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Ysgol Gymraeg Pen-Y-Groes



Llawlyfr Ysgol
School Handbook

2024-2025

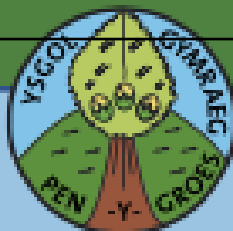
@YGPenyGroes

029 2073 5723

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Small school - BIG
opportunities!

Well-being, High expectations
and Relationships



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CYNNWYS / CONTENT

1. Gwybodaeth Cyswllt – *Contact Information*
2. Croeso gan y Pennaeth – *Headteacher's Welcome*
3. Gweledigaeth Ysgol Gymraeg *Pen-y-Groes Vision*
4. Staff yr Ysgol – *School Staff*
5. Hanes yr Ysgol – *The History of the School*
6. Cyfnodau Addysg y Disgyblion – *Pupils' Learning Stages*
7. Oriau Ysgol – *School Times*
8. Gweithdrefnau Diogelu ac Amddiffyn Plant – *Child protection and Safeguarding Procedures*
9. Trefniadau Derbyn Plant i'r Ysgol - *Arrangements for accepting Children into School*
10. Iaith yr Ysgol – *The School's Language*
11. Anghenion Dysgu Ychwanegol - *Additional Learning Needs*
12. CWRICWLWM
13. Addysg Grefyddol - *Religious Education*
14. ABCh - *PSHE*
15. Cyngor Ysgol – *School Council*
16. Ysgol Gyfun – *Secondary School*

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Gwybodaeth Cyswllt *Contact Information*

Ysgol Gymraeg Pen-y-Groes,
Bryn Celyn,
Pentwyn,
Caerdydd,
CF23 7EH

029 20735723

ysgolpenygroes@caerdydd.gov.uk

www.ysgolpenygroes.cymru

Cyfryngau Cymdeithasol / Social Media : @YGPenyGroes
Schoop ID :10511

Awdurdod Addysg Caerdydd
Neuadd y Sir
Glanfa Iwerydd
Caerdydd
CF1 5UW
Ffôn: 029 20 872 000

Cardiff Local Education Authority
County Hall
Atlantic Wharf
Cardiff
CF1 5UW
Phone: 029 20 872 000

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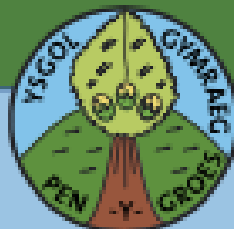
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CROESO!

Annwyl Rieni/Warcheidwaid,

Ar ran holl staff Ysgol Gymraeg Pen-y Groes hoffwn eich croesawu yn gynnes i'r ysgol hapus hon. Mae dechrau ysgol newydd yn gam enfawr i bob plentyn yn ogystal â chi fel rhieni neu warcheidwad, ac ein gobaith ni yw darparu blynyddoedd o ofal a mwynhad i'ch plentyn, gan gynnig ystod o brofiadau dysgu arloesol iddynt.

Bwriad y llyfryn hwn yw eich cynorthwyo chi i fod yn ymwybodol o fywyd a gwaith Ysgol Gymraeg Pen-y-Groes, sydd yn ysgol gynradd sirol benodedig Gymraeg.

Yn y llyfryn yma ceir gwybodaeth am yr ysgol - ei nod, amcanion a gweithgareddau. Credaf yn gryf fod angen sicrhau bod pob aelod o deulu'r ysgol yn derbyn y wybodaeth a bod gennych chi ddealltwriaeth lawn am holl weithgareddau'r ysgol. Mae gan yr ysgol bolisi drws agored, rydym bob amser yn barod i wrando a chynorthwyo. Fel ysgol, rydym yn awyddus i fagu perthynas agos â chi, perthynas clir sy'n llawn ymddiriedaeth er mwyn sicrhau bod bywyd ysgol eich plentyn yn un llwyddiannus a hapus.

Mae'r wybodaeth a geir yn y llyfryn yn gywir ar ddyddiad ei argraffu ond gall newid cyn dechrau neu yn ystod y flwyddyn neu flynyddoedd i ddod.

