the issues. The school has an anti-bullying policy that is regularly monitored and reviewed.

Byrbrydau Amser Egwyl

Nid oes angen i'r plant ddod â byrbrydau na diodydd i'r ysgol, darperir llaeth a ffrwythau ar eu cyfer. Gofynnir i'r rhieni gyfrannu £1 yn wythnosol tuag at gost y ffrwythau.

Os nad ydych am gymryd rhan yn y cynllun fe fydd angen i'ch plentyn ddod a byrbryd bach i'w fwyta amser egwyl. Er mwyn hybu 'Ysgol Iach' rydyn yn annog y plant i ddod â ffrwythau i'w bwyta. Ni chaniateir dod â losin, siocled, bisgedi na chreision.

Play Time Snacks

The children do not need to bring snacks or drinks, as we arrange milk and fruit on their behalf; -parents are asked to contribute a £1 each week towards the cost of the fruit. If you do not wish to be part of the scheme children can bring a small snack to eat at playtime. We are a 'Healthy School' and we actively encourage children to bring healthy snacks such as fruit to eat at morning break. Sweets, chocolate, crisps, and biscuits should not be brought to school.

Poteli o Ddŵr

Mae ymchwil yn dangos fod sgiliau canolbwyntio yn cynhyddu os yw'r ymennydd wedi hydradu. O ganlyniad rydyn ni'n annog y plant i ddod â photel o ddŵr (nid sudd neu sgwash, er mwyn atal pydredd dannedd). Fe fydd y poteli yn cael eu cadw yn yr ystafell ddosbarth ac mae'r plant yn rhydd i yfed y dŵr pryd y mynent. Am resymau glendid, a allwch ysgrifennu enw eich plentyn ar y potel cyn dod i'r Ysgol, diolch. Anfonwn y poteli adref ar ddiwedd pob dydd i'w ail lenwi.

Bottles of Water

Research has shown that concentration skills improve if the brain is hydrated. As a result, we encourage children to bring a plastic bottle of plain water into the classroom (not juice or squash, in order to avoid tooth decay). The bottle will be kept in the classroom and the children are free to drink from it whenever they wish. For hygiene reasons, please ensure that your child's name is written on the bottle before he/she comes to school. The bottles will be returned home at the end of each day to be refilled.

Cytundeb Cartref/Home School Agreement

Ymrwymiad cytundebol y rhieni

Byddwn yn gwneud pob ymdrech i :

- *sicrhau presenoldeb fy mhilentyu yn yr ysgol, a phryd-londeb ar gychwyn a diwedd y dydd;
- *gadarnhau pob absenoldeb trwy alwad ffôn neu e-bost ar y bore cyntaf;
- *gyd-weithio'n glos â'r ysgol i sicrhau ymddygiad teul-wng, hunan-ddisgyblaeth a pharch at eraill;
- *gefngi fy mhilentyu gyda gweithgareddau cartref;
- *fynychu cyfarfodydd a nosweithiau agored – er budd y plentyn a'r rhiant;
- *adael yr ysgol wybod os oes datblygiad cefndirol allai effeithio ar addysg ac ymddygiad fy mhilentyu;
- *fanteisio ar gyfleoedd i godi ymwybyddiaeth y plentyn o'u treftadaeth a'r Iaith Gymraeg;
- *beidio a thrafod materion ysgol ar safleoedd gwe megis Facebook.

Home contractual agreement

We will make every effort to :

- *ensure that my child attends school regularly and to ensure punctuality at the beginning and end of the day;
- *confirm every absence by telephone call or e-mail on the first morning;
- *work closely with the school to ensure that my child behaves well, exercises self-discipline and respect for others;
- *support my child with all homework activities;
- *attend meetings and open evenings – for the benefit of the child and parent;
- *let the school know of any background developments that may affect my child's learning and behaviour in school;
- *take advantage of opportunities to promote the child's awareness of their heritage and of the Welsh language;
- *withdraw from discussing school issues on social networking sites such as Facebook.

