



YSGOL Y GORLAN TREMADOG



Ysgol gynradd ddyddiol, gydaddysgol ddwyieithog
A daily primary, co-educational bilingual school



Gwybodaeth i rieni / Information for parents

Pennaeth / Headteacher : Mrs Eleri M Davies

CADEIRYDD Y CORFF LLYWODRAETHOL / CHAIR OF THE GOVERNING BODY

Mr Rhys Pugh

IS-ADEIRYDD / VICE CHAIR

Mr Sion Hughes

Medi 2023 / September 2023

Gair o groeso i Ysgol y Gorlan

Annwyl Rieni / Gwarchodwyr,

Wrth gyflwyno'r llawlyfr yma "Gwybodaeth i Rieni" fe garem estyn croeso cynnes i chi a'ch plentyn i Ysgol y Gorlan.

Pwysleisw'n mai partneriaeth yw addysg rhyngom ni yma a chwithau yn y cartref. Mewn cydweithrediad fe obeithiwn y bydd cyfnod eich plentyn gyda ni yn un hapus ac y bydd yn datblygu'n addysgol, emosiynol a chymdeithasol. Drwy ein hadnabyddiaeth o anghenion bob plentyn, byddwn yn ymateb yn rhagweithiol ac yn sicrhau bod pob disgybl unigol yma yn Ysgol y Gorlan, yn cyrraedd eu llawn potensial a thyfu'n ddysgwyr annibynnol sy'n aelodau gwerthfawr o'n cymuned.

Gobeithiwn y bydd y llawlyfr yma o gymorth i chi adnabod yr ysgol a'r modd y gallwch chi atgyfnerthu ein gwaith gyda'ch plentyn. Cyflwynir manylion am nifer o bethau sydd o bwys i gynorthwyo trefniadaeth yr ysgol ac i helpu eich plentyn i ymgartrefu'n fuan. Mae Cwricwlwm Newydd i Gymru bellach yn weithredol, a'n datganiad o fwriad o fewn atodiad arwahan.

Er hynny nid oes modd cynnwys yr holl wybodaeth am yr ysgol yma ac fe nodir y gall rhai manylion newid wedi amser cyhoeddi'r llawlyfr. Fe'ch gwahoddir i drafod ei gynnwys (neu unrhyw beth nad ydyw wedi ei gynnwys) gyda mi gan gysylltu gyda'r ysgol.

Mae copi o'r gytundeb ysgol/ cartref i'w weld o fewn atodiad ar ddiwedd y llawlyfr.

Gyda phob dymuniad da am gyfnod hapus, diogel a llwyddiannus yn ein mysg.

Yn gywir,

Eleri M Davies

Welcome to Ysgol y Gorlan

Dear Parents/ Guardians,

In presenting this handbook, "Information for Parents" we welcome both you and your child to Ysgol y Gorlan.

We emphasise from the outset that school is a partnership between ourselves and the home. With your co-operation we hope that your child's time here will be a happy one and that we will see continuous education, emotional and social development in your child through work and play. Our understanding of each pupil in our care will allow us to respond pro-actively to needs and ensure that all learners at Ysgol y Gorlan achieve their full potential to become independent learners and valuable members of our community.

The New Curriculum for Wales is now in being, and our Statement of Intent is found within an appendix.

This handbook is presented to give you an indication of the nature of our school. It contains information vital to the day to day management of the school and to assist your child to settle quickly. However this handbook is not exhaustive and whilst the particulars are correct at the time of publication, it cannot be guaranteed there will be no changes. You are therefore welcome to discuss its' content (or anything else which you feel has not been included) with me by contacting the school.

A copy of the home/school agreement is within an attachment at the end of this handbook.

We wish you a successful, safe and happy time amongst us.

Yours sincerely,

Eleri M Davies

Trefn y dydd

Mae croeso i chwi ymweld â'r ysgol unrhyw amser, ond dylid yn gyntaf trefnu apwyntiad gyda'r Pennaeth er mwyn sicrhau digon o amser i drafod. Rydym oll yn cydweithio er lles pob plentyn yn yr ysgol.

AMSER YSGOL

| | |
|------------------|---------------------------------|
| 9.00am – 11.00am | Dosbarth Meithrin |
| 9.00am - 3.15pm | Dosbarth Derbyn, Blwyddyn 1 a 2 |
| 9.00am - 3.30pm | Blynyddoedd 3 - 6 |

Disgwylir i'r plant gyrraedd yr ysgol ar ôl 8.50 y bore yn barod i fod yn y dosbarth am 9.00. Mae goruchwyliaeth o 8.50 ymlaen, a ni dderbynnir cyfrifoldeb am y disgyblion cyn hyn oni bai eu bod yn mynychu'r Clwb Brecwast.

Os yr ydych yn debygol o fod yn hwyr yn codi eich plant ar ddiwedd dydd, yna gwnewch pob ymdrech i'n hysbysu ni o.g.y. dda er mwyn i ni leddfu ofnau'r plentyn.

CYSYLLTU Â'R YSGOL

| | |
|------------|--|
| Rhif ffôn: | 01766 512773 |
| E-Bost:: | pennaeth@gorlan.ysgoliongwynedd.cymru |
| Gwefan | ysgolygorlan.cymru |

Mae aelodau staff a Phennaeth yr ysgol ger y giatiaau bob bore a phrynhawn yn cyfarch a sgwrsio.

Our daily pattern

You are welcome to visit us at any time, but an appointment should first be arranged with the headteacher in order to ensure enough time for our discussion. We all work together for the benefit of each child at the school.

SCHOOL TIME

| | |
|-----------------|--------------------------------|
| 9.00am -11.00am | Nursery Class |
| 9.00am - 3.15pm | Reception Class, Years 1 and 2 |
| 9.00am - 3.30pm | Years 3 - 6 |

Children are expected to arrive at school after 8.50 in order to be in class, ready to work at 9 am.

Children are supervised from 8.50 onwards. Please note we accept no responsibility prior to 8.50 unless your child is attending the Breakfast Club.

If you are unexpectedly late collecting your child, please make every effort to inform us so that we can explain to your child and rid them of any worries.

| | |
|---------------|--|
| Phone number: | 01766 512773 |
| E-mail: | pennaeth@gorlan.ysgoliongwynedd.cymru |
| Webpage | ysgolygorlan.cymru |

In addition, the Head Teacher and school staff are always by the gates every morning and afternoon, meeting and greeting whoever wants a word.

Manylion yr ysgol / School details

| | |
|---|---|
| Cyfeiriad / Address | Ysgol y Gorlan Tremadog Porthmadog Gwynedd LL49 9RN |
| Rhif Ffôn / Phone Number | 01766 512773 |
| E-Bost / E-Mail | pennaeth@gorlan.ysgoliongwynedd.cymru |
| Pennaeth / Headteacher | Mrs Eleri M Davies |
| Cadeirydd Llywodraethwyr / Chair of Governors | Mr Rhys Pugh |
| AWDURDOD ADDYSG GWYNEDD Pennaeth Ysgolion Adran Addysg Swyddfa'r Cyngor Caernarfon Gwynedd LL55 1SH | GWYNEDD EDUCATION AUTHORITY Head of Schools Department of Education Council Offices Caernarfon Gwynedd LL55 1SH |
| 01286 672255 | 01286 672255 |
| Nyrs ysgol / School nurse | Angela Cronin 03000 852493 |
| Swyddog Lles / Welfare Officer | Heledd Williams 07867 194028 |

Ble mae'r ysgol? / Where are we?

Mae'r ysgol yn swatio'n daclus o dan 'Creigiau'r Dre' ar ymyl pentref Tremadog. Mae Ysbyty Alltwen yn gymydog agos, Moel y Gest yn ei ogoniant o'n blaenau a digon o dir ffermio agored o'n cwmpas.

The school is situated at the foot of 'Creigiau'r Dre' at the edge of Tremadog. Alltwen Hospital is a near neighbour, Moel y Gest in all its glory is directly ahead and plenty of open farmland all around.

STAFF YR YSGOL / THE SCHOOL STAFF

| | |
|--|--|
| Pennaeth / <i>Headteacher</i> | Mrs Eleri Davies |
| Pennaeth Cynorthwyol/ <i>Assistant Headteacher</i> | Mrs Carys Jones |
| Staff addysgu / <i>Teaching Staff</i> | Mrs Elen Beaven Mrs Annest Glyn Miss Stephanie Grimes Miss Bethan Jones |
| Cymorthyddion dosbarth/ <i>Classroom Assistants</i> | Miss Eleri Parry Mrs Bethan Roberts Mrs Fiona Williams Ms Sara Jones Ms Hana Crisiant Ms Elin Jones Mr Jake Edwards Mrs Erica Edwards-Roberts Mrs Georgina Evans |
| Gofalwr / <i>Caretaker</i> Glanhawraig / <i>Cleaner</i> | Mrs Leanne Rochford-Jones Mrs Caroline Edwards |
| Cogyddes / <i>Cook</i> | Mrs Emma Page |
| Cymhorthydd cegin / <i>Kitchen Assisstant</i> | Mrs Leanne Rochford-Jones |
| Clerc swyddfa a chinio / <i>Office and dinner clerk</i> | Ms Hana Crisiant / Miss Eleri Parry |
| Gofalwyr amser cinio / <i>Lunchtime Supervisors</i> | Miss Eleri Parry Mrs Erica Edwards-Roberts |

Rydym hefyd yn derbyn gwasanaeth/ *We also receive the sevices of :-*

- Amrywiaeth o gymorth ymestyn allan A.A.LI / *A variety of L.E.A outreach services*
- Athrawon offerynnol peripatetic / *Instrumental peripatetic teachers*
- Heddlu Gogledd Cymru/ *North Wales Police*
- Gwirfoddolwyr / *Volunteers*

Ystyrir yr angen i brynu gwasanaeth arbenigol ychwanegol ar gyfer agweddau eraill o'r cwricwlwm yn ystod y flwyddyn.
We also purchase specialist help with other aspects of the curriculum, if needed during the year.

TREFN DOSBARTHADAU MEDI 2023 /
CLASS ARRANGEMENTS FOR SEPTEMBER 2023

| | |
|--|---|
| MEITHRIN/ NURSERY | Mrs Elen Beaven |
| DERBYN/ BLWYDDYN 1 RECEPTION/ YEAR 1 | Mrs Annest Glyn |
| BLYNYDDOEDD 2 YEARS 2 | Miss Stephanie Grimes/ Mrs Elen Beaven |
| BLYNYDDOEDD 3 A 4 YEARS 3 AND 4 | Miss Bethan Jones/ Miss Stephanie Grimes |
| BLWYDDYN 5 a 6 YEAR 5 a 6 | Mrs Carys Jones/ Miss Stephanie Grimes |

Gyda dyfodiad Cwricwlwm Newydd i Gymru , nid oes yna bellach gyfeirio at y Cyfnod Sylfaen na Chyfnod Allweddol gan bod y Cwricwlwm yn gwasanaethu o 3-16 oed.

Bydd rhyddid unwaith yn rhagor i ni gymysgu dosbarthiadau wrth i ni gyd-weithio ar rhai elfennau o'r Cwricwlwm, felly peidiwch synnu os daw eich plentyn gartref ac adrodd ei fod wedi treulio amser efo athro neu ddosbarth gwahanol!

With the New Curriculum for Wales, there is no more Foundation Phase or Key Stage grouping since this Curriculum serves pupils from 3-16 years of age.

We return once again to the freedom of being able to mix our classes and work alongside each other on curricular aspects. Don't be surprised if your child arrives home to say they've spent part of the day with another teacher or class!

Y CORFF LLYWODRAETHOL / THE GOVERNING BODY

| | |
|--|--|
| Cyngor Gwynedd Council | Rhys Pugh Sion Hughes Carys Jones |
| Cyngor Tref / Cymuned <i>Town / Community Council</i> | Sedd wag |
| Rhieni / <i>Parents</i> | Gwen Raine Delyth Evans Rebecca Pratt |
| Cymunedol / <i>Community</i> | Anna Price-Clishem Alison Ellis Megan Lloyd Williams |
| Athrawon / <i>Teachers</i> | Carys Jones |
| Staff Ategol / <i>Ancillary Staff</i> | Eleri Haf Parry |
| Pennaeth / <i>Headteacher</i> | Eleri M Davies pennaeth@gorlan.ysgoliongwynedd.cymru |
| Clerc / <i>Clerk</i> | MeleriMairGriffith@gwynedd.llyw.cymru |

**Gellir cysylltu gyda Chadeirydd y Llywodraethwyr drwy'r Pennaeth neu'r Clerc.
*The Chairman can be contacted through the Headteacher or the Clerk.***

Mae gan y Llywodraethwyr gyfrifoldebau neilltuol. Maent yn cydweithio er lles yr ysgol ac er lles addysg eich plant.

Maent yn cyfarfod o leiaf unwaith y tymor :-

- i) i ymateb i adroddiad y Pennaeth,
- ii) i drafod a llunio polisiau/ penderfyniadau (ee, cyllideb yr ysgol, cynllun datblygu'r ysgol).

Cyflwynir adroddiad blynyddol i'r rhieni a cheir cyfle i ymateb iddo. Ceir fwy o wybodaeth am ddyletswyddau ar www.governorswales.org.uk/cymraeg

The governors have specific responsibilities and work together for the benefit of the school and your child's education.

They meet at least once each term:-

- i) *to respond to the headteacher's report,*
- ii) *to discuss and formulate policies/decisions (eg, school budget, school development plan.)*

An annual report is prepared for parents together with the opportunity to respond. Further details regarding responsibility can be found at

www.governorswales.org.uk

DATGANIAD CWRICWLAIDD/ CURRICULAR STATEMENT

Yma, yn Ysgol y Gorlan byddwn yn darparu profiadau sy'n sicrhau bod ein plant yn gadael addysg gynradd yn ddysgwyr parchus ac iach, hapus a balch, caredig ac empathetig; dysgwyr sy'n gallu chwarae a dysgu gyda phawb tra hefyd bod yn annibynnol.

Mewn ardal sydd yn gyfoethog ei hanes, ei chymuned a'i Chymreictod, anelwn i gyflwyno profiadau ysgogol, a mynnu safonau uchel er mwyn i'n dysgwyr wynebu heriau byd sy'n gyson newid a datblygu.

Mae adnabyddiaeth o'r adral leol yn amhrisiadwy, fel ein bod, maes o law yn gallu cyfrannu yn ôl i'n cymuned leol.

Byddwn hefyd yn lledaenu gorwelion ein plant tuag at ymwybyddiaeth Cenedlaethol a rhyngwladol.

Ein nôd yw bod bob plentyn yn dilyn cryfderau a dyheuadau ei hun gan feithrin atebolrwydd o gyfrifoldeb personol ac empathi tuag at eraill. Trwy wneud defnydd o'r tir gwyrdd a'r goedwig sydd gennym, mae gofalu am ein gilydd a'n byd yn flaenoriaethau parhaol yma.

Ymfalchiwn yn ethos gynhaliol yr ysgol - 'rydym yn bwydo'r galon er mwyn bwydo'r dysgu ac yn hynny o beth, yn meithrin unigolion gwâr o gymdeithas.

Gweledigaeth Ysgol y Gorlan



Ysgol y Gorlan - Our vision



Here, at Ysgol y Gorlan we will provide experiences that ensure that our children leave primary education respectful, healthy, happy, proud, kind and empathetic; learners who can play and learn with everyone while also being independent.

In an area rich in history, community and Welshness, we aim to present experiences that motivate, and demand high standards so that our learners can face the challenges of a constantly changing and developing world.

Knowledge of the local community is invaluable, so that, in due course, we can contribute back into our local community. We will also broaden our children's horizons towards National and international awareness.

Our aim is that all children follow their own strengths and aspirations, fostering accountability of personal responsibility and empathy towards others.

By making use of the green land and forest we have on site, taking care of each other and our world is a permanent priority.

We are proud of the school's supporting ethos - 'we feed the heart to feed the learning, and in that respect, nurture civilized individuals of society.

Y CWRICWLWM / THE CURRICULUM

'Rydym yn darparu addysg i blant rhwng 3 ac 11 oed. Datblygwyd ein nodau cwricwlaidd a'n gweledigaeth mewn cydweithrediad â phlant, staff, rhieni, llywodraethwyr ac aelodau o gymuned ein hysgol. Maent yn ein huno ac yn creu hinsawdd a diwylliant ein hysgol, yn sicrhau lles ein dysgwyr a'n staff, ac addysgu a dysgu effeithiol. Rydym yn parhau i gynllunio cwricwlwm pwrpasol ac ystyrlon gyda chyd-destunau dilys ar gyfer dysgu, yn unol â'r canllawiau a nodir yn 'Cwricwlwm i Gymru'. Mae ein cwricwlwm yn cwmpasu popeth y mae dysgwr yn ei brofi wrth fynd ar drywydd y pedwar diben.

Pedwar diben Cymru –

- Dysgwyr uchelgeisiol, galluog sy'n barod i ddysgu gydol eu hoes;
- Dysgwyr mentrus, creadigol, sy'n barod i chwarae rhan lawn mewn bywyd a gwaith;
- Dinasyddion egwyddorol, gwybodus;
- Unigolion iach, hyderus, sy'n barod i fyw bywydau boddhaus fel aelodau gwerthfawr o gymdeithas.

Y chwe maes dysgu a phrofiad (MDPh):

- Celfyddydau mynegiannol
- Iechyd a lles
- Dyniaethau
- Ieithoedd, llythrennedd a chyfathrebu
- Mathemateg a rhifedd
- Gwyddoniaeth a thechnoleg.

Mae cyfrifoldebau **trawsgwricwlaidd llythrennedd, rhifedd a chymhwysedd digidol** wedi'u cydblethu drwy bob maes dysgu a phrofiad.

Rydym yn darparu cwricwlwm :-

- Eang - sicrhau ystod eang o gyfleoedd dysgu ar draws pob maes dysgu.
- Cytbwys - sicrhau bod pob maes yn cael yr un pwysiad a phwysigrwydd.
- Perthnasol - sicrhau datblygiad priodol o wybodaeth, sgiliau a dealltwriaeth sy'n berthnasol i oedran, dawn a gallu'r plentyn.
- Gwahaniaethol - sicrhau mynediad llawn i'r cwricwlwm i bob dysgwr.
- Blaengar - sicrhau dilyniant a pharhad yn nysgu a datblygiad pob plentyn.
- Creadigol - sicrhau bod chwilfrydedd a llais naturiol pob plentyn yn cael ei werthfawrogi.
- Rhoi sylw i lais y Disgybl – effeithio ar sut a beth maent eisiau ei ddysgu, a sut maent eisiau cofnodi eu canfyddiadau.

We provide education for children between 3 and 11. Our curricular aims and our vision were developed in collaboration with children, staff, parents, governors and members of our school community. They unite us and create the climate and culture of our school, ensuring the well-being of our learners and staff and effective teaching and learning. We continue to design a purposeful and meaningful curriculum with authentic contexts for learning, in line with the guidance set out in 'Curriculum for Wales'. Our curriculum encompasses everything a learner experiences in pursuit of the four purposes.

The curriculum for Wales' four purposes –

- *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.*

The six areas of learning and experience (AoLE's):

- *Expressive arts*
- *Health and well-being*
- *Humanities*
- *Languages, literacy and communication*
- *Mathematics and numeracy*
- *Science and technology*

Cross-curricular responsibilities of **literacy, numeracy and digital competence are interwoven** through all areas of learning and experience.