Yn ystod y flwyddyn academaidd bydd yna gyfleoedd i chi rannu yn addysg eich plentyn a byddaf innau a'r athrawon o hyd ar gael i siarad â chi am unrhyw agwedd o'u datblygiad.

Edrychwn ymlaen yn fawr iawn i gydweithio â chi yn ystod gyrfa addysg gynradd eich plentyn,

Yn gywir,

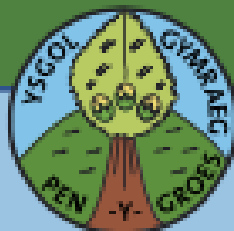
Anne Fenner
Pennaeth



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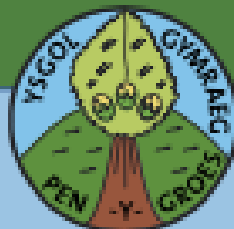
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WELCOME!

Dear Parents/Guardians,

On behalf of the staff and myself I would like to warmly welcome you to Ysgol Gymraeg Pen-y-Groes. Starting a new school is a big step for every child and also for you as parents or guardians, and our aim is to ensure that your child receives years of care and enjoyment, by providing a variety of innovative experiences.

The aim of this booklet is to help you to understand the life and work at Ysgol Gymraeg Pen-y-Groes, which is a Welsh medium county primary school.

In this booklet you will receive information regarding the schools aims, objectives and activities. I strongly believe that each member of the schools family should receive information and gain an understanding of all of the schools activities. The school has an open door policy, we are always ready to listen and help. As a school we are keen to develop a close relationship with you, a clear relationship full of trust so as to ensure that your child's school life will be both happy and successful.

The information contained in this booklet is correct at the time of print but could change at the start of, or during the year, or in the years ahead.

During the academic school year there will be opportunities to share in your child's education and the staff and I will be available to speak to you about any aspect of their development.

We look forward to working with you during the next few years,

Yours sincerely,

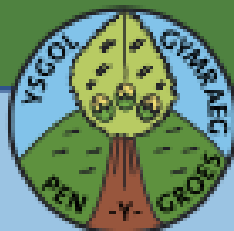
Anne Fenner
Headteacher



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Gweledigaeth Ysgol Pen-y-Groes

Lles, Dyheadau Uchel a Pherthnasoedd

Rydyn ni'n gofalu am yr hadau,

Rydyn ni'n eu hannog i dyfu tuag at yr haul

Fel eu bod yn gallu sefyll yn gryf a gwehyddu o fewn
eu cymdeithas.

Ysgol Pen-y-Groes School Vision

Well-being, High Expectation and Relationships

We take care of the seeds,

We guide them to grow towards the sun

*So that they are able to stand strong and weave
within their society.*

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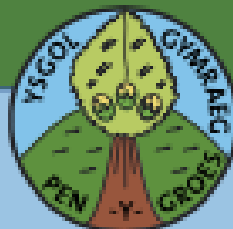
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Lles pob disgybl fydd yn arwain penderfyniadau Ysgol Pen-y-Groes.

Trwy greu cymuned lle gallwn gyfathrebu'n agored, datblygwn ddisgyblion a theuluoedd meddyliol iach sydd yn cefnogi ei gilydd fel y gall pawb ffynnu.

Byddwn yn datblygu disgyblion sy'n hyderus i ganfod a derbyn cymorth trwy gydol eu hoes.

Gan ddathlu ein hardaloedd gwyrdd, y parciau lleol a'r nentydd yn ein milltir sgwâr, cawn feithrin disgyblion a theuluoedd corfforol iach sydd yn mwynhau ymarfer corff ac antur.

Wrth ddathlu natur aml-ddiwyllianol Pentwyn a'r brif ddinas, cawn ddatblygu disgyblion sy'n teimlo'n hyderus yn eu crwyn eu hunain ac sy'n dathlu gwahaniaethau.

Wrth wynebu heriau cyson, datblygwn ddisgyblion sy'n gwneud ac yn dysgu o gamgymeriadau gan ddefnyddio strategaethau meddwl.

All pupils' well-being will be at the forefront of all decisions made within Ysgol Pen-y-Groes.

We will develop:

mentally healthy pupils and families that support each other and so that all can thrive when challenged.

physically healthy pupils and families that enjoy exercise and adventure.