Llofnod
Signature

Rhiant / Gwarcheidwad
Parent / Guardian

Ymrwymiad cytundebol y plentyn

Byddaf yn gwneud pob ymdrech i :

- *barchu eraill, gan fod yn foesgar bob amser a bod yn garedig at bawb arall;
- *wneud fy ngorau yn fy ngwaith ysgol a chartref ac yn barod fy nghymwynas;
- *gadw rheolau'r ysgol;
- *siarad Gymraeg ar bob achlysur;
- *ofalu am eraill a'u heiddo;
- *fynychu'r ysgol yn gyson ac yn brydlon;
- *ofalu am adeilad yr ysgol a'r offer;
- *i gadw pobman yn ddaclus yn yr ysgol;
- *ofalu am fy ngwisg ysgol.

The Child's contractual agreement

I will make every effort to :

- *treat others with respect and be polite and kind to others;
- *do my best in school work and home work and be helpful to others;
- *keep the day-to day rules of the school;
- *speak welsh in school and at every opportunity;
- *take care of others and their property;
- *attend school regularly and promptly;
- *take good care of the school building and equipment;
- *help keep everywhere tidy in school;
- *take care of my school uniform.

Llofnod
Signature

Plentyn
Child

Ymrwymiad cytundebol yr ysgol

Byddwn yn gwneud pob ymdrech i :

- *weithio tuag at gael pob plentyn i ymgynraedd at ei lawn botensial fel aelod gwerthfawr o gymuned yr ysgol;
- *hyrwyddo safonau uchel mewn gwaith ac ymddygiad drwy adeiladu perthynas dda a datblygu'r ymdeimlad o gymuned;
- *gynnal nosweithiau agored i hysbysu'r rhieni os oes problem ynghylch gwaith neu ymddygiad ei plentyn;
- *gynniw cwrwllwm eang, cytbwys a pherthnasol;
- *ddarparu safon dda o arweiniad addysgol a phersonol ar gyfer ein disgyblion;
- *ofalu fod datblygiad ysbrydol, moesol, cymdeithasol a diwyllianol y disgyblion yn dda, a bod ethos positif a gofalgar yn ymdreiddio i bob agwedd o fywyd yr ysgol;
- *roi gwybodaeth reolaidd i rieni am weithgareddau'r ysgol;
- *annog y plant i ofalu am eu hamgylchedd.

School contractual agreement

We will make every effort to:

- *works towards every child achieving his or her full potential as a valued member of the school community;
- *promote high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- *hold open evenings to discuss each child's progress, inform families of concerns or problems that affect their child's work or behaviour;
- *offer a broad, balanced and relevant curriculum;
- *provide a high standard of educational and personal guidance for pupils;
- *ensure that the pupils' spiritual, moral, social and cultural development is good, and that a positive and caring ethos permeates all aspects of school life;
- *provide parents with information about all school events and activities;
- *encourage the child to care for their environment.

Llofnod
Signature

Pennaeth
Headteacher

Prydau Bwyd Ysgol

Yn ystod amser cinio bydd tîm o oruchwylwyr cyfnod cinio yn gofalu am y plant. Bydd prydau bwyd yn cael eu dosbarthu bob dydd yng nghegin yr ysgol. I'r rheini nad ydynt yn bwyta cig gellir darparu pryd llysieuol hefyd. Os na fydd y plant am gael pryd bwyd ysgol gallant ddod â brechdanau o adref. (Er mwyn helpu i gynllunio prydau bwyd eich plentyn, mae'r bwydlenni ar gael o'r swyddfa ar gais.)

Dylid archebu a thalu am prydau bwyd ar ddydd Llun. Rhaid dod â'r arian i'r ysgol **mewn amlen wedi'i chau neu bwrs gydag enw a dosbarth y plentyn arno ar ddydd Llun (£2.00 y dydd)**. Rhaid talu am bob cinio bob dydd yn brydlon i gwmni Chartwells - ni fyddant yn caniatáu unrhyw ddyled.