We provide a curriculum that is:

- *Broad - ensuring a wide range of learning opportunities across all areas of learning;*
- *Balanced - ensuring that all areas are given equal weighting and importance;*
- *Relevant - ensuring appropriate development of knowledge, skills and understanding relevant to the child's age, aptitude and ability;*
- *Differentiated - ensuring full access to the curriculum for all learners;*
- *Progressive - ensuring continuity and progression in each child's learning and development;*
- *Creative - ensuring each child's natural curiosity and voice is valued;*
- *Inclusive of the Pupil's Voice – impacting how they want to learn, what they want to learn, and how they want to record their findings.*

TREFNIADAU DERBYN / ADMISSION ARRANGEMENTS

Mae dalgyllch Ysgol y Gorlan yn cynnwys ardaloedd Tremadog, Prenteg, Penmorfa, Golan, Treflys a Chwmystradllyn. Derbynnir plant i'r sesiwn feithrin yn y mis Medi yn dilyn eu pen blwydd yn dair oed. Derbynnir plant yn llawn amser i'r ysgol yn y mis Medi yn dilyn eu pen blwydd yn bedair oed. **Yn unol â pholisi mynediad yr Awdurdod, rhaid cyflwyno ceisiadau mynediad i'r A.A.LI a chyflwyno ail gais i drosgwlyddo o'r Meithrin i'r Derbyn.**

Dylai unrhyw riant sy'n dymuno i'w plentyn gael ei dderbyn i'r ysgol gysylltu'n uniongyrchol gyda'r Swyddog Gwybodaeth, sef Owain Dewi Hughes, ar 01286 679 904 neu drwy www.gwynedd.llyw.cymru/cy/Trigolion/Ysgolion-a-dysgu/Mynediad-i-ysgolion.aspx

** Noder mai Chwefror 1af, 2024 yw'r dyddiad cau nesaf ar gyfer ceisiadau i'r Meithrin / Derbyn Medi 2024**

*The catchment area for Ysgol y Gorlan covers Tremadog, Prenteg, Penmorfa, Golan, Treflys and Cwmystradllyn. Children are admitted to the nursery session in the September following their third birthday. Children are admitted to school full time in the September following their fourth birthday. **In accordance with the L.E.A's policy, all admission requests must be through the L.E.A and a second request must be sent to transfer from the Nursery to Reception.***

Any parent requesting admission is asked to contact the relevant officer for the L.E.A :- Mr Owain Dewi Hughes on 01286 679 904 or through www.gwynedd.llyw.cymru/en/Residents/Schools-and-learning/School-admissions.aspx

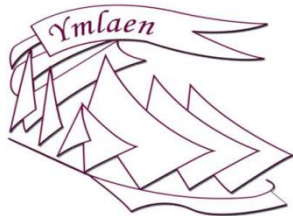
**** Please note that the next deadline for admission to the Nursery/ Reception is February 1st, 2024 for September 2024*

TROSGWYDDO DISGYBLION I'R YSGOL UWCHRADD / TRANSITION OF PUPILS TO THE SECONDARY SCHOOL

Ar derfyn Blwyddyn 6, trosglwyddir eich plentyn i Ysgol Eifionydd, Porthmadog, sef Ysgol Uwchradd y dalgyllch – onibai dymunwch yn wahanol. Yr un yw'r trefniadau parthed mynediad a rhoi cais i'r Awdurdod cyn Rhagfyr 22ain, 2023 ar gyfer mynediad Medi 2024. Cyflwynir gwybodaeth i chi mewn da bryd am yr ysgol hon ac fe drefnir cyfle i'r plant dreulio cyfnodau blasu yno. Gwahoddir chwithau fel rhieni i gyfarfod agored gan yr ysgol ac i gwrrdd â'r Pennaeth. 'Rydym yn ymfalchio yn y berthynas clos sy'n bodoli rhwng y ddwy Ysgol, a bydd gofynion y Cwricwlwm Newydd yn cryfhau hyn yn fwyfwy.

At the end of Year Six your child will transfer to Ysgol Eifionydd, Porthmadog, the catchment's Secondary school – unless you wish otherwise. The same admission policy remains regarding a request to the Authority before December 22nd, 2023 for admission in September 2024. Details will be sent to you well before the end of the final term and the children will be provided with an opportunity to spend taster time at the school. Parents will be invited to an open meeting and to meet the Headteacher. We are proud of the close relationship that we have as two schools, and the New Curriculum only serves to further strengthen this bond.

Pennaeth / Headteacher : Mr Dewi Bowen



Ysgol Eifionydd

Porthmadog
Gwynedd
LL499HS

Ffon / Phone: 01766 512114

E-Bost / E-Mail : cyffredinol@eifionydd.gwynedd.sch.uk

SUT Y BYDDWN NI YN CYSYLLTU Â CHI ? HOW DO WE KEEP IN CONTACT WITH YOU?

Mae cyswllt rhwng cartref ac ysgol yn hanfodol. Pob tymor ysgol byddwn yn anfon bwletin sy'n nodi prif ddiwyddiadau'r ysgol am y tymor, prif ddyddiadau ac ati. Ni fyddwn yn anfon cylchlythyrau / llythyrau drwy law y postmon ardderchog hwnnw, sef eich plentyn! 'Rydym yn ymdrechu i fod yn eco gyfeillgar drwy arbed defnyddio papur. Mae gohebiaeth yn eich cyrraedd drwy app SeeSaw ond bydd hefyd fel arfer ar gael drwy ein tudalen Gweplyfr. ' Rydym yn achlysurol defnyddio e-bost /neges destun ar gyfer cyhoeddiadau pwysig e.e cau'r ysgol. Er mwyn derbyn rhain mae'n RHAID eich bod wedi cofrestru i drefn taliadau ar lein yr Awdurdod. **Gofynnir i chi sicrhau eich bod yn ein hysbysu am newiadau yn eich manylion cyswllt (e.e. newid e-bost / rhif ffon symudol).**



Cyflwynir adroddiad ysgrifenedig am waith eich plentyn unwaith y flwyddyn yn ystod Tymor yr Haf gan gyfeirio, pan yn berthnasol, at ganlyniadau asesiadau profion Cenedlaethol y Llywodraeth. Byddwch yn derbyn gwahoddiad swyddogol i drafod cynnydd eich plentyn yn dymhorol gan gwrdd a'r athro/athrawes ddosbarth.

Byddwn yn cysylltu â chwi os byddwn angen trafod materion eraill yn ymwneud â'ch plentyn. Mae hyn er mwyn canmol yn ogystal â mynegi pryder!

Mae'n eithriadol o bwysig ein bod yn annog rhieni i gymryd diddordeb byw yng ngwaith eu plant er mwyn magu perthynas dda rhyngom. Pan yn berthnasol cynhelir amryw o nosweithiau Cwricwlaidd lle bydd cyfle i chwi dderbyn arweiniad a syniadau ynglŷn â sut y gallwch chi gynorthwyo eich plentyn gartref.

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Contact between home and school is an essential to the partnership. Each term an events bulletin will be sent to you noting important dates, events etc. Circulars / letters are generally not given to pupils to take home in an attempt to be eco-friendly.

*To lessen our use of paper we use the SeeSaw app, and usually our Facebook page. We occasionally use e-mail / text messages to relay really important announcements e.g school closure. In order to receive these you **MUST** be registered with the Authority's online payment system., **We therefore ask that you keep us informed of any change in your contact details (e.g changing your e-mail/ mobile phone number).***

A written report is presented annually in the Summer Term regarding your child's work. This will also refer (if applicable) to the National Tests assessments. You will be officially invited to meet the class teacher to discuss your child's progress once a term.

We will also contact you if we wish to discuss any further matters with you regarding your child. This will be to praise as well as raise concerns!

It is extremely important that we encourage parents to take a keen interest in their children's work so that a good relationship is developed between us all. During the school year, if relevant, we host curricular evenings for parents which will provide you with guidance and ideas on how to further help your child at home.

CYSYLLTU EFO'R YSGOL / CONTACTING SCHOOL

Mae galwadau ffôn i'r ysgol yn cael eu hateb gan yr Uned Gefnogi Addysg yn y lle cyntaf rhwng 8 y bore ac 1 y prynhawn. Mae posib i chi barhau i e-bostio wrth gwrs ac mae staff ger y giat yn y bore a'r prynhawn hefyd.

Mae app SeeSaw yn cysylltu'n uniongyrchol gyda'r athro dosbarth. Cewch negeseuon pwysig gan yr Ysgol hefyd drwy'r app hwn. Mae staff ar gael i ymateb i negeseuon Seesaw hyd at 5 y prynhawn ar ddyddiau Ysgol.

Gofynnir i chi BEIDIO cysylltu efo Staff drwy neges breifat gwefannau cymdeithasol – mae pawb rhy brysur i'w darllen!

Pan yn ffonio, bydd yr opsiynau a ganlyn ar gael i chi:

1. Absenoldebau – cewch adael neges ar beiriant ateb yn nodi manylion absenoldeb eich plentyn.
2. Swyddfa – cewch siarad a gadael neges gyda Chymhorthydd Gweinyddol yr Uned. Mewn achosion o argyfwng, bydd yr alwad yn cael ei throsglwyddo'n syth i'r ysgol gan y Cymhorthydd Gweinyddol.

Phone calls to the school are answered between 8 am and 1 pm by the Education Support Unit in the first instance. You can of course continue to e-mail and Staff will be by the gate both in the morning and afternoon.



be

The SeeSaw app gives direct contact with the class teacher. Important messages from school will also be sent via this app. Staff are available to answer your Seesaw messages until 5 pm on school days.

Please DO NOT contact staff through social media private messages – we're all too busy to see them!

When you telephone the school, the following options will be available to you:

1. Absences – you can leave a message on the answering machine to note the details of your child's absence.
2. Office – where you can talk to and leave a message with the Unit's Administrative Assistant. In emergencies, the call will be transferred immediately to the school by the Administrative Assistant.

DIOGELU DATA / DATA PROTECTION

Yn unol â deddfwriaeth Diogelu Data bydd urhyw wybodaeth a gyflwynir i'r ysgol yn cael ei gadw'n gwbl gyfrinachol ac ar gyfer hybu addysg disgyblion a rheolaeth yr ysgol yn unig. Cewch ragor o fanylion am sut rydym yn trin eich gwybodaeth fel atodiad i'r llawlyfr hwn.

In accordance with the Data Protection Act any information given to the school will be kept confidentially and used for promoting the education of pupils and school management purposes only. For further information regarding how we deal with your information, please refer to the ATTACHMENT at the end of this handbook.

CYFEILLION YSGOL Y GORLAN FRIENDS OF THE SCHOOL

Mae yna nifer o weithgareddau cymdeithasol yr hoffem i chi fanteisio arnynt hefyd i ddod i adnabod ethos yr ysgol, y staff a rhieni eraill. Mae Cyfeillion yr Ysgol yn griw prysur a ffyddlon iawn sy'n ein galluogi i roi y 'pethau ychwanegol' i'n dysgwyr. Beth am ddod draw i'n gweithgareddau neu ymuno â'r Pwyllgor? Daw gwybodaeth tymhorol i chi o ddyddiadau ac amseroedd cyfarfod.



Yn y gorffennol, bu ffeiriau, pacio bagiau, helpa drysor, stondin gacennau, disgos a llawer mwy! Mawr yw ein diolch i'r pwyllgor prysur hwn. Cewch eu hanes ar y dudalen Gweplyfr / Facebook "Cyfeillion Ysgol y Gorlan".



There are also many social events we would like you to enjoy and participate in to further understand the school's ethos and to get to know the staff and other parents. The work of the Friends of the School is very important – this dedicated group allow us to provide many 'extras' for our learners. Why not come and join in some of the activities or become a committee member? Dates and times are provided termly.

Examples of their activities are fairs, bag packing, treasure hunt, cake stalls, discos etc. We greatly value the importance of this busy committee. Details can be found on their Facebook page, 'Cyfeillion Ysgol y Gorlan'.

GWISG YSGOL / SCHOOL UNIFORM

Mabwysiadwyd gwisg ysgol oherwydd credir bod gwisg ysgol yn arwain at feithrin balchder yn yr ysgol ac ymdeimlad o berthyn iddi. **Disgwylir i'r plant fod wedi eu gwisgo'n lân a bod eu dillad yn cydymffurfio â lliwiau'r wisg Ysgol.** Os dymunwch, mae'r wisg efo logo ar gael gan Dafydd Lake lakedigital.co.uk.

Dylai fod gan pob plentyn esgidiau ysgafn, trowsus cwta a chrys T ar gyfer addysg gorfforol. Haws yw gadael y cit yma am yr wythnos. Nid yw bicinis yn dderbyniol ar gyfer gwersi nofio. Os yw'r plant am wisgo clustdlysau yna caniateir rhai 'stud' yn unig er mwyn diogelwch. Yn ystod tywydd poeth mae angen cap ac eli haul.

Gofynnir ar adegau i blant ddod ag esgidiau glaw a dillad nad oes bwys iddynt faeddu ar gyfer gweithio tu allan, ond mae wastad angen côt ar gyfer mynd allan os yw hi'n glawio.

Sicrhewch hefyd bod enw eich plentyn wedi ei ysgrifennu neu bwytho ar bob dilledyn os gwelwch yn dda!

Rydym yn ceisio cynnal boreau achlysurol o gyfnewid dillad – cyfle i roi a derbyn yn rhad ac am ddim.

Mae Llywodraeth Cymru yn cynnig grant drwy Gyngor Gwynedd. Mae'r arian (£125 i bob disgybl eleni) ar gael i ddisgyblion sy'n derbyn Cinio Ysgol am Ddim neu sy'n derbyn gofal.

www.gwynedd.llyw.cymru/cy/Trigolion/Ysgolion-a-dysgu/Cymorth--cefnogaeth-ariannol/Grant-gwisg-ysgol-a-datblygu-disgyblion.aspx

Cysylltu â'r swyddfa budd-daliadau

Ffôn: 01286 682689

E-bost: budd-daliadau@gwynedd.llyw.cymru



*A school uniform has been adopted because we believe that a school uniform promotes pride in the school as well as a sense of belonging. **Children are expected to be neatly presented and dressed in a manner which conforms to the colours of the school uniform.** For those who wish to have clothing with the logo, it is available from Dewi Lake lakedigital.co.uk.*

Every child should have trainers, shorts and a T shirt for PE. It is easier to leave the kit in school. Bikinis are unacceptable for swimming lessons. If children wish to wear ear-rings, then only 'studs' are permitted for safety reasons. During the hot weather, a cap and sun screen are also needed. A coat is always needed for going outside when raining.

We will occasionally ask your child to bring wellingtons and clothes that you don't mind dirtying for their work outdoors.

Please ensure that your child's name is written or sewn on all clothing!

We strive to have occasional clothes swapping mornings – bring and take for free.

The Welsh Government offer a grant through Gwynedd Council. The funding (£125 per pupil for this year only) is available to looked after pupils or those who receive Free School Meals:

www.gwynedd.llyw.cymru/en/Residents/Schools-and-learning/Financial-help-support/School-uniform-and-pupil-development-grant.aspx

Contact the Benefits office

Phone: 01286 682689

E-mail: budd-daliadau@gwynedd.llyw.cymru

IAITH YR YSGOL Categori 3 / SCHOOL LANGUAGE Category 3

DIFFINIAD LLYWODRAETH CYMRU AM DDARPARIAETH Y GYMRAEG

<https://llyw.cymru/sites/default/files/consultations/2020-12/categoreiddio-ysgolion-yn-ol-y-ddarpariaeth-cyfrwng-cymraeg-dogfen-ganllawiau-anstatudol-rhagfyr-2020-drafft.pdf>

Dyma ddiffiniad Llywodraeth Cymru o Gategori 3 – Ysgol Cyfrwng Cymraeg:

“Cymraeg yw’r brif iaith ar gyfer cyfathrebu Mewnol yn yr ysgol. Mae’n cyfathrebu â rheini a gofalwyr naill ai yn Gymraeg, yn Saesneg, neu’n ddwyieithog yn ôl yr angen. Mae hon yn ysgol sydd ag ethos Cymraeg cadarn, gan gefnogi a galluogi’r dysgwyr i ddefnyddio’r Gymraeg ym mhob cyd-destun cymdeithasol yn yr ysgol a’r tu allan iddi. Mewn lleoliad trochi mae pob dysgwr yn cael ei addysgu’n llawn yn y Gymraeg gyda’r Saesneg yn cael ei defnyddio ar brydiau i sicrhau dealltwriaeth yn ystod y cyfnod trochi cynnar. O 7 oed ymlaen bydd o leiaf 80% o weithgareddau ysgol y dysgwr (yn gwricwlaidd ac yn allgyrsiol) yn Gymraeg.”

Mae Ysgol y Gorlan yn y categori hwn. Cymraeg yw iaith bob dydd yr ysgol hon. Rhoddir pwyslais ar ddefnyddio’r iaith yn naturiol i wahanol ddibenion o fewn bywyd beunyddiol yr ysgol. Mae Awdurdod Addysg Gwynedd yn cynnig darpariaeth arbennig ar gyfer hwyrdyfiaid.

Rydym yn annog a chefnogi oedolion sy’n awyddus i ddysgu Cymraeg. Gallem eich cyfeirio at eraill yn y gymuned sy’n fodlon eich cynorthwyo. Dewch i holi a chewch gefnogaeth llwyr ganddom.

Gwynedd 2022-2032

[Cynllun-Strategol-y-Gymraeg-mewn-Addysg.pdf \(llyw.cymru\)](#)

[Welsh-in-Education-Strategic-Plan.pdf \(llyw.cymru\)](#)

SCHOOL CATEGORIES ACCORDING TO WELSH MEDIUM PROVISION

<https://gov.wales/sites/default/files/publications/2021-12/guidance-on-school-categories-according-to-welsh-medium-provision.pdf>

This is the Welsh Government’s definition of Category 3 , Welsh medium schools : _

“Welsh is the school’s main language of internal communication. Communication with parents and carers is in either English, Welsh or bilingually as needed. This is a school with a strong Welsh language ethos at its core, supporting and enabling learners’ Welsh language use in all social context in and outside of school. In a Welsh immersion setting all learners are taught fully in Welsh, with English being used on occasion to ensure understanding during early immersion. From aged 7 onwards at least 80% of learner’s school activities (both curricular and extra-curricular) will be in Welsh.”

Ysgol y Gorlan is within this category. Welsh is the everyday language of this school. Emphasis is placed on using the language naturally for different purposes within day-to-day life of the school. Gwynedd Education Authority offers specific provision for late-comers.

Those of you whose children become part of a bilingual situation for the first time should not feel threatened or that you do not belong. We fully support and advise many adults who decide to learn the language – we can direct you to various organisations to help and we will always fully support you. Just come and ask!

SIARTER IAITH

Rydym yn hyrwyddo nŵd Siarter Iaith y Gymraeg (Llywodraeth Cymru), sef *ysbrydoli defnyddio'r Gymraeg ym mhob agwedd ar fywyd.*"

<https://llyw.cymru/sites/default/files/consultations/2020-12/categoreiddio-ysgolion-yn-ol-v-ddarpariaeth-cyfrwng-cymraeg-dogfen-ganllawiau-anstatudol-rhagfyr-2020-drafft.pdf>

Nod Llywodraeth Cymru yw cael miliwn o siaradwyr Cymraeg erbyn 2050. Mae hwn yn nod tymor hir, ac mae gan y system addysg gyfraniad allweddol i'w wneud er mwyn ei wireddu. Er mwyn cyflawni'r nod, bydd angen datblygu'r cwricwlwm er mwyn sicrhau bod pob dysgwr yng Nghymru yn gallu datblygu'i sgiliau iaith Gymraeg i'w defnyddio'n gymdeithasol ac mewn gwaith yn y dyfodol. Un o'r nodau allweddol o fewn strategaeth Cymraeg 2050 yw sefydlu arferion cadarnhaol o ran defnyddio'r iaith, ynghyd â chyfleoedd ffurfiol ac anffurfiol i ddefnyddio'r Gymraeg yn gymdeithasol.



Siarter iaith



We promote the aim of the Welsh Government's Language Charter which is to "inspire the use of Welsh in all aspects of life." It encourages participation from every member of the school community - pupils, parents, school governors and the wider community.

<https://hwb.gov.wales/storage/3b73bf7c-640d-4c34-855d-9586b0b30c80/siarter-iaith-framework.pdf>

The Welsh Government aims to have a million Welsh speakers by 2050. This is a long-term aim, and the education system has a key role to play in achieving it. In order to achieve the aim, changes will be needed to the curriculum to ensure that all learners in Wales are able to develop their Welsh language skills for social and work use in the future. One of the key aims within the 2050 Welsh strategy is to embed positive language use practices supported by formal and informal opportunities to use Welsh socially.

Education in Gwynedd - Welsh is:

- the language of schools in Gwynedd;
- the language of business and communication in schools in Gwynedd;
- the language of teaching and learning in every subject (except for English); and
- the language of teachers, pupils and every aspect of school life.



Gwynedd has Language Immersion Centres for children. Immersion in Welsh helps learners entering Welsh-medium education at a later stage (typically after the age of seven) and pupils for whom Welsh may not have been part of their daily routine, to gain the skills and confidence needed to continue their learning through Welsh.

[Canolfannau iaith Gwynedd Language Centres \(canolfannau-iaith-gwynedd.cymru\)](http://canolfannau-iaith-gwynedd.cymru)

CLWB GOFAL A BRECWAST / PRE-SCHOOL AND BREAKFAST CLUB 8.10-8.40

Ymwrwymod Llywodraeth Cymru i roi brecwast dyddiol, iach am ddim i bob plentyn o oedran ysgol gynradd sydd wedi'i gofrestru mewn ysgol yng Nghymru. **Croesewir plant Meithrin, ond mae'n ofynnol eu yn gallu bwydo eu hunain os am fynychu.**



Mae Clwb Gofal Cyn –Ysgol ar gael bob bore i ddisgyblion o 8.10yb ymlaen am ffi o £1 y dydd, yn daladwy ar lein drwy School Gateway. Ceir brecwast am ddim fel rhan o hyn. Mae disgownt ar gyfer teuluoedd o 3 neu fwy o blant cynradd sy'n defnyddio'r clwb gofal cyn-ysgol.

Mae Clwb Brecwast **am ddim** ar gael rhwng 8.30yb ac 8.40yb. **Noder bod y drws yn cau am 8.40 a rhaid bod yn bendant am hyn neu nid oes digon o amser clirio a glanhau gan y Staff.**

Bydd goruchwyliaeth yn trosglwyddo i ofal yr ysgol am 8.50 yb. Disgwylir i bob plentyn ymddwyn yn briodol yn ystod y Clwb Brecwast, yn union fel mae'r disgwyl am weddill y dydd. Os nad, yna yn anffodus bydd rhaid cael trafodaeth am addasrwydd y trefniant gyda chi.

*The Welsh Assembly Government committed to provide a free, healthy breakfast at school each day for all children of primary school age in Wales. **Nursery pupils are obviously welcomed, but they are expected to be able to successfully feed themselves.***

*A Pre-School Care Club is available every morning from 8.10 onwards for a daily fee of £1, payable online via School Gateway. Breakfast is provided during this time. There is a discount for families with 3 or more children in primary school. A **free Breakfast Club** is available between 8.30am and 8.40am. **Please note that the last admission is 8.40 and that this must be adhered to in order to allow time for Staff to clean and clear.***

Supervision is transferred to school at 8.50 am. Every child who attends is expected to behave appropriately, as is expected for the rest of the school day. If a child cannot abide to this then we will have to discuss the suitability of using the facility.

BOCS BWYD / LUNCH BOX

Mae bocsys cinio yn gallu darparu amgylchedd delfrydol i germau gwenwyn bwyd dyfu ynddynt. Mae hi felly'n bwysig bod rhieni/gofalwyr sy'n darparu bocsys cinio yn ymwybodol o bwysigrwydd hylendid bwyd da ac yn paratoi ac yn storio bwyd eu plant mewn modd diogel. Gan ein bod yn berchen ar yr "Wobr Ansawdd Cenedlaethol Rhwydwaith Cynlluniau Ysgolion Iach Cymru" gofynnir ichi ddilyn canllawiau'r Llywodraeth (yng nghefn y llawlyfr) parthed cadw'r bocs bwyd yn iach. Gofynnir i chi'n garedig sicrhau bod unrhyw becyn wedi ei agor yn barod ar gyfer eich plentyn.



Packed lunch boxes can provide food poisoning germs an ideal environment in which to grow. It is therefore important that parents/carers who provide packed lunches are aware of the importance of good food hygiene, and prepare and store their children's food safely. Since we have been awarded the "National Quality Award of the Welsh Network of Healthy School Schemes" we ask that you please follow the Welsh Government's recommendations (included in the back of this handbook) in order to keep a healthy lunch box. We ask that you kindly ensure any packets are already opened for your child.

CINIO YSGOL / SCHOOL DINNERS

Ym Medi, bydd cinio am ddim ar gyfer plant y Derbyn hyd at flwyddyn 6 drwy gynllun Llywodraeth Cymru. Mae cinio ysgol am ddim ar gael ar gyfer rhai disgyblion-ydym yn annog pob rhiant sydd yn tybio eu bod yn gymwys i dderbyn cinio i holi yn y swyddfa budd-dal neu gwirio drwy'r linc www.gwynedd.llyw.cymru/cy/Trigolion/Ysgolion-a-dysgu/Cinio-ysgol--clwb-brecwast.aspx

Petai eich plentyn angen diet arbennig, neu petai unrhyw fwyd angen cael ei osgoi, rydym yn gofyn yn garedig i chi adael i gogyddes yr ysgol, Mrs Emma Page wybod drwy lythyr. Gallwch wneud apwyntiad i drafod hyn ymhellach drwy gysylltu â swyddfa'r ysgol. Gwneir pob ymdrech i gadw at y fwydlen gyhoeddwyd, ond ar adegau mae'n gorfod newid oherwydd ymarferoldeb derbyn archebion.



In September, all pupils from Reception to Year 6 pupils will have free school meals via the Welsh Government's initiative. Free school meals are available for some children-we encourage all parents who are entitled to claim to check with the Benefits Office or follow the link www.gwynedd.llyw.cymru/en/Residents/Schools-and-learning/School-meals-and-breakfast-clubs.aspx

[breakfast-clubs.aspx](http://www.gwynedd.llyw.cymru/en/Residents/Schools-and-learning/School-meals-and-breakfast-clubs.aspx)

Should a special diet be necessary for your child, please inform Mrs Emma Page, the school cook in writing via the school office. We do our best to follow the published menu, but sometimes, the practicalities of food delivery can cause a change.

AMSER EGWYL / BREAK TIME

Un agwedd o'r Rhwydwaith Ysgolion Iach Cymru yw annog bwyta'n iach felly dim ond ffrwythau megis afalau, bananas ac orennau caniateir ar gyfer amser egwyl y bore. **Ni chaniateir fferins na chreision.**

Mae llefrith ar gael am ddim I blant Meithrin-Blwyddyn 2, a gall y gweddill brynu llefrith pe dymunant am 10c y dydd. Er mwyn hwyluso'r archebu, hoffem wybod ar ddechrau'r tymor os yw eich plentyn yn dymuno cael llefrith ai peidio. Mae dŵr ar gael i'r plant o'r ffynnon ddwr. Gofynnir i'r plant fynd â'u poteli dŵr adref ar ddydd Gwener a'u dychwelyd wedi eu golchi ar fore Llun.

*One aspect of the Welsh Network of Healthy School Scheme is encouraging only fruit such as apples, bananas and oranges during morning break. **Sweets and crisps are not allowed.***

Free milk is available to Nursery-Year 2 pupils, with all others able to buy milk if they wish to do so at 10p a day. Since we have to pre-order, please inform us at the beginning of term if your child wants milk. Water is also available for the children. The children are asked to take their water bottles home on Friday to be cleaned before returning on Monday.

Neges bwysig am dorri grawnwin / Important message for cutting grapes



CYFLE CYFARTAL / EQUAL OPPORTUNITIES

Prif athroniaeth ac amcanion Ysgol y Gorlan yw bod gonestrwydd, urddas a gwerth pob unigolyn o'r pwysigrwydd mwyaf. Yn wir, mae'r ysgol yn ymfalchio yn ei hethos cynhwysol.

Ehangir gorwelion bechgyn a genethod drwy greu amgylchedd lle ni cheir gwahaniaethu ar sail rhyw a lle herir ystrydebau traddodiadol. Hyrwyddir cyfleoedd cyfartal i bawb. Mae'r canlynol yn warchodol dan Ddeddf Cydraddoldeb 2010 :- oedran, ailbennu rhywedd, rhyw, hil – yn cynnwys tarddiad ethnig neu genedlaethol, lliw neu genedligrwydd, anabledd, beichiogrwydd a mamolaeth, cyfeiriadedd rhywiol, crefydd neu gred – gan gynnwys diffyg cred, priodas a phartneriaeth sifil. Sicrheir bod Ysgol y Gorlan yn glynu wrth yr deddfau perthnasol wrth benodi staff. Mabwysiadwyd polisi Cydraddoldeb Hiliol gan yr ysgol, sydd yn nodi ymrwymiad yr ysgol i hyrwyddo cyfle cyfartal, hyrwyddo cysylltiadau da rhwng aelodau gwahanol grwpiau a chymunedau hiliol, diwyllianol a chrefyddol ac i osgoi gwahaniaethau anghyfreithlon. Ni adroddwyd ar unrhyw achos o hiliaeth yn yr ysgol.

Cynllun Strategol Cydraddoldeb Gwynedd 2020-2024 [CYNLLUN-CYDRADDOLDEB.pdf](#) (llyw.cymru)



Ysgol y Gorlan's main philosophy and aims are that the honesty, dignity and integrity of every individual is of the utmost importance. As a school we pride ourselves on our inclusive ethos.

Both girls' and boys' horizons are expanded in an atmosphere which does not differentiate according to sex and which challenges traditional concepts. Equal opportunities across the curriculum are encouraged for all. The following are protected characteristics under the Equality Act 2010 : Age, Gender reassignment, Sex, Race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, sexual orientation, religion or belief - including non-belief, marriage and civil partnership Ysgol y Gorlan follow these Acts when appointing staff. The School has adopted a Racial Equality Policy, which involves promoting equal opportunities, promoting good relationships with members of different racial, cultural and religious groups and communities, and avoiding illegal differentiation. No case of racial discrimination has been reported at the school.

Gwynedd's Strategic Equality Plan 2020-2024 [EQUALITY-PLAN.pdf](#) (llyw.cymru)

DISGYBLION AG ANABLEDDAU/CYNLLUN HYGIRCHEDD PUPILS WITH DISABILITIES/ACCESSIBILITY PLAN

Gwneir trefniadau arbennig rhwng yr ysgol a'r cartref pan fo disgybl sydd ag anableddau neu Anghenion Dysgu Ychanegol neu Gynhwysol yn cychwyn yn yr ysgol. Mae'r ysgol yn sensitif i anghenion disgyblion sydd ag anableddau ac yn gwneud pob ymdrech cadarnhaol i'w cynnwys ym mhob agwedd o fywyd a gwaith yr ysgol. Gellir gofyn am gopi o'r cynllun hygyrchedd pe dymunwch ei ddarllen. Buasai'r Llywodraethwyr yn gefnogol i unrhyw addasiadau rhesymol a fyddai angen gwneud i'r adeilad ar gyfer derbyn plentyn neu oedolyn gydag anabledd.

...

Special arrangements are made between school and home when a pupil with disabilities or Additional Learning Needs or Inclusion issues starts at the school. The school is sensitive towards the needs of pupils with disabilities and makes every positive effort to ensure that they are included in all aspects of the school's life and work. A copy of the Accessibility Plan is available should you require it.

The Governors would support any necessary reasonable adaptations to the building to receive a disabled child or adult.

PLANT SY’N DERBYN GOFAL / CHILDREN IN CARE

Mae'r ysgol yn gweithredu Polisi Plant Mewn Gofal ac mae gweithdrefnau yn eu lle i sicrhau bod y plant hyn yn cael mynediad i'r addysg briodol ar gyfer eu gallu neu dawn ac yn derbyn pob cyfle a chymorth i ddatblygu'n addysgol ac yn gymdeithasol. Y person sydd â chyfrifoldeb dros hyrwyddo cyflawniad plant sy'n derbyn gofal mewn addysg yw y Pennaeth.

The school implements a Children in Care Policy and has procedures to ensure that any such children have access to an education that is appropriate to their abilities and aptitudes, and receive every possible opportunity and support to develop both educationally and socially. The designated person with responsibility for promoting the achievements of children in care in education is the Head teacher.

Y CYNGOR YSGOL / THE SCHOOL COUNCIL



‘Rydym, fel ysgol yn gwneud ein gorau i sicrhau awyrgylch dysgu diogel, hapus a theg i'r disgyblion. Mae llais y plentyn yn hollbwysig yma. Mae'r Cyngor Ysgol yn rhoi cyfleoedd i ddisgyblion leisio eu pryderon a'u hanghenion. Cânt gyfleoedd i ddatblygu eu sgiliau datrys problemau mewn modd strwythuredig ac i gyfrannu'n ymarferol at benderfyniadau sydd yn ymwneud â hwy ac at rai materion rheolaethol. Mae gweithrediad effeithiol Cyngor Ysgol yn datblygu ymwybyddiaeth y disgyblion o brosesau democrataidd ac yn datblygu ymdeimlad o gyfrifoldeb tuag at gymuned ac amgylchedd yr Ysgol.

As a school endeavour to provide a secure, happy and fair learning environment for the pupils. The pupils' voice is vital to us. The School Council provides opportunities for pupils to voice their worries and their needs. They are given opportunities to develop their problem solving skills in a structured manner and to contribute to decisions, which are relevant to them and to some managerial issues. The effective operation of the School Council develops a feeling of responsibility towards the community and the environment of the school.



Ym Mehefin 2022, teithiodd aelodau hŷn y Cyngor draw i Murcia yn Sbaen efo criw o Flwyddyn 4 ac Ysgol Llanystumdwy er mwyn cyfarfod a threulio amser yng ngwmni ffrindiau newydd. Roeddynt yn Lysgenhadwyr gwych!
In June, 2022, the older members of the Council travelled with a group from Year 4 and Ysgol Llanystumdwy, over to Murcia, Spain to meet and spend time with new friends. They were marvelous ambassadors!



TREFNIADAETH DIOGELWCH

Ymdrechir sicrhau diogelwch y plant a'r ysgol fel a ganlyn:-

- Goruchwyliaeth gyson o'r plant ar y buarthau yn ystod amseroedd chwarae a chinio. Adnabyddir Staff yn hawdd drwy siacedi llachar.
- Mae aelodau o staff wedi eu hyfforddi mewn Cymorth Cyntaf. Rhoddir nodyn i'ch hysbysu o unrhyw anaf.
- Cynhelir ymarferion tân rheolaidd ac arolwg blynyddol o'r system larwm tân a diffoddwyr.
- Gosodir cyfarwyddiadau tân ym mhob ystafell.
- Rhoddir hysbysiad ffurfiol ar gychwyn pob cyfarfod cyhoeddus o'r trefniadau tân.
- Cynhelir arolwg blynyddol o'r adeiladau gan dynnu sylw'r Adran Eiddo i unrhyw waith atgyweirio sydd ei angen fel y cyfyd.
- Cynhelir asesiadau risg o'r adeilad a'r tir.
- Cynhelir arolwg blynyddol o system larwm atal lladron.
- Cynhelir hyfforddiant croesi'r ffordd, beicio a sgwtera drwy Swyddogion Gwynedd / Sustrans.
- Sicrheir goruchwyliaeth resymol wrth i'r plant adael yr ysgol.
- Gwneir asesiad risg drwy drefn EVOLVE ar gyfer pob ymweliad y tu allan i furiau'r ysgol ac mae'r rhain ar gael i'w gweld yn yr ysgol.
- Mae holl ddrysau'r adeilad ar glo yn ystod y dydd. Ni chaniateir i ddisgyblion ateb y drws.
- Mae trefniadau ar y gweill i godi ffensys a giatiau newydd o amgylch tir yr Ysgol.
- Ni dderbynir agwedd/ ymateb bygythiol gan unrhyw ymwelydd.
- Mae'r heddlu yn ymwelwyr cyson yn atgyfnerthu negeseuon o ddiogelwch.
- Mae ein Llysgenhadon Comisiynydd Plant Cymru yn rheadru negeseuon o ddiogelwch ac hawliau plant.

SAFETY ARRANGEMENTS

All attempts will be made to safeguard the children and the building by :-

- Constant supervision of the children during play and lunch times. Staff are easily recognized via high-vis jackets.
- Staff members are trained in First Aid. You will be given a record of any injury.
- Regular fire drills are held as well as an annual inspection of the fire alarm system and extinguishers.
- Fire regulations/directions have been placed in all rooms.
- Formal announcements of fire procedures are made before each public meeting.
- An annual inspection of the school building is made by the Buildings Department, drawing attention to any repairs needed as they arise.
- Regular training is provided by Gwynedd/Sustrans Officers for crossing the road, safe bicycling and scootering.
- Risk assessments are completed on the building and the land.
- An annual inspection of the burglar alarm is carried out.
- The children are reasonably supervised as they leave the school.
- A risk assessment is made for every visit outside the school boundaries -these are available to view at the school.
- The Police are regular visitors, reinforcing safety messages.
- School doors are locked during the day. Children are not allowed to answer the door.
- Arrangements are under way for new fences and gates to be erected around the school perimeter.
- Abusive behavior/ attitude by any visitor will not be tolerated.
- Our Children's Commissioner for Wales Ambassadors share messages of safety and children's rights.

DOSBARTHU MODDION I BLANT / ADMINISTERING MEDICINES TO CHILDREN

Oherwydd rhesymau lechyd a Diogelwch, ni all yr ysgol gymryd cyfrifoldeb dros ddsbarthu unrhyw fath o foddion, (gan gynnwys Calpol) i blant, ond gallwch, pe dymunwch, ddod i wneud hynny, neu yrru cynrychiolydd ar eich rhan.

Os yw plentyn yn derbyn cwrs o wrth-biotig ac yn ddigon da i fynychu'r ysgol, gellid gofyn i'r meddyg am ddigon i'w gymryd ddwywaith y dydd. Ni chaniateir da-da annwyd, megis Tunes, a.y.y.b. rhag ofn i blentyn fygu.

Mewn achlysuron arbennig, e.e. plentyn sydd â salwch tymor hir, neu blentyn sydd yn ddibynnol ar feddyginiaeth ddyddiol, gellid gwneud trefniadau drwy gysylltu â'r Pennaeth. Mewn achosion o'r math, gofynnir am gyfarwyddiadau ysgrifenedig gan feddyg y plentyn a llofnod rhiant yn trosglwyddo caniatad i'r Ysgol. Gofynnwn i chi ddanfôn syrinjys i ni efo'r mesur cywir wedi ei baratoi yn barod.

Os bydd plentyn yn sâl yn ystod y dydd, bydd yr ysgol yn cysylltu â'r cartref / rhif cyswllt a ddarparwyd.

...



Due to Health and safety restrictions, the school cannot accept responsibility for administering any kind of medicine, (including Calpol) to children, but you may, should you wish, come in to do so yourself or send a representative on your behalf. If a child is on a course of antibiotics and well enough to attend school, it is possible to ask the doctor for a twice-daily dose. Cold sweets, such as Tunes etc. are not allowed in case of choking.

In special circumstances, e.g. if a child suffers from a long term illness or is dependent on daily medicine, arrangements can be made by contacting the Headteacher. In such cases, written instructions by the child's doctor will be needed as well as a parent's signature giving School the required permission. Please send in syringes with the correct dose ready prepared.

If a child is ill during the day, the school will contact the home/contact number provided.

ADDOLI AR Y CYD / COLLECTIVE WORSHIP

Nid yw'r ysgol hon yn dal cysylltiad uniongyrchol a ffurfiol ag unrhyw enwad crefyddol. Cynhelir gwasanaeth dyddiol yn unol a gofynion Deddf Addysg 1986. Gall hyn fod fel dosbarth, Adran neu ysgol gyfan. Fel arfer, mae cynulliadau yn dilyn yn sylfaenol batrwm Cristnogol. Ni cheir unrhyw ymgais i drwytho disgyblion a chredoau penodol, er bod cyfleoedd i arsylwi ymarfer Cristnogaeth – ac yn achlysurol, gredoau eraill. Mae arweinwyr crefyddol yn aml yn cynnal gwasanaethau gyda ni.

Mae'r achlysuron hyn yn bwysig os ydyw disgyblion am deimlo eu bod yn rhan gyflawn o gymuned yr ysgol a gobeithir y gallant oll fod yn bresennol yn ein gwasanaethau. Fodd bynnag, fel y caniateir o dan y Ddeddf Addysg, gall y rhieni hynny sy'n gwrthwynebu i'w plant gymryd rhan yn y gwasanaethau drefnu gyda'r Pennaeth iddynt gael eu hesgusodi rhag cymryd rhan ynddynt.