Cesglir yr arian gan ysgrifenyddes yr ysgol a dylid cyfeirio unrhyw ymholiadau am brydau bwyd neu arian cinio iddi hi. Os yw eich plentyn yn gymwys i gael cinio am ddim, gellir cael ffurflen gais o swyddfa'r ysgol.

Er budd iechyd a diogelwch, os yw'r plant yn dod â brechdanau i'r ysgol, ni chaniateir unrhyw boteli gwyrdr neu ganiau. Dylech hefyd sicrhau bod pob blwch cinio a photel wedi'u labelu yn glir.

School Meals

At lunch time children are cared for by a team of mid day supervisors. School meals are cooked in the school kitchen. For those who do not eat meat an alternative vegetarian dish can be provided. If children do not want a school meal they can bring packed lunches from home. (In order to help plan your child's meals, dinner menus are available from the office on request.)

Meals must be ordered and paid once a week on Mondays. Money should be brought to school **on Monday in a sealed envelope labelled with the child's name or in a purse bearing the child's name and class (£2.00 per day)**. Chartwells, the catering company will not allow any debts to be incurred.

Money is collected by the school clerk and any queries about dinners or dinner money should be addressed to her. If you are eligible to claim for free school meals, an application form is available from the school office. Please note that all dinners will have to be paid for until the free meals application has been approved by the L.E.A.

In the interest of health and safety, if children have packed lunches, no glass bottles or cans should be brought to school. Please make sure that all lunch boxes and flasks are clearly labelled with your child's name.

Moddion

Mae staff yr ysgol yn fodlon rhoi moddion i **ddisgyblion yr ysgol sydd a chyflwr meddygol arbennig** drwy drefniant gyda'r rhieni.

Ni ddylid anfon unrhyw foddion i'r ysgol gyda'ch plentyn. Os bydd angen moddion achlysurol arno /arni mae croeso i chi drefnu i ddod i'r ysgol amser cinio i'w roi iddo / iddi. (Byddwn yn goruchwyllo'r plant sy'n gorfod defnyddio pypmiao asthma - dylid storio pwmp sbâr yn ddiogel yn y cwpwrdd penodedig).

Medicines

School staff will administer medication to any **pupil who have long term medical conditions** by special arrangement with parents.

Please do not send in any 'occasional' medication such as antibiotics, tablets, creams or lotions to school with your child. If he/she needs medication you are welcome to make arrangements to come in at lunchtime to administer it to your child yourself. (We will supervise the children who need to take asthma inhalers – a spare pump should be securely stored in the designated cupboard at school).

Cysylltiadau rhwng y Cartref a'r Ysgol

Mae'r bartneriaeth rhwng y cartref a'r ysgol yn hanfodol er mwyn i blant ffynnu a chyrraedd eu llawn botensial. Mae gennym bolisi drws agored yn Ysgol Gymraeg Bro Teyrnnon ac rydyn yn gwerthfawrogi'r cymorth a gawn gan rieni wrth addysgu ac arwain y disgyblion. Croeso i unrhyw riant i ddod i drafod unrhyw agwedd ar waith yr ysgol gyda'r Pennaeth trwy apwyntiad.

Mae'r cysylltiadau ffurfiol rhwng y cartref a'r ysgol yn gryf a fe gynhelir nosweithiau rhieni ddwy waith yn ystod y flwyddyn. Gwerthfawrogi'r gefnogaeth gwirfoddol y rhieni o amgylch yr ysgol. Dosberthir Cytundeb Cartref /Ysgol yr ysgol i rieni newydd ar ddechrau Tymor yr Hydref.

Mae nifer o weithgareddau yn cynnwys y gymuned ehangach. Daw ymwelwyr i'r ysgol yn rheolaidd, ac fe fydd y disgyblion yn cael mynd ar ymweliadau allan i'r gymuned er mwyn cefnogi a chyfoethogi eu profiadau dysgu.

Home School Links

The partnership between home and school is vital if children are to flourish and reach their full potential. We have an open door policy at Ysgol Gymraeg Bro Teyrnnon and we value the support given by parents in the education and guidance of our pupils. Parents are welcome to discuss any aspects of the work of the school with the Head teacher by appointment.