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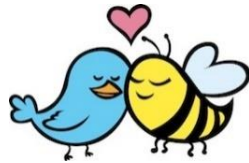
Our school has no direct or formal affiliation. A daily service is held as laid down in the Education Act 1986. This may be as a class, Key Stage or whole school. Assemblies normally follow a basically Christian pattern. No attempt made to instil particular beliefs into pupils, although there are opportunities to observe the practice of Christianity - and occasionally of other faiths. Faith leaders regularly visit to conduct assemblies.

These occasions are important if pupils are to feel part of the school community and it is hoped that they will all be able to attend our services. However, as permitted in the Education Act, parents who object to their children participating in the services may make arrangements with the Headteacher for them to be excused.

Y Cod Addysg Cydberthynas a Rhywioldeb/ Relationships and Sexuality Education Code

Ymrwymodd Llywodraeth Cymru i ymdrin â'r themâu canlynol fel rhan o addysg cydberthynas a rhywioldeb: cydberthnasau; hawliau a thegwch; rhyw, rhywedd a rhywioldeb; cyrff a delwedd gorfforol; iechyd rhywiol a lles; a thrais, diogelwch a chymorth. Mae'r themâu hyn yn gynhwysol ac yn adlewyrchu amrywiaeth. Mae'n datblygu ymwybyddiaeth a dealltwriaeth dysgwyr o wahanol hunaniaethau, safbwyntiau. Bydd bopeth yn briodol i ddatblygiad dysgwyr. Rhoddir ystyried lawn i amrywiaeth o ffactorau gan gynnwys oedran y dysgwr; ei wybodaeth a'i aeddfedrwydd; unrhyw anghenion dysgu ychwanegol a rhagweld ei ddatblygiad ffisiolegol ac emosiynol. Rhaid i addysg cydberthynas a rhywioldeb fod yn briodol i ddatblygiad pob dysgwr, sy'n golygu y gall anghenion dysgwyr o oeddrannau tebyg fod yn wahanol.

Ceir y manylion llawn drwy ddilyn [cwricwlwm-i-gymru-cod-addysg-cydberthynas-rhywioldeb.pdf](#) (llyw.cymru)



The Welsh Government committed to covering the following themes in RSE: relationships; rights and equity; sex, gender and sexuality; bodies and body image; sexual health and well-being; and violence, safety and support. These themes are interwoven, inclusive and reflect diversity. It develops learners' awareness and understanding of different identities, views and values. Everything will be developmentally appropriate for learners. This will take account of a range of factors including the learner's age; knowledge and maturity; any additional learning needs and anticipating their physiological and emotional development. This means that learners' needs of similar ages may differ.

Full details can be found at [curriculum-for-wales-relationships-sexuality-education-code.pdf](#) (gov.wales)

GWAITH CARTREF / HOMEWORK

Rhoddir gwaith cartref i'r plant yn ôl yr angen, ond bydd plant yn mynd â llyfrau darllen adref yn rheolaidd. Pan ddigwydd hynny gobeithir y bydd y cartref yn cydweithredu i hybu gwaith y plant. Ambell i dro bydd gweithgarwch arbennig yn gofyn amwybodaeth gan rieni pherthnasau a chymdogion, neu'n gofyn am waith holi a darganfod ar ran y plant. Sylweddolir mai cyfrifoldeb y cartref yw'r plant yn ystod yr oriau hyn ac mai yng ngoleuni'r cyfrifoldeb hwnnw y bydd rhieni yn cytuno neu'n anghytuno i gydweithredu.

O dro i dro fe all athro/athrawes ofyn i blentyn wneud gwaith ychwanegol er mwyn gorffen / atgyfnerthu / ymestyn neu canolbwyntio ar agwedd arbennig o'r gwaith. Yn unol â gofynion Llywodraeth Cymru, mae angen i blant hefyd weithio yn electroneg rhwng yr ysgol a'r cartref (dysgu deuol). Gobeithir cael cydweithrediad ac anogaeth llwyr y cartref i'r plentyn wneud y gwaith. Bydd yr ysgol yn rhoi ystyriaeth i oedran, gallu ac anghenion y plentyn wrth osod gwaith cartref.

The children are given homework as and when the need arises, but take reading books home regularly. From time to time a particular activity requires information by parents, relations, and neighbours, or requires interviewing and research work by the child. When this happens, it is hoped that parents will co-operate to encourage their child in his/her work. Occasionally a particular teacher may ask a child to do additional work in order to overcome some unfinished / weakness / extend or to concentrate on a special aspect of the work. In accordance with Welsh Government, pupils are also expected to work electronically between home and school (blended learning). At such times it is hoped that the full co-operation of the home will be forthcoming, together with encouragement for the child to do the work. Consideration is given to the age, ability and needs of every child when setting any homework.

ADDYSG GORFFOROL/PHYSICAL EDUCATION

Yn Ysgol y Gorlan, gwelwn Addysg Gorfforol fel rhywbeth sy'n hanfodol i les y plant. Mae cyfleoedd wedi'u hintegreiddio i'r cwricwlwm wythnosol ac anog y plant i ddefnyddio eu cyrff yn effeithiol trwy annog ymwybyddiaeth ofodol, cydbwysedd, rheolaeth, cydlynw a datblygu eu sgiliau motor mawr a bach.



Gallant archwilio a datblygu'r medrau corfforol sy'n hanfodol i gymryd rhan mewn amrywiaeth o wahanol weithgareddau. Mae cyfleoedd ar gyfer gweithgarwch chwaraeon uniongyrchol yn yr ysgol ac ar ôl ysgol yn bodoli.

Lle bynnag y bo modd, waeth beth fo'r tywydd, mae'r disgyblion yn cymryd rhan mewn gweithgareddau awyr agored ar safle'r ysgol a thu hwnt. Mae'r gweithgareddau awyr agored hyn yn darparu cyfleoedd i gynyddu ymwybyddiaeth o'r amgylchedd naturiol a deall pwysigrwydd materion fel cadwraeth a datblygu cynaliadwy.

Amlygir pwysigrwydd yr awyr agored traws-ysgol ; mae yna hefyd ddsbarthiadau Medrusrwydd Beicio a sgwtera sy'n hyrwyddo beicwyr diogel ac ymwybodol o'r amgylchedd o'u cwmpas.

At Ysgol y Gorlan we consider Physical Education as an area vital to the children's wellbeing. Opportunities are integrated into the weekly curriculum and the children are encouraged to use their bodies effectively by encouraging spatial awareness, balance, control, coordination and developing their gross and fine motor skills.



They explore and develop the physical skills essential to taking part in a variety of different activities. There are opportunities for direct sporting activity both in school and after school.

Wherever possible, regardless of the weather, the pupils engage in outdoor activities, both on the school premises and beyond. These outdoor activities provide opportunities to increase awareness of the natural environment and understand the importance of issues such as conservation and sustainable development.

The importance of outside learning is emphasized throughout the school; there are also Scooter and Cycling Proficiency classes that promote safe cyclists, aware of the environment around them.



CODI TÂL/ PEIDIO A CHODI TÂL AM WEITHGAREDDAU / CHARGING OR NOT CHARGING FOR ACTIVITIES

Rydym yn awyddus iawn i drefnu gweithgareddau diddorol i'r plant gan gynnwys ymweld â llefydd arbennig. Byddwn yn gofyn i'r rhieni am gyfraniad gwirfoddol at gostau'r bws/daith. Fe geisiwn ein gorau glas i gadw'r costau hyn yn rhesymol. Ni eithrir unrhyw blentyn o weithgareddau ar sail anallu i gyfrannu'n wirfoddol, ond efallai bydd rhaid gohirio'r weithgaredd os na cheir arian digonol ar gyfer y costau.



We are always keen to arrange interesting activities for the children. These often include visits to various places of interest. On such occasions we ask the parents for a voluntary contribution towards the cost of the activity. We shall make every effort to keep the costs reasonable. No child will be excluded on the basis of inability to pay; however, we do reserve the right to cancel an activity should the costs not be covered.



CRYNODEB O BOLISI DIOGELU PLANT / A SYNOPSIS OF OUR CHILD SAFEGUARDING POLICY

Mae Ysgol y Gorlan yn cydnabod yn llawn y cyfraniad y mae'n ei wneud i amddiffyn plant. Mae tair prif elfen yn ein polisi:-

- atal drwy'r addysgu a'r cymorth bugeiliol sy'n cael ei gynnig i ddisgyblion;
- gweithdrefnau gwybyddus ar gyfer adnabod achosion neu amheuan o gam-drin ac adrodd arnynt. Oherwydd ein cysylltiad beunyddiol â phlant, mae staff yr ysgol mewn sefyllfa dda i sylwi ar unrhyw arwyddion allanol o gam-drin. Byddwn yn glynu at Weithdrefnau Amddiffyn Plant Cymru Gyfan sydd wedi cael eu cadarnhau gan y Bwrdd Diogelu Plant Lleol;
- cefnogi disgyblion a allai fod wedi cael eu cam-drin.

Mae ein polisi'n berthnasol i'r holl staff a gwirfoddolwyr sy'n gweithio yn yr ysgol, ac i'r llywodraethwyr.

Bydd cydgyssylltydd Amddiffyn Plant yr ysgol yn cyfeirio unrhyw achos o bryder i'r Adran berthnasol o'r Gwasanaethau Cymdeithasol.

Cydgyssylltydd Amddiffyn Plant yr ysgol yw'r Pennaeth a Mrs Annest Glyn. Y Llywodraethwr â chyfrifoldeb Amddiffyn plant yw Ms Carys Jones



Rydym hefyd yn cadw plant yn ddiogel drwy: ● Weithdrefnau Diogelu Cymru Gyfan 2019. ● Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 ● Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 ● Deddf Cydraddoldeb 2010. Rhaid i ysgolion fod yn lleoedd teg sy'n trin pawb yn gyfartal.

[Cadw dysgwyr yn ddiogel. Fersiwn gryno \(llyw.cymru\)](#)

Ysgol y Gorlan fully recognises the contribution it makes to child protection and safeguarding. There are three main elements to our policy:-

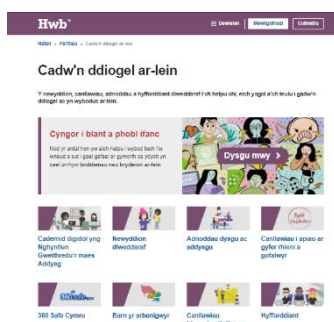
- *prevention through the teaching and pastoral support offered to pupils;*
- *known procedures for identifying and reporting cases, or suspected cases, of abuse. Our day to day contact with children results in school staff well placed to observe the outward signs of abuse. We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board.*
- *support to pupils who may have been abused.*

Our policy applies to all staff and volunteers working in the school and governors.

The school's Child Protection co-ordinator will refer any cause for concern to the relevant department of the Social Services.

The school's Child Protection Co-ordinators are the Head teacher and Mrs Annest Glyn. The Governor responsible for Child Protection is Ms Carys Jones .

We also keep children safe through: ● The Wales Safeguarding Procedures 2019 ● The Well-being of Future Generations (Wales) Act 2015. ● The Social Services and Well-being (Wales) Act 2014. ● The Equality Act 2010. Schools must be fair places that treat everyone equally. [Keeping learners safe. A summary version \(gov.wales\)](#)



Mae cyngor diogelwch arlein ar gael drwy
Hwb.gov.wales

Online safety guidance can be found at
Hwb.gov.wales



CYRRAEDD A CHASGLU'R PLANT / ARRIVING AND COLLECTING YOUR CHILD



Atgoffir chi mai am 8:50 y bore mae goruchwyliaeth ysgol yn cychwyn, ond bod y Clwb cyn ysgol yn derbyn disgyblion o 8.10 a'r Clwb brecwast o 8.30.

Mae maes parcio preifat Ysgol y Gorlan ar gyfer defnydd Staff a deilyddion Bathodyn Glas yn unig. Gofynnir yn garedig i chi ystyried cerdded yn ofalus pan yn bosibl i osgoi tagfeydd parcio. Mae rac pwrpasol ar gyfer cadw beics a sgwters. Gofynnir yn garedig i chi barchu ein cymdogion lleol a rheolau'r ffordd fawr wrth fynd a dod i'r ysgol.

Synnwyr cyffredin :-

- Dylid gollwng plant ar ochr y teithiwr i'r cerbyd bob amser ac nid ar ochr y gyrrwr
- Mae adwyon Meithrinfa Yr Hen Felin a'r tai sydd gyferbyn a'r ysgol yn dir preifat – nid yn fan aros na throi i Ysgol y Gorlan.
- **Gofynnir i chwi ddilyn yr un canllawiau os yw eich plentyn yn mynychu'r Clwb Brecwast neu'r Gorlan Fach. Os fuasai pawb yn meddwl "mae'n dawe!; be ydi'r drwg os mai dim ond fi sydd yma" buasai'r lle yn orlawn!**
- Ni ddylid, ar unrhyw gyfrif adael i'r plant redeg yn rhydd ar y lôn y tu allan i'r ysgol.
- Safle Parcio Person Anabl – safle ar gyfer perchnogion bathodyn anabl yn unig.
- Er mor anodd, pan fydd teulu'n chwalu, ac un o'r rhieni'n cael gofal am y plant, mae'n bwysig ein bod yn cael gwybod am y trefniadau hynny er mwyn medru osgoi sefyllfaoedd annifyr neu anodd i'r plant, staff a'r rhieni.



Gofynnir i rieni plant y Dosbarth Meithrin, Derbyn, 1 a 2 hebrwng eu plant a'u trosglwyddo i ofal staff yr ysgol. Mae pawb arall i ddod i'r prif fuarth ble mae staff yr ysgol ar ddyletswydd i dderbyn eich plentyn. Mae aelodau o staff ger y giat i'w derbyn.

*You are reminded that school supervision begins at 8:50 but the Pre-school Club accepts children at 8.10 , with the Breakfast club opening at 8.30. **There is a designated, private car park at Ysgol y Gorlan for Staff and Blue Badge Holders only.** We ask you to please consider carefully walking if possible to avoid traffic congestion. We have a specific rack for keeping bikes and scooters. Please be respectful of our neighbours and the Highway Code when collecting/ dropping off your child.*

Common sense:-

- Children should be dropped off on the passenger side of the car and not on the driver's side
- The driveways of Yr Hen Felin Nursery and properties opposite the school are private property – not a turning point or a waiting area for Ysgol y Gorlan.
- **The same guidelines apply regarding the Breakfast Club and Y Gorlan Fach. If everyone thought " It's quiet; what harm can I do when there's plenty of room?" then we'd be over-run with vehicles!**
- Not on any account should you allow your child to run around on the road outside school.
- Disabled Parking spaces –to be used by disabled badge holders only.
- However difficult, in the event of the break - up of a family, resulting in one parent having custody, it is most important that we are informed of the details of such custody arrangements in order to avoid any embarrassment to staff and pupils.

Children in the Nursery -Year 2 hould be accompanied until they are greeted and accepted to school supervision by staff. All other pupils arrive onto the main playground where staff are on duty to supervise your child. Members of staff are by the gate to accept children into our care.



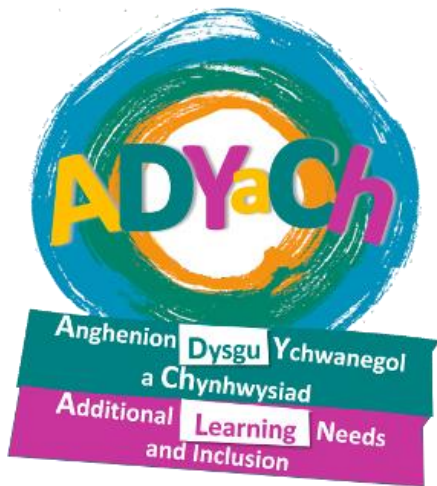
ANGHENION DYSGU YCHWANEGOL / ADDITIONAL LEARNING NEEDS

Mae pob plentyn yn wahanol. Mae pob plentyn yn datblygu ar raddfa wahanol. Mae gan Ysgol y Gorlan drefniadau ar gyfer adnabod a darparu ar gyfer anghenion dysgu ychwanegol disgyblion unigol. Y mae'n rhan o'n polisi i asesu anghenion ein disgyblion mor fuan ag y medrwn. Mae'r Côd Ymarfer yn caniatáu monitro agos o'r ddarpariaeth hon; gall hyn fod ar ffurf cefnogaeth oddi mewn i'r dosbarth, i dderbyn cymorth du allan i'r dosbarth neu trwy symleiddio'r cwricwlwm er mwyn hyrwyddo'r astudiaethau sylfaenol. Darperir cwricwlwm amgen os credir mai dyna sydd orau i ddatblygiad y plentyn. Cynhelir amrywiaeth grwpiau targed drwy'r Ysgol er mwyn darparu dysgu ychwanegol a phenodol.

Yn ystod holl gamau'r broses o ddarparu ar gyfer anghenion dysgu ychwanegol unrhyw ddisgybl, 'rydym yn gweithio mewn cysylltiad clos â'r rhieni, gan bwysleisio pwysigrwydd perthynas gydweithredol iach rhwng yr ysgol a'r cartref. Mae gan yr ysgol Bolisi Cyfle Cyfartal i'r holl ddisgyblion.

Every child is different. Each child develops at a different rate. Ysgol y Gorlan has arrangements for identifying and providing for the additional learning needs of individual pupils. It is part of our policy to assess the needs of our pupils as soon as we can. The Code of Practice allows for close monitoring of this provision; this can take the form of in-class support, support outside the classroom, or by streamlining the curriculum to further the basic studies. If deemed best for the child's development, an alternative curriculum will be provided.

At all stages of providing for any pupil's additional learning needs, we seek to work closely with parents, emphasizing the importance of a healthy co-operative relationship between school and home. The school has an Equal Opportunities Policy for all pupils.



Gwefan Gwasanaeth Anghenion Dysgu Ychwanegol a Chynhwysiad (ADYach) - Gwynedd ac Ynys Môn

Ceir gwybodaeth manylach ac adnoddau defnyddiol o'r linc isod.

<https://adyach.cymru/cy/Rhieni/Cartref.aspx>



Detailed information and useful resources are available from the above link.

Additional Learning Needs and Inclusion (ALN&I) website - Gwynedd and Anglesey



HYBU YMDDYGIAD CADARNHAOL Y PLENTYN / CYNNAL DISGYBLIAETH PROMOTING POSITIVE PUPIL BEHAVIOUR / MAINTAINING DISCIPLINE

Disgwylir i bob disgybl ac oedolyn ymddwyn yn briodol a pharchus fel aelod o gymdeithas yr ysgol. Rydym yn annog parch tuag at ein hunain ag eraill, ynghyd â hunan ddisgyblaeth. Rydym yn dilyn egwyddorion Blynyddol Rhyfeddol Webster Stratton o ganmol a gwobrwyo ymddygiad gadarnhaol.

Mae'r plant yn cael eu dysgu bod canlyniad i bob ymddygiad – boed yn ganmoliaeth, gwobr, neu gosb.

Mae system ddisgyblaeth gadarn yn ei lle yn yr ysgol. Gelwir rhieni i'r ysgol i drafod unrhyw ymddygiad sy'n peri pryder neu gamymddwyn parhaol. Ein bwriad pob tro yw cydweithio er lles y plentyn a chanfod beth sy'n peri'r newid. Mae gan yr ysgol systemau a phrotocolau pendant ar gyfer diarddel disgyblion dros dro neu'n barhaol fel y cam eithaf. Mae'r rhan fwyaf o gamymddwyn yn cael eu datrys gan athrawon ar lawr dosbarth gan ddefnyddio strategaethau megis:

- Rhybudd llafar
- Colli braint
- Defnydd o gadair dawel sy'n rhoi munudau (wedi eu hamseru) i ddisgybl ymdawelu neu ystyried ei weithredoedd.

Os yw'r camymddwyn yn fwy difrifol neu os yw rhybuddion yn cael eu hanwybyddu gan blentyn, bydd ymyrraeth gan y Pennaeth neu'r Pennaeth Cynorthwyol, lle trafodir y sefyllfa a chytuno cosb megis colli rhywfaint o amser chwarae. Mewn achosion digon difrifol, bydd rhybudd swyddogol yn cael ei roi i ddisgybl a'i gofnodi gan y Pennaeth. Os oes angen, gelwir rhieni i mewn i drafod ymddygiad y plentyn a'r strategaethau ar gyfer cyd-ddatrys y broblem. Cyd-weithio llwyddiannus rhwng y cartref ac Ysgol yw'r ateb yn ddi-os.



da
iawn
ti!



Well done!

Pupils and adults are expected to behave appropriately as respectful and civilized members of school. We encourage both respects for ourselves and others, along with self-discipline. The principles of the Webster Stratton Incredible Years are followed i.e praising and rewarding positive behaviour.

The children learn that every chosen behaviour has a consequence - whether it be praise, reward, or forfeit.

A steadfast positive behavior system in place within the school. Parents are called in to school to discuss any behavior that causes concern or is of permanent misconduct. Our aim is to always work alongside the home and find out what is fuelling this change. There are systems and protocols for the temporary expulsion of pupils - permanently only as a last resort. Most misconduct is resolved by strategies within the classroom. E.g :

- Verbal warning
- Loss of privilege
- Use of a quiet chair which give timed moments to calm down and allow the pupil to consider his actions.

Where misconduct is of a more serious nature, or if warnings are ignored, the Headteacher or Assistant Head is notified where the situation is discussed and a forfeit such as missing some play time is agreed upon. In serious cases an official written report will be recorded by the Head. If needed, parents are called in to discuss the child's behavior together with strategies for jointly solving the issue. Without doubt, successful co-operation between Home and School is the most productive way forward.

GWRTH-FWLIO / ANTI BULLYING

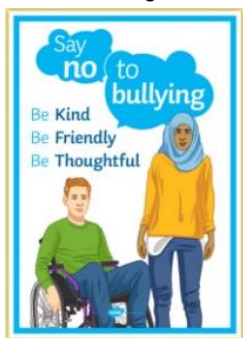
Mae sicrhau diogelwch a lles ein holl blant a phobl ifanc yn hollbwysig i bawb sy'n ymwneud ag Ysgol y Gorlan. Mae bwlio yn fater sy'n uchel ar yr agenda i ni i gyd: Llywodraeth Cymru, y Cyngor, rhieni, gofawyr, staff ysgol a phlant a phobl ifanc. Pan fydd plentyn neu berson ifanc yn cael ei fwlio gall yr effeithiau fod yn bellgyrhaeddol ac yn amhosibl eu mesur. Mae ein polisi gwrth-fwlio yn ein hatgoffa i gyd bod bwlio yn ffactor cymdeithasol endemig, fel bod angen i ni i gyd fod yn wyladwrus ac yn rhagweithiol wrth sicrhau ei fod yn cael yr effaith leiaf bosibl ar ein plant a'n pobl ifanc. **Ni all unrhyw ysgol na lleoliad honni nad yw bwlio byth yn digwydd.** Bydd ein polisïau yn helpu i gefnogi'r rhai sy'n delio â'r mater yn ddyddiol. Trwy gymryd agwedd ragweithiol a mynd i'r afael â bwlio yn effeithiol, gallwn leihau'r achosion a'r effaith hirdymor, yn ôl ein hymatebion, i'r troseddwr 'a'r' dioddefwr'.



NODAU AC AMCANION:

- Helpu i greu a chefnogi diwylliant o ofal ac ystyriaeth i eraill lle nad yw bwlio yn dderbyniol.
- Codi ymwybyddiaeth o fwlio a'i effeithiau ar iechyd a lles emosiynol plant a phobl ifanc, cyfleoedd bywyd a chyflawniad.
- Sefydlu dull cyson, cydlynol o fynd i'r afael â bwlio.
- Amlygu amodau lle mae bwlio yn debygol o ddigwydd – arlein, yn ogystal ag yn y byd 'go iawn'.
- Herio ac atal achosion o fwlio ar ffurfiau perthynol. Mae hyn yn cynnwys plant a phobl ifanc yn bwlio ei gilydd, oedolion yn bwlio plant a phobl ifanc a phlant a phobl ifanc yn bwlio oedolion.
- Cydnabod bod yr Ysgol a phawb sy'n gweithredu ar ei rhan yn ystyried bod bwlio yn annerbyniol ac yn ymrwymedig i ddelio ag ef.

*Ensuring the safety and wellbeing of all our children and young people is of paramount importance for everyone involved in Ysgol y Gorlan. Bullying is an issue which is high on the agenda for us all: The Welsh Government, Council, parents, carers, school staff and children and young people. When a child or young person is being bullied the effects can be far-reaching and unquantifiable. Our anti bullying policy reminds us all that bullying is an endemic social factor, so that we all need to be vigilant and proactive in ensuring it has minimal impact on our children and young people. **No school or setting can claim that bullying never occurs.** Our policies will help support those who are dealing with the issue on a daily basis. By taking a proactive approach and addressing bullying effectively we can reduce the instances and the long term impact, by our responses, to both the 'perpetrator' and the 'victim'.*



AIMS AND OBJECTIVES:

- To help create and support a culture of care and consideration for others where bullying is not acceptable.
- To raise awareness of bullying and its effects on children and young people's emotional health and well-being, life chances and achievement.
- To establish a consistent, coordinated approach to tackling bullying.
- To highlight conditions in which bullying is likely to happen online as well as in the 'real world'.
- To challenge and stop incidents of bullying in all its forms. This includes children and young people bullying each other, adults bullying children and young people and children and young people bullying adults.
- To ensure that all staff are committed to support our aims.
- To acknowledge that the School and all those acting on its behalf consider bullying to be unacceptable and are committed to dealing with it.

Helping Children Deal with Bullying & Cyberbullying | NSPCC

Get Support | Childline 0800 1111

Hafan - Children's Commissioner for Wales (complantcymru.org).

GWEITHGAREDDAU YCHWANEGOL / ADDITIONAL ACTIVITIES

Gobeithia'r ysgol sicrhau cydweithrediad a chefnogaeth y rhieni gydag unrhyw weithgaredd ychwanegol a drefnir. Rydym yn cynnig rhaglen lawn yr Urdd i'r plant sy'n aelodau o Urdd Gobaith Cymru. Byddwn hefyd yn trefnu timau i gynrychioli'r ysgol yn ystod y flwyddyn neu'n paratoi gweithgaredd gyda'r nos.

Ni all yr ysgol dderbyn cyfrifoldeb am oruchwyllo plant ar derfyn y sesiynau hyn a gofynnir i rieni sicrhau eu bod yn gwneud trefniadau i hebrwng eu plant adref yn ddiogel.



We hope to ensure the co-operation and support of parents with any additional activity arranged by the school. These activities include the membership of Urdd Gobaith Cymru (Welsh League of Youth) which offers a range of activities,

We also arrange school team competitions and social functions. The school cannot accept responsibility for supervising children at the end of these sessions and parents are asked to ensure that suitable arrangements are made for the children to be taken home safely.

PRESENOLDEB / ATTENDANCE

Mae angen i'ch plentyn fod yn y dosbarth am 9 y bore. Cofrestrir ar ddechrau'r sesiwn bore a'r sesiwn prynhawn. Os bydd plentyn yn hwyr ar gyfer cofrestru, cofnodir hynny ar y gofrestr. Fe gaiff y gofrestr ei chau am 9.30 y.b. a bydd unrhyw blentyn a fydd yn cyrraedd ar ôl hyn yn cael ei farcio'n absennol. Os bydd eich plentyn yn absennol am unrhyw reswm, gofynnwn yn garedig i chwi hysbysu'r ysgol o hynny ar fore cyntaf yr absenoldeb. Bydd yr ysgol yn cysylltu gyda'r rhieni os na fyddwn wedi derbyn eglurhad. Mae'n ddyletswydd yn ôl deddf gwlad i chwi sicrhau fod eich plentyn yn mynychu ysgol, ac mae'r Awdurdod Addysg a'r Llywodraeth yn monitro presenoldeb disgyblion unigol ac ysgol gyfan. Gofynnwn yn garedig i rieni beidio tynnu eu plant o'r ysgol yn ystod y tymor i fynd ar wyliau os oes unrhyw fodd o osgoi hyn.

Er lles eich plentyn, byddwch ar amser yn y bore. Mae cyrraedd yn gyson hwyr yn amddifadu addysg, cymdeithasu ac yn peri dryswch iddo/iddi gan bod gweddill y dosbarth eisioes ar waith. 'Rydym yn monitro diffyg prydlondeb ac yn cydweithio efo chi i'w wella.

Your child needs to be in class by 9 a.m. Pupils are registered at the beginning of the afternoon session. If a child is late for registration, this is recorded on the register. The register is closed at 9.30 a.m and any child arriving after this will be recorded as absent. If your child is absent for any reason we ask that you inform the school on the first morning of their absence. The school will contact the parents if we have not received an explanation. You are obliged by law to ensure that your child attends a school and therefore and the Education Authority and the government monitor both the attendance of individual pupils and the whole school.

We kindly ask parents not to remove children from school during term time to go on family holidays if it can be at all avoided.

For the sake of your child, please be on time in the morning. Constant late arrival is disruptive and upsetting for your child-they lose education and social skills if they arrive to see their peers already at work. We monitor punctuality and will work with you to improve it.

TREFN GWYNO/ COMPLAINTS PROCEDURE

Mae gweithdrefnau'r ysgol i ddelio gyda chwynion yn cydymffurfio ag Adran 29 o Ddeddf Addysg 2002.

Mae tri cham i'r drefn gwyno, fel a nodir isod, a mawr hyderir y gellid delio gydag unrhyw gwyn cyn cyrraedd Cam 3.

- Cam 1: Gwneir cwyn i'r derbynnydd cyntaf o fewn yr ysgol (e.e.athro/athrawes); rhoddir cyfle iddi hi / iddo ef i'w datrys. Os na cheir datrysiad, symud i gam 2.
- Cam 2: Cyfeirio'r gwyn yn ysgrifenedig i'r pennaeth i ymchwilio iddi. Os na cheir datrysiad, symud i gam 3.
- Cam 3: Cyfeirio'r mater i'r Corff Llywodraethu i ymchwilio iddo, penderfynu arno a'i ddatrys.

Mae'r drefn hon wedi ei hamlinellu mewn dogfen bwrpasol yn y Gymraeg a'r Saesneg sydd ar gael yn yr ysgol ac ar wefan yr ysgol. Darperir copi'n rhad ac am ddim, yn ôl y gofyn, i unrhyw rieni sy'n dymuno gwneud cwyn dan y trefniadau, a gall yr Awdurdod ddarparu copi mewn iaith heblaw'r Gymraeg a'r Saesneg os bydd hynny'n angenrheidiol.

Pwysleisir, fodd bynnag, y gellir ymdrin â llawer o gwynion yn gyflym ac effeithiol drwy ystyriaeth anffurfiol yn seiliedig ar drafodaethau gyda'r athro/athrawes neu'r Pennaeth. Bydd y Corff Llywodraethu'n disgwyl bod camau 1 a 2 wedi eu cyflawni cyn cyflwyno'r gwyn yn ffurfiol mewn achosion eithriadol.

...

The school's complaints procedures comply with the 2002 Education Act.

There are three steps to the complaints procedure and we hope that any problem can be resolved before reaching Step 3.

- *Step 1: The complaint is lodged with the first recipient within the school (e.g. teacher); she is has the opportunity to resolve the problem. If there is no resolution, move to Step 2.*
- *Step 2: The matter is referred to the headteacher to investigate, decide upon and resolve. If there is no resolution, move to Step 3.*
- *Step 3: The matter is referred to the governing body to investigate, decide and resolve.*

This procedure is outlined in a document in Welsh and English, which is available at the school. A copy will be provided free of charge as required to any parent seeking to make a complaint under these arrangements and the Local Authority can, if necessary, provide a copy in a language other than Welsh or English. It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the teacher or headteacher. The Governing body would expect that steps 1 and 2 would have been completed before presenting the complaint formally in exceptional cases.

GAIR I GALL / A WORD TO THE WISE

- Cofiwch labelu holl eiddo eich plentyn os gwelwch chi'n dda / *Please label all your child's belongings.*
- Dysgwch eich plentyn sut i gau criau ei 'sgidiau (neu gwisgo felcro!) / *Help your child learn how to tie shoe laces (or wear velcro!)*
- Anfonwch nodyn o eglurhad os ydych am i'ch plentyn beidio â chymryd rhan mewn unrhyw weithgaredd neilltuol / *If you wish your child to be excused from any specific activity then send us a note of explanation.*
- Dylai pawb – rhieni ac ymwelwyr ddefnyddio Prif Fynedfa'r ysgol er mwyn ein diogelwch ni gyd / *To ensure our safety, all visitors and parents should use the school's Main Entrance only.*
- Os oes unrhywbeth yn eich poeni, yna dewch i ddweud 'da chi! / *If anything worries you, then please come and tell us; a problem shared...*
- Er bod eich plentyn yn dweud eu bod wedi gwneud 'dim byd' yn ysgol heddiw, credwch ni, mae o! / *Even though your child says he's 'done nothing' in school all day, believe us, he has!*
- Mae eich plentyn yma i ddysgu a theimlo'n ddiogel, ond rydym hefyd yn gobeithio bydd yn mwynhau bod yn ein cwmni! 'Rydym ni wir yn mwynhau ein gwaith ni ; mae'n ffordd o fyw i ni gyd.
Your child is here to learn and feel secure, but we also hope he enjoys being in our company! We certainly enjoy our work; it's a lifestyle choice for us all.

Mae pob plentyn yn wahanol – maent yn edrych yn wahanol, yn ymateb ac yn ymddwyn yn wahanol, yn dysgu ac yn datblygu ar amseroedd gwahanol ac mewn ffyrdd gwahanol.

Er eu mwyn nhw, peidiwch â'u cymharu â phlant eraill.

Please remember that every child is different – they look, behave and respond in different ways; they develop and learn at different times. For their sake, please don't compare them with other children.

FAIR IS NOT ALWAYS EQUAL.



Teaching

is a lot like

Doctoring



Kids go to a doctor **with different needs:**

I scraped my knee!

My stomach hurts!

I think my arm is broken!

I have a cough!



What if the doctor said the **same thing** to all of them?

Here's some cough medicine!



Only **one kid** would get what he needs.



And that's **not fair.**



It's the same thing in a classroom.

Every student has **different needs:**

I have trouble focusing for more than 15 min

I can talk about what I know better than I can write about it

I think better when my hands are busy

I can't grip a pen or pencil



So **different students** should get **different things** to help them succeed.



Classroom breaks; tests taken over multiple days



Fidget toys and tactile activities



Creating a video instead of composing a paper



Modified writing utensils; writing on a computer instead

And that's what makes a classroom **fair for everyone!**



Adapted from *Teaching Everyone* by Whitney Rapp and Katrina Arndt and *Universal Design for Learning in Action* by Whitney Rapp.
www.brookespublishing.com | 1-800-638-3775

GWYLIAU 2023-24 HOLIDAYS

[Term dates / holidays \(llyw.cymru\)](http://llyw.cymru)

| Gwyliau ysgol | Yn cychwyn | Yn gorffen |
|-----------------------|--------------------|------------------|
| Hanner tymor Hydref | 30 Hydref 2023 | 3 Tachwedd 2023 |
| Gwyliau Nadolig | 25 Rhagfyr 2023 | 5 Ionawr 2024 |
| Hanner Tymor Gwanwyn | 12 Chwefror 2024 | 16 Chwefror 2024 |
| Gwyliau Pasg | 25 Mawrth 2024 | 5 Ebrill 2024 |
| Calan Mai (gŵyl banc) | 6 Mai 2024 | |
| Hanner tymor Haf | 27 Mai 2024 | 31 Mai 2024 |
| Gwyliau Haf | 22 Gorffennaf 2024 | 31 Awst 2024 |

| Holiday | Starts on | Finishes on |
|------------------------|------------------|------------------|
| Autumn half term | 30 October 2023 | 3 November 2023 |
| Christmas holidays | 25 December 2023 | 5 January 2024 |
| Spring half term | 12 February 2024 | 16 February 2024 |
| Easter holidays | 25 March 2024 | 5 April 2024 |
| May Day (bank holiday) | 6 May 2024 | |
| Summer half term | 27 May 2024 | 31 May 2024 |
| Summer holidays | 22 July 2024 | 31 August 2024 |

Dyddiau HMS sy'n weddill (dim Ysgol i blant)= Mai 3ydd, Gorffennaf 19eg 2024

INSET days remaining (no School for children) = May 3rd, July 19th 2024

ATODIADAU / APPENDICES

| | | |
|----|---|--|
| 1. | ➤ | Cyrraedd a gadael / Arrival and departure. |
| 2 | ➤ | Cytundeb Ysgol a Chartref / <i>Home and School agreement</i> |
| 3 | ➤ | Canllawiau bocs bwyd iach / <i>Healthy lunch box advice</i> |
| 4 | ➤ | Canllawiau salwch / <i>Guidelines on illness</i> |
| 5 | ➤ | Makaton |
| 6 | ➤ | Hysbysiad preifatrwydd/ <i>Privacy notice</i> |
| 7 | ➤ | Polisi Teithio egníol / <i>Active journeys policy</i> |

Cyrraedd a gadael / Arrival and departure

- Dosbarth Derbyn a Blwyddyn 1 i ddod at giat arferol Mrs Glyn gan greu rhes ar y smotiau. Bydd aelod o staff yno i dderbyn eich plentyn. Bydd angen i chi aros ar ochr allanol y giat.
Reception and Year 1 to come to the usual gate for Mrs Glyn and queue on the marked spots. A member of staff will welcome your child. You will need to stay on the outside of the gate.

- Blwyddyn 2 i ddod drwy'r giat fawr a thrwy drws y Clwb Brecwast. Bydd angen i chi aros tu allan i'r giatiau a bydd aelod o staff yno i dderbyn eich plentyn yn syth mewn i'r adeilad.
Year 2 to arrive through the double gates and through the Breakfast Club door. A member of staff will be there to welcome your child straight into the building since you will need to stay on the outside of the gates.

- Blynyddoedd 3, 4, 5 a 6 i ddod drwy'r brif giatiau ac i mewn i'r adeilad drwy'r Brif Fynedfa. Eto, bydd angen i oedolion aros du allan i dir yr ysgol. Gall blant Blynyddoedd 3, 4, 5 a 6 adael yn annibynnol am 3.30 heb yr angen i oedolyn eu casglu.
Years 3, 4, 5 and 6 to arrive as usual through the main gates and enter the building through the Main Entrance. Again, adults to please stay off the school grounds. Year 3, 4, 5 and 6 pupils can leave without an adult to collect them.

*Bydd staff o amgylch i helpu, felly peidiwch â phoeni.
There will be enough staff available to help, so please don't worry.*

Nid yw'r maes parcio ar agor oni bai eich bod yn ddeilydd bathodyn glas.

The car park is open to blue badge holders only.