Formal home school links are strong, parent evenings are held twice a year. Parent volunteers help with the work of the school is much appreciated. The school's Home / School Agreement is distributed to new parents early on in the Autumn Term.

Many of the school's activities involve the wider community. We welcome frequent visitors to school and the children are taken out into the community in order to participate in first hand experiences which enhance and support their learning.

Ymgynghoriadau Rhieni /Athrawon

Cynhelir dau gyfarfod ffurfiol ar gyfer y rhieni yn ystod y flwyddyn: unwaith yn nhymor yr Hydref ac unwaith yn nhymor yr Gwanwyn. Yn ychwanegol fe all yr athrawon eich gwahodd i gyfarfod ar adegau eraill. Os oes gan rieni unrhyw ymholiad neu bryder, fel arfer bydd yr athrawon neu'r Pennaeth ar gael ar ddiwedd bob dydd. Gofynnwn yn garedig i rieni drefnu apwyntiad o flaen llaw ar achlysur o'r fath.

Parent/Teacher Consultations

Formal parent consultations are held twice a year once in the Autumn term and once in the Spring term. Class teachers and the Head teacher are usually available at the beginning and end of most days to talk to parents if they have any concerns or queries. We respectfully ask parents to make an appointment beforehand.

Cylchlythyrau

Danfonir cylchlythyrau'r cwricwlwm allan ar ddechrau bob tymor gan yr athrawon dosbarth. Mae'r rhain yn amlinellu'r prosiectau a gwmpesir yn ystod y tymor er mwyn i'r rhieni allu cynorthwyo â dysgu eu plant gartref. Dosberthir gwybodaeth bwysig hefyd drwy gydol y flwyddyn, edrychwch ym mag eich plentyn yn ddyddiol! Oherwydd natur yr ysgol rydym yn gorfod dibynnu ar y disgyblion i ddod a llythyrau adref o'r ysgol,- pwysleiswch y drefn hon gyda'ch plant os gwelwch yn dda. Bydd pob llythyr yn cael ei e-bostio i rieni.

Newsletters

Curriculum newsletters are sent out at the beginning of each term by the class teachers. These outline projects to be covered during the term so that parents can support their children's learning at home. Important information is also distributed throughout the year. Please check your child's bag every day! Due to the nature of the school we depend on the pupil to bring information letters home - please explain this to your child. All letters will be emailed to parents.

Cyngherddau

Yn ystod y flwyddyn, gwahoddir y rhieni i ymuno â ni ar gyfer dathliadau a chyngherddau arbennig. Gallai digwyddiadau o'r fath fod yn Eisteddfod ysgol, cyngerdd Nadolig neu wasanaethau dosbarth.

Concerts

During the course of the year, parents are invited to join us for special celebrations and concerts. Such events may include the school Eisteddfod, Christmas concerts, celebrations and class assemblies.

Adroddiadau

Bydd adroddiadau ffurfiol ar gynnydd y plant yn cael eu paratoi yn flynyddol yn nhymor yr Haf. Pennir targedau ar ddechrau ac ar ddiwedd y flwyddyn a gwahoddir y rhieni i'w trafod yn ystod y cyfarfodydd ymgynghori yn nhymor yr Hydref.

Reports

Formal reports on children's progress are prepared annually in the Summer term. Individual pupil targets are set at the beginning of the school year, parents are invited to discuss the targets during the Autumn term consultation meeting.

Polisi Codi Tâl a Gostyngiadau

Yn ystod y flwyddyn, byddwn yn trefnu amrywiaeth o ymweliadau i gefnogi a chyfoethogi addysg y plant. Llwyddwn i gadw cost yr ymweliadau hyn yn isel o ganlyniad i haelioni'r pwyllgor Gronfa Ysgol. Fodd bynnag, o bryd i'w gilydd bydd angen gofyn i rieni am gyfraniad gwirfoddol tuag at gostau cynnal rhai o'r gweithgareddau. Croeso i chi gysylltu â'r Pennaeth os oes gennych anawsterau ariannol.