CYTUNDEB CARTREF/YSGOL CYNRADD

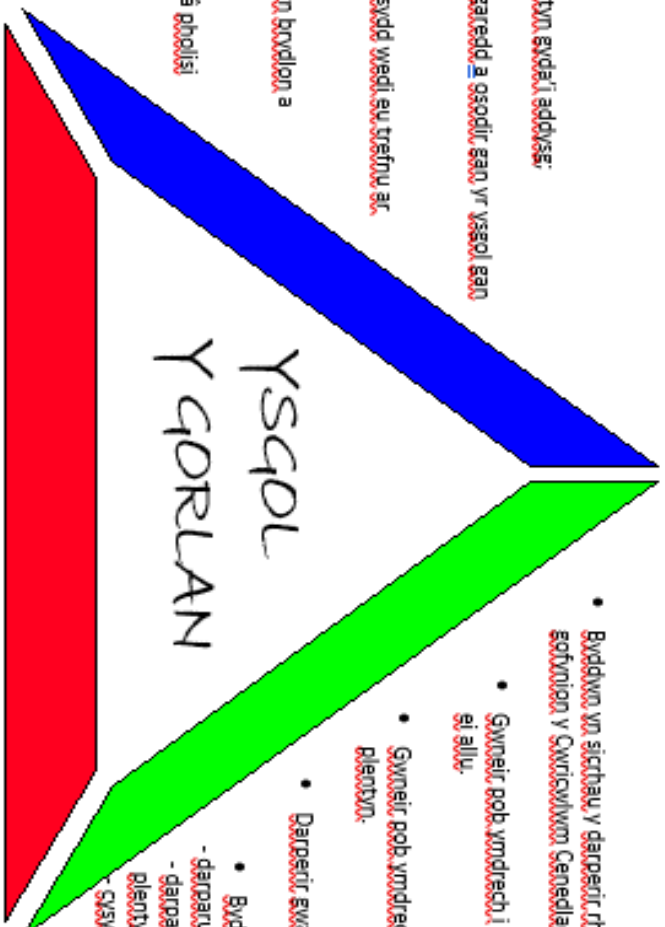
ENW _____

Byddaf/Byddwn yn swmneud fy/ein eograu i:

- **roi pob swmorth a chefnogaeth i fy/ein plentyn eude'i addysu;**
- **sefngosi fy/ein plentyn eudag unorthw weithgaredd a gosodir ean yr ysgol ean sworthwys ewaith cartref;**
- **funwch nosweithiau thieni a chwrtfoddyd swdd wedi eu trefnu ar efer trafod datbwyriad fy/ein plentyn;**
- **sicrhau bod fy/ein plentyn yn dod i'r ysgol yn broydion a rheolaidd;**
- **sicrhau bod fy/ein plentyn yn swdwmffurfio â phoblisi ymddwyriad yr ysgol;**
- **anogw fy/ein plentyn i feithrio parch swag at ei hun ac eraill;**
- **sicrhau y byddaf/byddwn yn cswylltu â'r ysgol ar unwaith mewn unorthw achos.**

Arwyddwyd: _____

(Rhuian/Gwarcheidiwyd)



I'm swmorthwyo i wneud yn dda yn yr ysgol, swmaf fy nagrau i:

- **weithio'n ealed yn yr ysgol;**
- **wneud fy ngrwaith cartref;**
- **dod i'r ysgol yn rheolaidd ac ymdrechyn i fod yn broydion bob amser;**
- **ymddwyn yn ewrtais a dilyn rheolau'r ysgol;**
- **hanys narth a profal tuag at hawth**

Arwyddwyd: _____

(Disgwbl)

- **Byddwn yn sicrhau y dangwir rhaglen addysu eane a chwrtwys sy'n cywdd â eofurion y Cwrtswllwm Genedlaethol;**
- **Gwneir pob ymdrech i sicrhau bod eich plentyn yn ewaithio byd eithaf ei allu;**
- **Gwneir pob ymdrech i baratoi amgylchedd ddigoesl a egrfaleg i'ch plentyn;**
- **Dangwir ewaith cartref rheolaidd yn unol â phoblisi ysgol.**
 - **Bydd yr ysgol yn:**
 - darparu gwybodaeth rheolaidd;
 - darparu gwybodaeth am ddattbwyriad eich plentyn;
 - cswylltu ar byder ymwithch unorthw.
 - **Bydd yr ysgol yn rhoi swll'n syth i unorthw bowderon swdd eennwch.**
 - **Bydd yr ysgol yn rhoi swll'n syth i unorthw bowder swdd eennwch.**

Arwyddwyd: Eleri M Davies

(Pennaeith)

Medu 2020

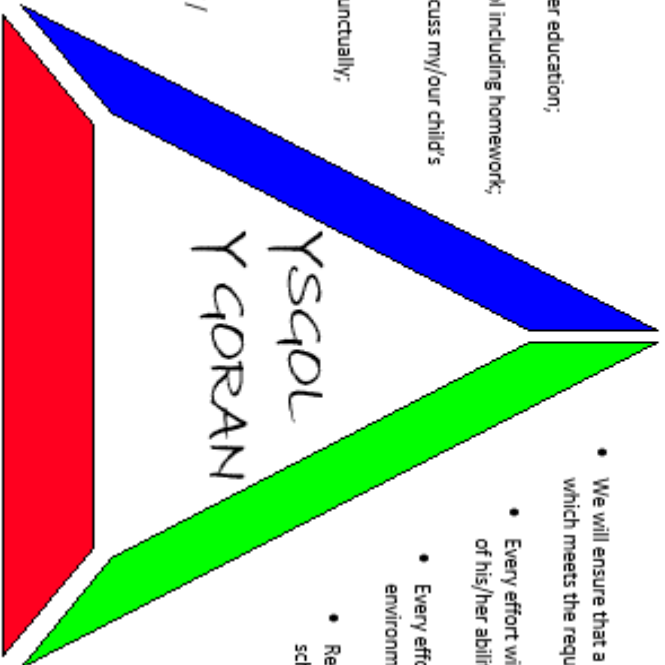
PRIMARY HOME/SCHOOL AGREEMENT

NAME _____

I/We will do my/our best to:

- give every help and support to my/our child with his/her education;
- support my/our child with any activity set by the school including homework;
- attend parents' evenings and meetings arranged to discuss my/our child's development;
- ensure that my/our child attends school and does so punctually;
- ensure that my/our child conforms with the school's behaviour policy;
- encourage my/our child to develop respect for himself / herself and others.
- contact the school immediately in any case of absence.

Signed: _____
(Parent/Guardian)



• We will ensure that a broad and balance teaching programme is provided, which meets the requirements of the National Curriculum.

- Every effort will be made to ensure that your child works to the extent of his/her ability.
- Every effort will be made to prepare a safe and caring environment for your child.
- Regular homework will be provided according to the school's policy.
- The school will:
 - provide regular information,
 - provide regular information on the development of your child,
 - contact you immediately when there are concerns.

To help me do well in school, I will do my best to:

- work hard in school;
- do my homework;
- attend school regularly and try to be punctual at all times;
- behave courteously and follow the school rules;
- show respect and care towards everybody.

• The school will give immediate attention to any concerns you may have.

Signed: *Eleri M Davies*
(Headteacher)
September 2020

Signed: _____
(Pupil)



ffyrdd hawdd o wneud bocsys bwyd yn iachach



Mae cinio ysgol yn newid er gwell. Fe ddylech chi fod wedi sylwi ar y gwahaniaeth yn yr hyn sy'n cael ei gynnig, gyda bwydydd iachach yn cael eu darparu.

Os yw'ch plant yn hoffi mynd â phecyn cinio i'r ysgol, dyma rai syniadau ar sut i wneud eu bocsys bwyd yn iachach hefyd. Gallwch barato'ch cinio yn y bore cyn mynd i'r ysgol. Neu, os ydych chi'n brin o amser yn y bore fel arfer, gallwch ei bacio'r noson gynt a'i roi yn yr oergell.

#

prydau plant

Er eu bod yn tyfu, mae angen i blant fwyta pryd o'r maint iawn ar gyfer eu hoedran. Bydd angen prydau bach ar blant ifanc iawn a bydd angen prydau mwy

www.ysgolioniachgwynedd.org/downloads/lunchboxleaflet_cym.pdf

The screenshot shows the Change4Life website interface. At the top, there is a navigation bar with the logo 'change 4 life' and the tagline 'Eat well Move more Live longer'. A search bar is located on the right. Below the navigation bar, there are several menu items: 'Recipes', 'Eat well', 'Get going', 'Choose less booze', 'Find local activities', 'Local supporters', and 'About Change4Life'. The main content area features a featured article titled 'Healthier lunchboxes and picnics' with a sub-headline 'Pick a healthier packed lunch or picnic! We've got loads of tasty and easy to prepare ideas that everyone can enjoy - and they're great value too.' The article includes an illustration of people picnicking on a checkered blanket with a basket of food and a 'Lunch Box' container. To the right of the article, there are several sidebar links: 'Want to make some changes?', 'Snack swaps', 'Healthy family meal portions', and 'Find out about the eatwell plate'. A note at the bottom right states: 'Note: A PDF Reader is required to read some documents on this page.'

Yr amser a argymhellir ar gyfer cadw unigolion draw o lleoliadau oherwydd heintiau cyffredin



Mae'r tabl isod yn ganllaw sy'n nodi a ddylai unigolyn a chanddo haint fynychu lleoliad ai peidio e.e. ysgol neu weithle. Mae hyn yn seiliedig ar lefel/cyfnod heintusrwydd ac nid ar a yw'r unigolyn yn ddigon da i fynd ai peidio. Os nad ydynt yn siŵr, dylai unigolion aros gartref a gofyn am gyngor gan Galw Iechyd Cymru ar 0845 46 47 (y GIG ar 111 lle mae ar gael), eu fferyllfa neu eu meddyg teulu. Os yw lleoliad yn gofyn am gyngor ar heintiau ac am ba hyd y dylai unigolyn gadw draw o'r lleoliad (y cyfeiriwyd ato cyn hyn fel cyfnod 'gwahardd'), gofynnir iddynt sicrhau eu bod yn gwneud y canlynol:

1. Cyfeirio at yr wybodaeth yn y tabl isod
2. Cysylltu â'u meddygfa neu weithwyr proffesiynol perthnasol eraill e.e. Ymwelydd Iechyd neu Nyrs Ysgol
3. Yn achos salwch/cysylltiad staff, dylent gysylltu â'u Tîm Iechyd Galwedigaethol eu hunain
4. Cysylltu â **Tîm Amddiffyn Iechyd (Ymateb Aciwt Cymru Gyfan) ar 0300 003 0032**

Pan fo achosion o salwch lleol/cenedlaethol, bydd lleoliadau fel arfer yn cael gwybod ac yn cael eu cynghori ynghylch unrhyw gamau y mae'n rhaid iddynt eu cymryd yn unol â chyngor Tîm Amddiffyn Iechyd/Ymateb Aciwt Cymru Gyfan. Gofynnir i lleoliadau gadw cofrestr o unigolion sâl a chadw cofrestr hefyd o unigolion y gellid eu hystyried yn agored i haint. Os oes mwy na dau achos o haint, neu fwy na'r nifer arferol o heintiau cyffredin, dylai'r lleoliad ofyn am gyngor gan y Tîm Amddiffyn Iechyd (AWARe).

| Brechau a heintiau croen | Am ba hyd y dylai unigolyn gadw draw o'r lleoliad | Sylwadau |
|--|--|---|
| Dylid ystyried brech heb eglurhad yn heintus nes cael cyngor iechyd. | | |
| Tarwden y traed (Athlete's foot) | Dim | Nid yw tarwden y traed yn gyflwr difrifol. Argymhellir triniaeth. |
| Brech yr ieir | 5 diwrnod o ddechrau'r frech A nes bod croen dros yr holl bothelli (swigod) | Heintus am 2 ddiwrnod cyn i'r frech ddechrau. DARLLENWCH: Unigolion sy'n agored i niwed a beichiogrwydd (isod) |
| Dolur annwyd, (Herpes syml) | Dim | Osgoi cusanu a chysylltu â'r briwiau. Yn gyffredinol nid yw dolur annwyd yn ddifrifol – gallwch ei gyfyngu rhag lleadaenu eich hun. |
| Brech goch yr Almaen (rwbel)* | Pedwar diwrnod ers i'r frech ddechrau | Gellir ei hatal drwy frechu ac mae'n rhan o'r amserlen imiwneiddio arferol (MMR x 2 ddos). DARLLENWCH: Beichiogrwydd (isod) |
| Dwylo, traed a'r genau | Dim | Ni ddylid drysu hyn gyda'r clefyd Traed a'r Genau mewn anifeiliaid |
| Impetigo | Nes bydd croen wedi tyfu dros y manau wedi'u heffeithio a'u bod wedi gwella, neu 48 awr ar ôl dechrau triniaeth wrthfotig | Mae triniaeth wrthfotig yn cyflymu'r broses wella ac yn lleihau'r cyfnod heintus. |
| Y frech goch* | Pedwar diwrnod ers i'r frech ddechrau | Gellir ei hatal drwy frechu ac mae'n rhan o'r amserlen imiwneiddio arferol (MMR x 2 ddos). DARLLENWCH: Unigolion sy'n agored i niwed a Beichiogrwydd (isod) |
| Molluscum contagiosum | Dim | Cyflwr y gallwch ei gyfyngu eich hun |
| Tarwden | Dim | Ei gadw wedi'i orchuddio. Argymhellir triniaeth |
| Clefyd crafu | Gall yr unigolyn sydd wedi'i effeithio ddychwelyd ar ôl ei driniaeth gyntaf | Mae angen triniaeth yr un pryd ar bawb sy'n byw yn y cartref a chysylltiadau agos |
| Y dwymyn goch* | Gall yr unigolyn ddychwelyd 24 awr ar ôl dechrau'r driniaeth wrthfotig gyntaf | Argymhellir triniaeth wrthfotig i'r unigolyn sydd wedi'i effeithio |
| Y foch goch/Y pumed clefyd/Parofirws B19 | Dim | DARLLENWCH: Unigolion sy'n agored i niwed a Beichiogrwydd (isod) |
| Yr Eryr | Dim ond os yw'r frech yn difaru ac nad oes modd ei gorchuddio y dylai'r unigolyn gadw draw o'r lleoliad | Gall achosi brech yr ieir ymysg y rhai heb imiwneidd h.y. heb gael brech yr ieir. Caiff ei ledaenu drwy gysylltiad agos a chyffwrdd. Os oes angen rhagor o wybodaeth amoch, cysylltwch â'r Tîm Amddiffyn Iechyd. DARLLENWCH: Unigolion sy'n agored i niwed a Beichiogrwydd (isod) |
| Dafadennau a Ferwcau | Dim | Dylid gorchuddio ferwcau mewn pyllau nofio, campfeydd ac ystafelloedd newid |
| Salwch dolur rhydd a thafli i fyny | | |
| Dolur rhydd a/neu daflu i fyny | 48 awr o'r tro diwethaf i chi gael dolur rhydd neu daflu i fyny | Os oes mwy na dau achos mewn lleoliad rhwch wybod i'r Tîm Amddiffyn Iechyd/Swyddog Iechyd yr Amgylchedd |
| <i>E. coli</i> O157 VTEC* Teiffoid [a pharateiffoid] (y dwymyn goludd)* Shigela* (dysenterï) | Dylid cadw draw o'r lleoliad am 48 awr ar ôl y tro diwethaf i'r unigolyn gael dolur rhydd. Efallai y bydd angen i rai unigolion gadw draw o'r lleoliad nes bod pob bacteria wedi diflannu o'u hysgarthion. Dylech ymgynghori â'r Tîm Amddiffyn Iechyd/Swyddog Iechyd yr Amgylchedd bob amser | Mae angen cadw unigolion 5 oed neu iau, y rhai sy'n cael trafferth cynnal hylendid personol da, pobl sy'n trin bwyd a staff gofal draw o'r lleoliad nes bod ganddynt dystiolaeth nad ydynt yn cario'r bacteria (cliriad microbiolegol). Hefyd mae'n bosibl y bydd angen cliriad microbiolegol ar gyfer y rhai sydd mewn cysylltiad agos ag achos o'r clefyd. Gall y Tîm Amddiffyn Iechyd/Swyddog Iechyd yr Amgylchedd gynnig cyngor os oes angen. |
| Cryptosporidiosis | Cadwch draw o'r lleoliad am 48 awr ar ôl y tro diwethaf i chi gael dolur rhydd. | Ni ddylid caniatáu i unigolion nofio am bythefnos ar ôl y tro diwethaf iddynt gael ddolur rhydd. |

| Salwch anadlol | | |
|--|--|---|
| COVID-19 (coronavirus-19) | 10 diwrnod o ddechrau'r symptomau (tymheredd uchel $\geq 37.8^{\circ}\text{C}$; peswch parhaus newydd; neu golli / newid yn yr ymdeimlad o arogl neu flas). NEU 10 diwrnod o ddyddiad y prawf, os yw'n anghymesur | Heintus am 2 ddiwrnod cyn i'r symptomau ddechrau/dyddiad y prawf i 10 diwrnod wedi hynny. Yn gallu dychwelyd ar ôl 10 diwrnod os nad oes tymheredd am 48 awr heb feddyginiaeth. DARLLENWCH: Unigolion sy'n agored i niwed a beichiogrwydd (isod) a chyngor Llywodraeth Cymru ar bobl sy'n agored i niwed. RHOWCH WYBOD i'r Tîm Amddiffyn lechyd am un achos. Yna cyngorior mesurau rheoli angenrheidiol. |
| Y ffliw | Nes bydd wedi gwella | DARLLENWCH: Unigolion sy'n agored i niwed (isod) |
| Twbercwlosis* | Dylech ymgynghori â'r Tîm Amddiffyn lechyd bob amser | Byddai'n rhaid bod mewn cysylltiad agos dros amser maith er mwyn iddo ledaenu. |
| Y pas (pertussis)* | 48 awr ar ôl dechrau triniaeth wrthfotig, neu 21 diwrnod ers i'r salwch ddechrau os nad oes triniaeth wrthfotig | Gellir ei atal drwy frechu ac mae'n rhan o amserlen imiwneiddio arferol y DU. Ar ôl triniaeth, gall peswch nad yw'n heintus barhau am sawl wythnos. |
| Heintiau eraill | | |
| Lid y gyf bilen (conjunctivitis) | Dim | Os bydd achos/clwstwr o'r haint, cysylltwch â'r Tîm Amddiffyn lechyd. |
| Difftheria* | Ni ddylech fynychu'r lleoliad. Dylech gysylltu â'r Tîm Amddiffyn lechyd bob amser | Gellir ei atal drwy frechu ac mae'n rhan o amserlen imiwneiddio arferol y DU. Rhaid i gysylltiadau teuluol gadw draw o'r lleoliad nes byddant wedi cael caniatâd y Tîm Amddiffyn lechyd i ddychwelyd. Bydd y Tîm Amddiffyn lechyd yn ystyried peryglon unrhyw gyswllt mae'r unigolyn wedi'i gael ag eraill os oes angen. |
| Heintiau llygaid a chlustiau | Dim. Gall y Tîm Diogelu lechyd gyngori os oes angen i unigolyn yr effeithir arno gael ei gadw i ffwrdd o'r lleoliad. | Gan y gall firsau a bacteria achosi heintiau llygaid a chlustiau, ni fydd angen triniaeth gwrthfotig ar bob un. |
| Twymyn y chwarennau (glandular fever) | Dim | Heintus am hyd at 7 wythnos cyn i'r symptomau ddechrau. Gall twymyn y chwarennau achosi i'r dduwg chwyddo felly dylech osgoi chwaraeon neu weithgareddau a allai gynyddu'r risg o syrthio a niweidio'r chwarsen. |
| Llau pen | Dim | Dim ond pan fydd modd gweld llau byw yr argymhellir triniaeth. |
| Hepatitis A* | Dylai'r unigolyn gadw draw o'r lleoliad am saith diwrnod ers dechrau'r clefyd melyn (neu saith diwrnod ar ôl i'r symptomau ddechrau os nad yw'r clefyd melyn yn berthnasol) | Mewn achos o hepatitis A, bydd y Tîm Amddiffyn lechyd yn darparu cyngor ar fesurau rheoli angenrheidiol |
| Hepatitis B*, C*, HIV | Dim | Mae hepatitis B ac C a HIV yn firsau a gludir yn y gwaed nad ydynt yn heintus drwy gyswllt achlysurol. |
| Lid yr ymennydd (meningitis) meningococol* / septisemia* | Nes byddant wedi cael y gwrthfotig priodol. Dylech gysylltu â'r Tîm Amddiffyn lechyd bob amser | Mae brechiad yn atal sawl math o glefyd meningococol. Nid oes rheswm dros gadw brodyr a chwiorydd neu gysylltiadau agos eraill i'r unigolyn rhag ymweld â lleoliadau. Os bydd achos, gall y Tîm Amddiffyn lechyd gyngori ar unrhyw gam y mae angen ei gymryd. |
| Lid yr ymennydd yn sgil bacteria arall * | Dim | Mae brechiad yn atal math b y fflw haemofilws (Hib) a llid yr ymennydd niwmococol. Nid oes angen i'r Tîm Amddiffyn lechyd nodi'r bobl sydd wedi dod i gysylltiad â'r unigolyn. Nid oes rheswm dros wrthod mynediad i frodyr a chwiorydd neu gysylltiadau agos eraill yr unigolyn i'r lleoliad. Gall y Tîm Amddiffyn lechyd gyngori ar unrhyw gamau y mae angen eu cymryd. |
| Lid yr ymennydd firol* | Dim | Salwch llai difrifol. Nid oes angen i'r Tîm Amddiffyn lechyd nodi'r bobl sydd wedi dod i gysylltiad â'r unigolyn. Nid oes rheswm dros wrthod mynediad i frodyr a chwiorydd neu gysylltiadau agos eraill yr unigolyn i lleoliadau. |
| MRSA | Dim | Mae hylendid da, yn enwedig golchi dwylo a glanhau amgylcheddol, yn bwysig i leihau'r lledaeniad. |
| Clwy'r pennau* | Pum diwrnod ar ôl i'r ên/gwddw ddechrau chwyddo | Gellir ei atal drwy frechiad ac mae'n rhan o'r amserlen imiwneiddio arferol (MMR x 2 ddos). |
| Llyngyr edau (threadworms) | Dim | Argymhellir triniaeth ar gyfer y plentyn a phob cyswllt yn y cartref |
| Tonsilitis | Dim | Mae llawer o bethau'n ei achosi, ond mae'r rhan fwyaf o achosion o ganlyniad i firsau ac nid oes angen triniaeth wrthfotig. |

*mae'n dynodi clefyd/organeb hysbysadwy. Mae'n ofyniad statudol i feddygon roi gwybod am glefyd hysbysadwy i swyddog priodol yr awdurdod lleol (fel rheol, ymgynghorydd ym maes rheoli clefydau heintus/Amddiffyn lechyd).