Mae angen caniatâd y rhieni cyn y gall plant fynd ar ymweliadau. Gofynnir i'r rhieni lofnodi ffurflen caniatâd ymweliadau.

Charging and Remissions Policy

During the year, we make arrangements for a variety of educational visits. We are able to keep the cost of these visits to a minimum due to the generosity of the Private School Fund committee. However, occasionally, we do need to ask parents for a voluntary contribution in order to cover the costs and to enable the educational visit take place. Please contact the Head teacher if you are experiencing difficulties in meeting any costs.

Parents' permission is required before children are allowed to go out of school on visits. Parents are asked to sign and return a visits consent slip.

Achosion Hiliol

Mae'n rhaid i'r ysgol adrodd ar unrhyw achos hiliol i'r A.A.LI. Os bydd plentyn yn rhan o'r digwyddiad, yn cynnwys digwyddiad llafar megis galw enwau hiliol, bydd yr ysgol yn cysylltu â'r rhieni ac yn cadw cofnod o'r digwyddiad.

Racial Incidents

The school must report any racial incidents to the L.E.A. If a child has participated in any incident, including any verbal incident, such as name calling, parents will be informed.

Gwarchod Plant

Y Pennaeth sydd wedi ei henwi fel y person sy'n gyfrifol am drefniadaeth Gwarchod Plant yn yr ysgol. Mae lles a gofal ein disgyblion yn holl bwysig, ac os oes amheuaeth bod plentyn yn cael ei gamdrin neu ei amddifadu'n bersonol neu'n emosiynol fe fydd y Pennaeth yn cysylltu a'r gwasanaethau priodol megis y Gwasanaethau Cymdeithasol.

Nid oes rhaid hysbysu'r rhieni wrth gyfeirio plentyn ymhob achos.

Child Protection

The Head teacher is the named person responsible for Child Protection at the school. We consider the care of our pupils to be of the utmost importance, if children are not cared for they will not be able to flourish

educationally. If there is any suspicion that a child is suffering abuse or neglect the head teacher will make a referral to Social Services.

In certain cases parents may not be informed that a referral is being made.

Plant Mewn Gofal

Y Pennaeth sydd wedi ei henwi fel y person sy'n gyfrifol am drefniadaeth Plant Mewn Gofal yn yr ysgol.

Looked After Children

The Head teacher is the named person responsible for Looked After Children at the school.

Trefn Cwynion

Mae'r Corff Llywodraethol wedi mabwysiadu Polisi Trefn Cwyno A.A.LI Casnewydd sy'n seiliedig ar ganllawiau Llywodraeth Cymru. Mae'n ddogfen gynhwysfawr, yn fras, os bydd rhiant yn teimlo bod ganddo/ganddi sail dros gwyno, dylai drafod y gwyn gyda'r Pennaeth i ddechrau.

Fodd bynnag, os bydd y rhiant yn teimlo eu bod am fynd â'r gwyn ymhellach, y drefn yw tynnu sylw Cadeirydd y Llywodraethwyr i'r mater. Os na cheir ymateb boddhaol, wedyn dylid cysylltu â'r Prif Swyddog Addysg yn yr Adran Addysg yn y Ganolfan Ddinesig.

Disgwylir i'r rhieni siarad â Phennaeth yr ysgol yn y lle cyntaf. Fel arfer gellir datrys y mater yn foddhaol bryd hynny.

Complaints Procedure

The Governing Body of Ysgol Gymraeg Bro Teyrnnon have adopted the LEA's Complaints policy which is based on Welsh Government guidelines.

This policy is a lengthy document, briefly it states that if parents feel that they have grounds for making a complaint, they should discuss the matter with the Head teacher in the first instance. However, if parents feel that they need to take their complaint further, the matter should be brought to the attention of Chair of Governors. If parents remain unsatisfied they should then take their complaint to the Chief Education Officer at the Civic Centre.

The correct complaints procedure is that parents should speak with the Head teacher in the first instance. Hopefully, the matter can be resolved at that point.