Unigolion sy'n agored i niwed

Mae rhai cyflyrau meddygol yn gwneud pobl yn agored i heintiau na fyddent yn cael eu hystyried yn ddirifol i'r rhan fwyaf o bobl gan amlaf. Mae'r rhain yn cynnwys pobl sy'n cael eu trin am lewceimia neu ganserau eraill, pobl sydd ar ddosau uchel o steroidau a phobl gyda chyflyrau sy'n lleihau eu himiwneidd yn ddirifol.

Imiwneiddio

Caiff pob unigolyn ei annog i sicrhau ei fod wedi cael yr holl frechiadau a gynigir iddo fel rhan o amserlen y DU. Os oes unrhyw un yn ansicr pa frechiadau mae wedi'u cael, dylai gysylltu â'i feddygfa. Am ragor o wybodaeth am yr amserlen imiwneiddio, ewch i:

<http://www.wales.nhs.uk/sitesplus/888/page/43510>

Llunwyd gan Dîm Amddiffyn lechyd, lechyd Cyhoeddus Cymru
Llunwyd: 22^{ain} Awst 2018 (f1); Adolygydd 21 Gorffennaf 2020 (f4)
2020

Dyddiad Adolygu: 21 Gorffennaf

Recommended Time to Keep Individuals Away from Settings because of Common Infections (July 2020)

The table below is a guide on whether or not an individual with an infection should attend a setting e.g. a school or workplace. This is based on the level/period of infectiousness and not on whether the individual is well enough to attend. If uncertain, individuals should stay at home and seek advice from NHS Direct Wales 0845 46 47 (NHS 111 where available), their pharmacy or General Practitioner (GP). If a setting requires advice on infections and length of time an individual should be kept away from the setting (previously referred to as 'exclusion' period) then they are asked to:

1. Refer to the information table below
2. Contact their GP surgery or other relevant professionals e.g. Health Visitor or School Nurse
3. In the case of staff illness/exposure contact their own Occupational Health Team
4. Contact the **Health Protection (All Wales Acute Response) Team on 0300 003 0032**

When there are local/national outbreaks of illness, settings will usually be informed and advised of any actions they are required to take by the Health Protection/All Wales Acute Response Team. Settings are asked to keep a register of unwell individuals and also have a register of individuals who may be considered vulnerable to infection. If there are more than two cases of an infection; or more than the usual number of a common infection, then the setting should seek advice from the Health Protection (AWARe) Team.

| Rashes and skin infections | Length of Time an individual is to be kept away from Setting | Comments |
|--|---|---|
| Unexplained rashes should be considered infectious until health advice is obtained. | | |
| Athlete's foot | None | Athletes' foot is not a serious condition. Treatment is recommended |
| Chickenpox | 5 days from onset of rash AND until all vesicles (blisters) have crusted over | Infectious for 2 days before onset of rash. <i>SEE: Vulnerable Individuals and Pregnancy (below)</i> |
| Cold sores, (Herpes simplex) | None | Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting. |
| German measles (rubella)* | Four days from onset of rash | Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Pregnancy (below)</i> |
| Hand, foot and mouth | None | Not to be confused with Foot and Mouth disease in animals |
| Impetigo | Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment | Antibiotic treatment speeds healing and reduces the infectious period |
| Measles* | Four days from onset of rash | Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Vulnerable individuals and Pregnancy (below)</i> |
| Molluscum contagiosum | None | A self-limiting condition |
| Ringworm | None | Keep covered. Treatment is recommended |
| Scabies | Affected individual can return after first treatment | Household and close contacts require concurrent treatment |
| Scarlet fever* | Individual can return 24 hours after commencing appropriate antibiotic treatment | Antibiotic treatment recommended for the affected individual. |
| Slapped cheek/Fifth disease/Parvovirus B19 | None | <i>SEE: Vulnerable individuals and Pregnancy (below)</i> |
| Shingles | Individual only to be kept away from setting if rash is weeping and cannot be covered | Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. <i>SEE: Vulnerable individuals and Pregnancy (below)</i> |
| Warts and Verrucae | None | Verrucae should be covered in swimming pools, gymnasiums and changing rooms |
| Diarrhoea and vomiting illness | | |
| Diarrhoea and/or vomiting | 48 hours from last episode of diarrhoea or vomiting | If there are more than two cases in a setting please inform the Health Protection Team/Environmental Health Officer |
| <i>E. coli</i> O157 VTEC* | Should be kept away from the setting for 48 hours from the last episode of Diarrhoea. Some individuals may need to be kept away from the setting until they are no longer excreting the bacteria in their faeces. Always consult with the Health Protection Team/Environmental Health Officer | Individuals aged 5 years or younger those who have difficulty in maintaining good personal hygiene, food handlers and care staff need to be kept away from the setting until there is proof that they are not carrying the bacteria (microbiological clearance). Microbiological clearance may also be required for those in close contact with a case of disease. The Health Protection Team/Environmental Health Officer can provide advice is required. |
| Typhoid [and paratyphoid] (enteric fever)* | | |
| Shigella* (dysentery) | | |
| Cryptosporidiosis | Keep away from setting for 48 hours from the last episode of diarrhoea. | Individuals should not be permitted to swim for two weeks after the last bout of diarrhoea has ended. |
| Respiratory illnesses | | |
| COVID-19 (coronavirus-19)* | 10 days from onset of symptoms (high temperature $\geq 37.8^{\circ}\text{C}$; new continuous cough; or loss of/change in sense of | Infectious for 2 days before onset of symptoms/test date to 10 days afterwards. Can return after 10 days if no temperature for 48 hours without medication. |

| | | |
|--|---|---|
| | smell or taste). OR 10 days from date of test, if asymptomatic. | <i>SEE: Vulnerable individuals and Pregnancy (below) and Welsh Government advice on vulnerable people. INFORM the Health Protection Team of a single case. Necessary control measures will then be advised.</i> |
| Flu (influenza) | Until recovered | <i>SEE: Vulnerable individuals (below)</i> |
| Tuberculosis* | Always consult the Health Protection Team | Requires prolonged close contact for spread |
| Whooping cough (pertussis)* | 48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment | Preventable by vaccination and covered by the UK routine immunisation schedule. After treatment, non-infectious coughing may continue for many weeks. |
| Other infections | | |
| Conjunctivitis | None | If an outbreak/cluster occurs, consult the Health Protection Team |
| Diphtheria* | Must not attend setting. Always consult the Health Protection Team | Preventable by vaccination and covered by the UK routine immunisation schedule. Family contacts must be kept away from setting until cleared to return by the Health Protection Team. The Health Protection Team will consider the risk of any contact the individual has had with others if necessary. |
| Eye and ear infections | None. The Health Protection Team can advise if an affected individual needs to be kept away from the setting. | As both viruses and bacteria can cause eye and ear infections, not all will require antibiotic treatment. |
| Glandular fever | None | Infectious for up to 7 weeks before symptoms start. Glandular fever can cause spleen swelling so avoid sports or activities that might increase risk of falling and damaging spleen. |
| Head lice | None | Treatment is recommended only in cases where live lice have been seen |
| Hepatitis A* | Individual should be kept away from the setting until seven days after onset of jaundice (or seven days after symptom onset if no jaundice) | In an outbreak of hepatitis A, the Health Protection Team will advise on necessary control measures |
| Hepatitis B*, C*, HIV | None | Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. |
| Meningococcal Meningitis* / septicaemia* | Until they have received the appropriate antibiotic. Always consult the Health Protection Team | Several types of meningococcal disease are preventable by vaccination. There is no reason to keep siblings or other close contacts of the individual from attending settings. In the case of an outbreak, the Health Protection Team will advise on any action needed. |
| Meningitis due to other bacteria* | None | Haemophilus influenzae type B (Hib) and pneumococcal meningitis are preventable by vaccination. There is no need for the Health Protection Team to identify people the individual has been in contact with. There is no reason to exclude siblings or other close contacts of the individual from settings. The Health Protection Team can advise on actions needed |
| Meningitis viral* | None | Milder illness. There is no need for the Health Protection Team to identify people the individual has been in contact with There is no reason to exclude siblings and other close contacts of the individual from settings. |
| MRSA | None | Good hygiene, in particular hand washing and environmental cleaning, are important to minimise spread. |
| Mumps* | Five days after onset of jaw/neck swelling | Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). |
| Threadworms | None | Treatment is recommended for the child and household contacts |
| Tonsillitis | None | There are many causes, but most cases are due to viruses and do not need an antibiotic. |

*denotes a notifiable disease/organism. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control/Health Protection).

Vulnerable Individuals

Some medical conditions make people vulnerable to infections that would rarely be serious in most people. These include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Immunisation

All individuals are encouraged to ensure they have received all the vaccines that are offered in the UK schedule. If anyone is uncertain which vaccines they have received they should contact their GP surgery. For further information about the immunisation schedule, please visit: <http://www.wales.nhs.uk/sitesplus/888/page/43510>

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YSGOL Y GORLAN

Rydym yn cymryd eich preifatrwydd o ddifri, felly fe'ch anogwn i ddarllen y polisi hwn yn ofalus gan ei fod yn cynnwys gwybodaeth bwysig ynghylch:

- Pwy ydym ni
- Pa wybodaeth ydym yn casglu
- Sut a pham yr ydym yn casglu, yn storio ac yn rhannu gwybodaeth bersonol
- Eich hawliau yng nghyswllt eich gwybodaeth bersonol
- Sut i gysylltu â ni ac awdurdodau goruchwylio os oes gennych gŵyn

Pwy ydym ni

Mae **Ysgol y Gorlan** ('ni') yn casglu, defnyddio ac yn gyfrifol am wybodaeth bersonol benodol amdanoch chi fel 'rheolydd data'. Wrth wneud hynny, cawn ein rheoleiddio gan y Rheoliadau Diogelu Data Cyffredinol sy'n weithredol ledled yr Undeb Ewropeaidd (yn cynnwys y Deyrnas Unedig) ac rydym yn gyfrifol fel 'rheolwr data' am y wybodaeth bersonol honno er dibenion y cyfreithiau hynny.

Gwybodaeth bersonol am ddisgyblion yr ydym yn ei chasglu a'i defnyddio:

- Gwybodaeth a chysylltiadau personol i adnabod disgyblion (enw, rhyw, dyddiad geni, cyfeiriad, rhif unigryw disgyblion (UPN), cyfeiriad e-bost, manylion cyswllt mewn argyfwng)
- Nodweddion (ethnigrwydd, cenedligrwydd, iaith y cartref, cymhwysedd prydau ysgol am ddim)
- Taliadau cinio a patrwm prydau y plentyn
- Gwybodaeth diogelu (gorchmynion llys, cyfranogiad personol ac adroddiadau y gwasanaethau cymdeithasol ac amddiffyn plant, gwybodaeth gefndir berthnasol am y teulu)
- Anghenion addysgol arbennig (anghenion a safle yn cynnwys gwybodaeth 'Mwy abl a thalentog')
- Presenoldeb (nifer y sesiynau a fynychwyd, nifer yr absenoldebau a rhesymau dros absenoldeb)
- Meddygol a gweinyddiaeth (gwybodaeth am feddyg, alergeddau, meddyginiaeth a gofynion dietegol)
- Asesiad a chyrhaeddiad (canlyniadau profion statudol ac anstatudol, hanes addysgol, lefelau cyflawniad disgwylidig, adroddiadau tymhorol a blynyddol)
- Gwybodaeth am ymddygiad (gwaharddiadau ac unrhyw ddarpariaethau sydd wedi'u rhoi yn eu lle)
- Amserlen a'r dosbarthiadau a fynychir (yn cynnwys gwersi offerynnau cerdd)
- Lluniau (yn cynnwys delweddau teledu cylch cyfyng TCC)
- Caniatâd ar gyfer teithiau ysgol a lluniau a gyhoeddir (yn cynnwys enw'r sawl a roddodd y caniatâd a'r dyddiad)
- Manylion y sawl y caniateir iddo / iddi gasglu disgybl o'r ysgol

Rydym yn casglu ac yn defnyddio gwybodaeth am ddisgyblion am y dibenion a ganlyn:

- I gefnogi addysg y disgybl
- I fonitro ac adrodd ar gynnydd cyrhaeddiad y disgybl
- I ddarparu gofal bugeiliol priodol
- I asesu ansawdd ein gwasanaethau
- I gadw plant yn ddiogel (alergeddau bwyd, manylion cyswllt mewn argyfwng, delweddau TCC)
- I fodloni gofynion statudol ar gyfer defnydd gyda chasgliadau data, archwiliadau statudol a dibenion archwilio

Gallwn ddefnyddio eich gwybodaeth ar gyfer gwneud penderfyniadau awtomataidd, gan gynnwys proffilio. Dyma lle rydym yn gwneud penderfyniad yn awtomatig amdanoch chi heb ymyrraeth dynol.

Dan y Rheoliad Diogelu Data Cyffredinol (GDPR), y seiliau cyfreithiol yr ydym yn dibynnu arnynt i brosesu gwybodaeth am ddisgyblion yw:

- Mae prosesu yn angenrheidiol er mwyn cydymffurfio â rhwymedigaethau cyfreithiol y mae'r rheolydd data yn destun iddynt
- Mae prosesu yn angenrheidiol er mwyn gwarchod buddion hanfodol testun y data neu unrhyw berson naturiol arall.
- Mae prosesu yn angenrheidiol at ddiben tasg a gyflawnir er budd y cyhoedd neu yn sgil dyfodiad awdurdod swyddogol y rheolydd data

Yn ogystal, yn gysylltiedig ag unrhyw ddata categori arbennig

- Mae prosesu yn angenrheidiol er dibenion cwblhau'r goblygiadau a defnyddio hawliau penodol sydd gan y rheolydd neu destun y data sy'n darparu ar gyfer mesurau diogelu priodol ar gyfer hawliau sylfaenol a diddordebau testun y data
- Mae prosesu yn angenrheidiol i warchod diddordebau hanfodol testun y data neu berson naturiol arall pan nad oes gallu corfforol neu gyfreithiol gan destun y data i roi caniatâd
- Mae prosesu yn angenrheidiol er dibenion archifo er budd y cyhoedd, ymchwil gwyddonol, ymchwil hanesyddol neu ddibenion ystadegol. Bydd hyn yn gymesur i'r nod yr anelir ato, yn parchu hanfod yr hawl i ddiogelu data a diogelu hawliau sylfaenol a diddordebau testun y data.

Y rhwymedigaethau cyfreithiol ar gyfer prosesu gwybodaeth am ddisgyblion yw:

- Rheoliadau Addysg (Gwybodaeth Ysgolion) (Cymru) 2011
- Rheoliadau Addysg (Gwybodaeth Disgyblion) (Cymru) 2011
- Rheoliadau Addysg (Perfformiad Ysgol a Thargedau Absenoldeb) (Cymru) 2011
- Adroddiad Addysg (Adroddiad Pennaeth Rhieni ac Oedolion) (Cymru) 2011
- Deddf Diogelu Data 1998
- Y Rheoliad Diogelu Data Cyffredinol (GDPR) a Deddf Diogelu Data 2018
- Deddf Rhyddid Gwybodaeth 2012
- Deddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysgol (Cymru) 2018
- Rheoliadau Llywodraethu Ysgolion a Gynhelir (Cymru) 2005
- Deddf Gwasanaethau Cymdeithasol a Llesiant 2014
- Deddf Cydraddoldeb 2010
- Gorchymyn Rheoliadau (Diogelwch Tân) 2005/ Gorchymyn Diwygio Rheoleiddiol (Diogelwch Tân) 2005 (cwblheir ffurflenni PEEPS ac mae'r rhain yn cynnwys manylion unrhyw anabledau sydd gan blentyn / aelod o staff)

Casglu Gwybodaeth am Ddisgyblion

Rydym yn casglu gwybodaeth am ddisgyblion drwy ffurflenni cofrestru wrth i ddisgyblion ddechrau yn yr ysgol ac rydym yn derbyn peth data drwy *Common Transfer File* (CTF) os yw plentyn yn trosglwyddo atom o ysgol arall

Er bod y rhan fwyaf o wybodaeth am ddisgybl yr ydych yn ei darparu i ni yn hanfodol, bydd peth gwybodaeth yn cael ei darparu ar sail wirfoddol

Er mwyn cydymffurfio â'r ddeddfwriaeth diogelu data, byddwn yn rhoi gwybod i chi p'un a fydd yn ofynnol i chi ddarparu gwybodaeth benodol i ni am ddisgybl neu os oes gennych ddewis yn hyn.

Os darperir gwybodaeth i ni ar sail wirfoddol, byddwn yn gofyn i chi roi caniatâd penodol ac yn rhoi'r opsiwn i chi dynnu'r caniatâd yn ôl ar unrhyw adeg.

Storio Data am Ddisgyblion

[Rydym yn cadw data am ddisgyblion yn ddiogel am gyfnodau penodol o amser fel y dangosir yn ein rhestr cyfnodau cadw. Am ragor o wybodaeth am ein cyfnodau cadw, ewch i'r polisi diogelu data ar ein gwefan \[www.ysgolygorlan.cymru\]\(http://www.ysgolygorlan.cymru\)](#)

Gyda phwy yr ydym yn rhannu gwybodaeth am ddisgyblion

Rydym yn rhannu gwybodaeth am ddisgyblion yn rheolaidd gyda:

- Ysgolion y mae'r disgybl yn mynd iddynt pan fyddant yn ein gadael ni
- Cyngor Gwynedd, Awdurdod Lleol, Swyddfa Addysg - Cymhorthyddion SIMS, Cwnselydd Ysgol, Swyddog Lles, Gwasanaethau Cymdeithasol, Hamdden, Trafnidiaeth, Cyllid, Derwen, GwE, Tîm ADY a Chynhwysiad
- Bwrdd Iechyd Prifysgol Betsi Cadwaladr - nyrs ysgol, deintydd, Camhs
- Estyn
- Yr Heddlu a'r tîm troseddu ieuencid
- Canolfannau Iaith (pan fo angen)
- Llywodraeth Cymru
- Corff Llywodraethol yr Ysgol (lle sydd yn angenrheidiol)
- Cynnal –drwy SIMS (system rheoli gwybodaeth ysgolion)

Asiantaethau a gomisiynir gennym i ddarparu gwasanaethau ar ein rhan

- Llywodraeth Cymru
- GwE
- Cynnal
- Capita – SIMS
- SchoolGateway
- SchoolComms
- Incerts
- Antur Waunfawr
- Edufocus trwy Evolve
- Google Drive
- My Concern
- Boxall
- Dewi Wyn – lluniau Ysgol

Cwmnïau perthnasol sy'n hyrwyddo ac yn gweinyddu profiadau dysgu ein disgyblion

- Llywodraeth Cymru - drwy HwB
- GwE
- Prifysgol Bangor
- Colegau Addysg Bellach Coleg Menai, Coleg Meirion Dwyfor, Coleg Llandrillo
- Urdd Gobaith Cymru
- Google Classrooms
- Seesaw
- Reading Eggs
- Mathletics
- TT Rockstars
- Facebook
- William Mathias

Pam yr ydym yn rhannu gwybodaeth am ddisgyblion yn rheolaidd

Nid ydym yn rhannu gwybodaeth am ein disgyblion gydag unrhyw un heb ganiatâd, oni bai bod y gyfraith a'n polisiau yn caniatáu i ni wneud hynny.

Rydym yn rhannu data am ddisgyblion gyda Llywodraeth Cymru ar sail statudol. Mae rhannu data yn y modd hwn yn tanategu cyllid yr ysgol ac yn monitro cyrhaeddiad addysgol.

Mae'n ofynnol i ni gasglu data dan Reoliadau Addysg (Gwybodaeth am Ddisgyblion) (Cymru) 2011 a Rheoliadau Addysg (Perfformiad Ysgol a Thargedau Absenoldeb) (Cymru) 2011.

Mae'n ofynnol i ni rannu gwybodaeth am ein disgyblion gyda'n Hawdurdod Lleol, Cyngor Gwynedd, a Llywodraeth Cymru dan Reoliadau Addysg (Gwybodaeth am Ddisgyblion) (Cymru) 2011

Pandemig COVID-19 2020

Efallai na fydd yn bosib bob amser i adlewyrchu'r holl ddefnyddiau newydd neu newidiol a wneir o ddata personol a allai ddigwydd fel ymateb i'r Pandemig COVID-19.

Mae'r data personol y gellir ei rannu yn cynnwys:

- Enw
- Cyfeiriad ebost
- Rhif Ffon

Sail Gyfreithiol ar gyfer prosesu eich data personol

- Mae prosesu'n angenrheidiol ar gyfer cyflawni tasg er budd y cyhoedd neu wrth ddefnyddio awdurdod swyddogol a ymddiriedwyd i'r rheolydd (Erthygl 6(1)GDPR)
- Mae Rheoliad 12 o Reoliadau Diogelu Iechyd (Cyfyngiadau Coronafirws) (rhif 2) (Cymru) 2020 yn ei gwneud yn ofynnol i fesurau rhesymol gael eu cymryd i leihau'r risg o ddod i gysylltiad â coronafirws ar fangre sy'n agored i'r cyhoedd ac ar unrhyw fangre lle mae gwaith yn digwydd.

Rhannu eich data personol

Yn ystod Pandemig COVID-19, efallai y bydd angen i ni rannu eich gwybodaeth gyda:

Tîm 'Track and Trace' Cyngor Gwynedd at ddibenion cysylltu â phersonau a allai fod wedi bod yn agored i Coranfirws.

Gwneir hyn mewn ffordd sy'n cydymffurfio â'r ddeddfwriaeth diogelu data.

Cais i gael mynediad i'ch data personol

Dan ddeddfwriaeth diogelu data, mae gan rieni a disgyblion yr hawl i ofyn am fynediad i'r wybodaeth yr ydym yn ei chadw amdanynt. Er mwyn gwneud cais am eich gwybodaeth personol, neu ofyn am fynediad i gofnod addysgol eich plentyn, cysylltwch ag un o'r isod:

Pennaeth

Ysgol y Gorlan

Heol y Dulyn

Tremadog

Gwynedd

LL49 9RN

Swyddog Diogelu Data Ysgolion

Cyngor Gwynedd

Stryd y Castell

Caernarfon

Gwynedd

LL55 1SH

Mae gennych hefyd yr hawl i:

- Wrthwynebu i ddata personol gael ei brosesu sy'n debygol o achosi, neu sy'n achosi, niwed neu ofid
- Atal unrhyw beth rhag cael ei brosesu er dibenion marchnata uniongyrchol
- Gwrthwynebu penderfyniadau a wneir drwy ddulliau awtomataidd
- Cywiro, Atal, dileu neu ddinistrio data personol anghywir mewn rhai amgylchiadau
- Hawlio iawndal am y niwed a achoswyd o ganlyniad i dorri rheoliadau Diogelu Data

Os oes gennych bryder ynglŷn â'r modd yr ydym yn casglu neu'n defnyddio eich data personol, gofynnwn i chi godi eich pryder gyda ni i ddechrau. Fel arall, gallwch gysylltu â Swyddfa'r Comisiynydd Gwybodaeth (ICO) drwy <https://ico.org.uk/concerns>

Diweddarau'r hysbysiad preifatrwydd hwn

Mae'n bosib y bydd angen i ni ddiweddarau'r hysbysiad preifatrwydd hwn yn gyfnodol, felly, argymhellwn eich bod yn ailymweld â'r wybodaeth hon o bryd i'w gilydd. Diweddarwyd y fersiwn hwn ddiwethaf ar

Rhagfyr 2020

Cyswllt

Os hoffech drafod unrhyw beth yn yr hysbysiad preifatrwydd hwn, cysylltwch ag un o'r isod:

Pennaeth

Ysgol y Gorlan

Heol y Dulyn

Tremadog

Gwynedd

LL49 9RN

Swyddog Diogelu Data Ysgolion

Cyngor Gwynedd

Stryd y Castell

Caernarfon

Gwynedd

LL55 1SH

YSGOL Y GORLAN

We take your privacy very seriously therefore we urge you to read this policy carefully because it contains important information about:

- Who we are
- What information is collected
- How and why we collect, store and share personal information
- Your rights in relation to your personal information
- How to contact us and supervisory authorities in the event that you have a complaint

Who we are

Ysgol Y Gorlan ('we' or 'us') collect, use and are responsible for certain personal information about you as the 'data controller'. When we do so, we are regulated under the General Data protection Regulations which apply across the European Union (including the United Kingdom) and we are responsible as the 'data controller' of that personal information for the purposes of those laws.

The personal information of pupils we collect and use:

- Personal identifiers and contacts (name, date of birth, gender, address, unique pupils number (UPN), email address, emergency contact details)
- Characteristics (ethnicity, nationality, home language, free school meal eligibility)
- Dinner Money Payments and child's meal pattern
- Safeguarding information (court orders, professional involvement and reports - social Services and child protection, relevant background family information)
- Special educational needs (needs and ranking including 'More able and talented' information)
- Attendance (sessions attended, number and reason of absences)
- Medical and administration (doctors information, allergies, medication and dietary requirements)
- Assessment and attainment (results from statutory and non statutory tests, educational history, expected levels of achievement, annual and term reports)
- Behavioural information (exclusions and any provisions put in place)
- Timetable and classes attended (including musical instrument lessons)
- Permission for school trips and published photographs (including name and date of permission giver)
- Details of person(s) permitted to collect pupil from school

We collect and use pupil data for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our Services
- To keep children safe (food allergies, emergency contact details, CCTV images, details of permitted collector)
- To meet statutory requirements for use with data collections

We may use your information for automated decision making, including profiling. This is where we make a decision automatically about you without human intervention

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person
- Processing is necessary for the purpose of a task carried out in the public interest or in the exercise of official authority vested in the controller

In addition, concerning any special category data

- Processing is necessary for the purpose of carrying out obligations and exercising specific rights of the controller or of the data subject providing for appropriate safeguards for the fundamental rights and the interests of the data subject
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. This shall be proportionate to the aim pursued, respect the essence of the right to data protection and safeguard the fundamental rights and interests of the data subject.

The legal obligations for processing pupil information are :

- The Education (school information) (Wales) Regulations 2011
- The Education (pupil information) (Wales) Regulations 2011
- The Education (school performance and absence targets) (Wales) Regulations 2011
- The Education (Head of Parents and Adults Report) (Wales) Report 2011
- Data Protection Act 1998
- General Data Protection Regulation and Data Protection Act 2018
- Freedom of Information act 2012
- Additional Learning needs and the Educational Tribunal (Wales) Act 2018
- The Government of Maintained Schools (Wales) Regulations 2005
- Social Services and Wellbeing Act 2014
- Equality Act 2010
- The Regulation (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Order 2005 (PEEPS forms are completed and these include details of any disabilities that a child / staff has)

Collecting Pupil Information

We collect pupil information via registration forms when starting at the school and receive some data via a Common Transfer File (CTF) if a child is transferring to us from another school

Although most information about a pupil you provide for us is compulsory, some will be provided on a voluntary basis

In order to comply with data protection legislation, we will inform you whether you will be required to provide us with specific information about a pupil or if you have an option to do this.

If you provide information on a voluntary basis, we will ask you to give specific permission and give you the option to withdraw the permission at any time

Storing Pupil Data

We hold pupil data securely for the set amount of time as shown in our data retention schedule. For more information on our data retention schedule please visit the data protection policy on our website

www.ysgolygorlan.cymru

Who we share pupil information with

We routinely share pupil information with:

- Schools attended by the pupils when they leave us
- Gwynedd Council, Local Authority - School Counselor, Welfare Officer, Social Services, Leisure, Transport, Finance, Derwen, GwE, Additional Learning Needs and Inclusion,
- Betsi Cadwalader University Healthboard – School nurse, dentist, Camhs
- Estyn
- Police and the youth offending team
- Language Centres and/or therapists (where necessary)
- Welsh Assembly Government
- School Governors (only as applicable)
- Cynnal –via SIMS (school information management system)

Agencies we commission to provide Services on our behalf

- Welsh Government
- GwE
- Cynnal
- Capita – SIMS
- SchoolGateway
- SchoolComms
- Incerts
- Antur Waunfawr
- Edufocus via Evolve
- Google Drive
- My Concern
- Boxall
- Dewi Wyn – school photo

Relevant Companies that promote the administration and learning experiences of our pupils

- Welsh Government - via HwB
- GwE
- Bangor University
- Further Education Colleges Coleg Menai, Coleg Meirion Dwyfor, Coleg Llandrillo
- Urdd Gobaith Cymru
- Google Classrooms
- Seesaw
- Reading Eggs
- Mathletics
- TT Rockstars
- Facebook
- William Mathias

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share data about pupils with the Welsh Assembly Government on a statutory basis. Sharing data in this way underpins school funding and monitors educational attainment.

We are required to collect data under The Education (Pupil Information) (Wales) Regulations 2011 and The Education (School Performance and Absence Targets) (Wales) Regulations 2011.

We are required to share information about our pupils with our Local Authority of Gwynedd Council and the Assembly Government under The Education (Pupil Information) (Wales) Regulations 2011

COVID-19 Pandemic 2020

It may not always be possible to reflect all the new or changed uses of personal data that may happen as a response to the COVID-19 Pandemic.

The personal data that may be shared includes:

- Name
- Email Address
- Telephone Number

Legal Basis for processing your personal data

- Processing is necessary for the performance of a task carried out in the Public interest or in the exercise of official authority vested in the controller (Article 6(1) GDPR)
- Regulation 12 of the Health Protection (Coronavirus Restrictions)(no 2)(Wales) Regulations 2020 requires reasonable measures to be taken to minimise the risk of exposure to coronavirus on premises open to the public and on any premises where work takes place.

Sharing your personal data

During the COVID-19 Pandemic, we may need to share your information with:

The Cyngor Gwynedd 'Track and Trace' team for the purposes of contacting persons who may have been exposed to Coronavirus.

This will be done in a way that complies with the data protection legislation.

Request to Access your personal data

Under the Data protection legislation, parents and pupils have the right to request Access to the information we hold about them. To apply for your personal information, or request Access to your child's educational record, please contact either of the following:

Headteacher
Ysgol y Gorlan
Heol y Dulyn
Tremadog
Gwynedd
LL49 9RN

Schools Data Protection Officer
Cyngor Gwynedd
Stryd y Castell
Caernarfon
Gwynedd
LL55 1SH

You also have the right to:

- Object to personal data being processed that is likely to cause, or causes damage or distress
- Preventing anything from being processed for direct marketing purposes
- Oppose decisions that are made by automated methods
- Correct, Obstruct, eliminate or destroy incorrect personal data in certain circumstances
- Claim compensation for the damage caused as a result of breach of Data Protection Regulations

If you have concerns about the way we collect or use your personal data, we ask you to raise your concern with us in the first instance. Alternatively, you can contact the information Commissioner's Office (ICO) through <https://ico.org.uk/concerns>

Updating this privacy notice

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated **December 2020**

Contact

If you would like to discuss anything in this privacy notice, please contact either of the following:

**Headteacher
Ysgol y Gorlan
Heol y Dilyn
Tremadog
Gwynedd
LL49 9RN**

**Schools Data Protection Officer
Cyngor Gwynedd
Stryd y Castell
Caernarfon
Gwynedd
LL55 1SH**

Polisi Teithio Egniol Ysgol y Gorlan

Yn Ysgol y Gorlan rydym yn annog disgyblion a rhieni i deithio i'r ysgol drwy feicio, sgwtera neu gerdded (teithio egniol) pryd bynnag y bo hynny'n bosibl. Mae'r polisi teithio ysgol hwn yn egluro sut y byddwn yn annog teithio egniol i'r ysgol.

Byddwn yn trafod y polisi gyda'r disgyblion ac yn ail-edrych arno yn gyson er mwyn sicrhau ei fod yn berthnasol. Ar gyfer disgyblion sy'n methu teithio mewn modd egniol i'r ysgol, rydym yn eu hannog i ddefnyddio trafnidiaeth gyhoeddus neu rannu car.

Os oes gennych unrhyw syniadau ar gyfer gwella'r sefyllfa ar gyfer cerddwyr a beicwyr yn neu o amgylch yr ysgol, neu os oes gennych unrhyw gwestiynau ynglyn â theithio i'r ysgol, cysylltwch a'r Pennaeth. Rhai manteision teithio egniol:

- gwella iechyd meddyliol a chorfforol drwy weithgaredd corfforol
- sefydlu ymddygiad teithio egniol cadarnhaol
- hyrwyddo annibyniaeth a gwella ymwybyddiaeth o ddiogelwch
- lleihau tagfeydd, swm a llygredd yn y gymuned
- lleihau effaith amgylcheddol y daith i'r ysgol.

Er mwyn annog disgyblion i gerdded, beicio neu sgwtera i'r ysgol yn aml bydd yr ysgol yn:

- hyrwyddo cerdded, beicio a sgwtera fel ffordd gadarnhaol o deithio
- dathlu cyflawniadau'r rheiny sy'n cerdded, beicio a sgwtera i'r ysgol
- darparu manau storio beiciau a sgwteri ar safle'r ysgol
- darparu hyfforddiant cerdded/beicio/sgwtera o ansawdd uchel i'r holl ddisgyblion sy'n dymuno cyfranogi.

Er mwyn gwneud cerdded, beicio a sgwtera i ac o'r ysgol yn brofiad cadarnhaol i bawb, disgwyliwn i'n disgyblion:

Gerdded, a reidio'n synhwyrol a diogel a dilyn Rheolau'r Ffordd Fawr

- gwirio bod eu beic neu sgwter yn addas ar gyfer y ffordd ac yn cael ei gynnal a'i gadw'n rheolaidd
- ymddwyn mewn ffordd sy'n eu dangos hwy a'r ysgol yn y modd gorau posibl ac ystyried anghenion
- pobl eraill wrth gerdded, beicio a sgwtera
- ystyried gwisgo helmed feicio ar gyfer beicio a sgwtera
- sicrhau y gallant gael eu gweld gan ddefnyddwyr eraill y ffordd, drwy ddefnyddio goleuadau a gwisgo dillad gweledd uchel, fel sy'n briodol.

Er lles ein disgyblion, disgwyliwn i rieni a gofalwyr:

- annog eu plentyn i gerdded, beicio neu sgwtera i'r ysgol pryd bynnag y bo hynny'n bosibl
- annog eu plentyn i fanteisio ar gyfleoedd i ddatblygu eu cymhwysedd a'u hyder wrth gerdded, beicio a/neu sgwtera
- ystyried cerdded, beicio a/neu sgwtera gyda'u plentyn ar y daith i'r ysgol, gan o bosibl ymuno â theuluoedd eraill fel 'bws cerdded' neu 'trên beiciau/sgwtera'
- rhoi cyfarpar i'w plentyn, megis dillad gweledd uchel, goleuadau, clo a helmed feicio fel sy'n briodol
- sicrhau bod beiciau a sgwteri sy'n cael eu reidio i'r ysgol yn addas ar gyfer y ffordd ac yn cael eu cynnal a'u cadw'n rheolaidd.

Noder:

- mae'r penderfyniad ynglyn ag a yw plentyn yn gymwys i feicio, sgwtera neu gerdded yn ddiogel i'r ysgol ac adref yn un i'r rhiant(rhieni)/gofalwr(wyr) ei wneud. Nid oes atebolrwydd ar yr ysgol am unrhyw ganlyniadau i'r penderfyniad hwnnw
- mae'r polisi hwn yn cwmpasu'r daith i ac o'r ysgol lle nad oes cyfrifoldeb nac atebolrwydd ar yr ysgol.
- pan fydd gweithgareddau cerdded, sgwtera a beicio yn cael eu harwain gan yr ysgol efallai y bydd rheolau a chanllawiau ychwanegol ynglyn ag offer megis helmedi, dillad gweledd uchel ac ati
- cynghorir rhieni i ystyried yswiriant priodol (gwiriwch yswiriant y cartref) gan nad yw yswiriant yr ysgol yn atebol am, nac yn yswirio ar gyfer, unrhyw golled neu ddifrod i feiciau a sgwteri sy'n cael eu defnyddio ar y ffordd i ac o'r ysgol.

Ysgol Y Gorlan's Active Travel Policy

At Ysgol y Gorlan we encourage pupils and parents to travel to school by cycling, scooting and walking (active travel) wherever possible. This school travel policy explains how we will be encouraging active travel to school. We will discuss the policy with the pupils and re-visit it periodically to ensure its relevance. For pupils unable to travel to school actively, we encourage use of public transport or car-share.

If you have any ideas to improve things at or around school for pedestrians and cyclists, or questions about travelling to school, please get in touch with the Headteacher

Some of the benefits of active travel are:

- improving both mental and physical health through physical activity
- establishing positive active travel behaviour
- promoting independence and improving safety awareness
- reducing congestion, noise and pollution in the community
- reducing the environmental impact of the journey to school.

To encourage pupils to walk, cycle or scoot to school frequently the school will:

- actively promote walking, cycling and scooting as a positive way of travelling
- celebrate the achievements of those who walk, cycle and scoot to school
- provide cycle and scooter storage on the school site
- provide high quality walking/cycling/scooter training to all pupils who wish to participate.

To make cycling and scooting to and from school a positive experience for everybody concerned, we expect our pupils to:

- walk and ride sensibly and safely and to follow the Highway Code
- check that their bicycle or scooter is roadworthy and regularly maintained
- behave in a manner which shows them and the school in the best possible light and to consider the needs of others when walking, cycling or scooting
- consider wearing a cycle helmet when cycling and scooting
- ensure they can be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

For the wellbeing of our pupils, we expect parents and carers to:

- encourage their child to walk, cycle or scoot to school whenever possible
- encourage their child to take up opportunities to develop their competence and confidence in walking, cycling and/or scooting
- consider walking, cycling and/or scooting with their child on the school run, possibly joining with other families as a 'walking bus' or 'cycle/scooter train'
- provide their child with equipment such as high-visibility clothing, lights, a lock and cycle helmet as appropriate
- ensure that the bicycles and scooters ridden to school are roadworthy and regularly maintained.

Please note that:

- the decision as to whether a child is competent to cycle, scoot or walk safely to and from school rests with the parent(s)/carer(s). The school has no liability for any consequences of that decision
- this policy covers the journey to and from school where the school has no responsibility or liability.
- When walking, scooting and cycling activities are being led by the school there may be additional rules and guidance concerning equipment such as use of helmets, high visibility clothing, etc
- parents are advised to consider appropriate insurance cover (check home insurance) as the school is not liable for, and its insurance does not cover, any loss or damage to bicycles and scooters being used on the way to or from school.