While celebrating the multi-cultural nature of our capital city, we will develop pupils that feel confident in their own skins and enjoy differences in others.

pupils who are confident to ask and know where to ask for help and guidance throughout their lives.

confident pupils that make and learn from mistakes using thinking strategies.

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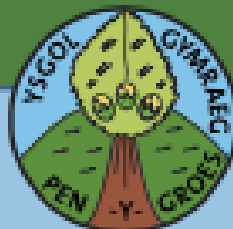
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Gosodir y dyheadau academiaidd a chymdeithasol uchaf ar bob disgybl o bob cefndir ethnig ac economaidd-gymdeithasol.

Bydd disgyblion a theuluoedd yn deall bod cynnydd yn digwydd pan fyddwn ni'n gweithio'n galed ac yn gosod disgwyliadau uchel i'n hunain

Anghenion ein disgyblion a'n talgylch fydd yn llywio diwylliant ymchwil ystyrion ein haddysgwyr wrth ddatblygu'n broffesiynol.

Bydd y sgiliau meddwl a'u haddysgir yn caniatáu i bob disgybl o bob gallu ennill dealltwriaeth a gwybodaeth ddyfnach o'u hunain, eraill a'u cymuned.

All pupils from all ethnic and socio-economic backgrounds will have the highest academic and social expectations put upon them by all of the Pen-y-Groes family.

We will ensure that :

all pupils will reach their potential in all aspects of school life and beyond to be able to contribute fully to their communities.

teachers and teaching assistants at Ysgol Pen-y-Groes continue to develop professionally and aim for excellence.

thinking skills taught will allow all pupils of all abilities to gain a deeper understanding and knowledge of themselves, others and their community.

pupils and families understand that progress happens when we work hard and set ourselves high expectations.

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Bydd y berthynas cyd-weithredol rhwng Ysgol Pen-y-Groes a'i theuluoedd yn ganolog i fywyd ysgol fel bod anghenion a photensial pob disgybl yn cael eu meithrin yn yr ysgol a'r gymuned tu hwnt.

Daw ein disgyblion i ymfalchio yn eu hunaniaeth, trwy brofi cwricwlwm sydd yn dathlu eu hieithoedd, hanesion, diwylliant a'u treftadaeth o fewn cyd-destunau perthnasol.

Yn ddisgyblion dinesig, cânt ddatblygu eu perthnasoedd â chymuned Pentwyn a'r brif ddinas er mwyn meithrin dewisiadau, ymddygiadau a chyfraniadau sydd yn cael effaith gadarnhaol ar eu hardal, eu gwlad a'r byd ehangach.

Relationships between Ysgol Pen-y-Groes, parents, guardians and families will be respectful so that the needs and potential of each child is met fully.

Relationships between school staff will be professional and nurturing to support all to achieve excellent in teaching and learning.

Relationships between pupils and their language, history and heritage are important so that they are respectful and socially-minded citizens of Cardiff and Wales.

Pupils will develop relationships with their community, country and the world so that they understand how their choices, behaviour and contributions can have a positive impact to change and continually improve.

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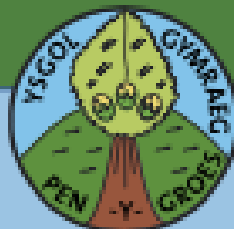
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Bydd pob aelod o Deulu Ysgol Pen-y-Groes yn gweithio gyda'i gilydd i sicrhau lles, dyheadau uchel a'r perthnasoedd gorau ar gyfer pob un o'r hadau bach sydd yn ein gofal.

All members of the Ysgol Pen-y-Groes Family will work together to ensure the well-being, high expectations and the best relationships for each of the small seeds in our care.

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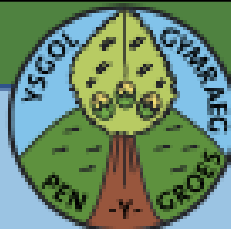
Staff Ysgol Gymraeg Pen-y-Groes

Pennaeth	Mrs Anne Fenner	Headteacher
Dirprwy Bennaeth Arweinydd Cam Cynnydd 3	Mr Tom Cleverley	Deputy Headteacher Progression Step 3 Leader
Cydlynnydd Anghenion Dysgu Ychwanegol	Ms Rebeca James	Additional Learning Needs Co-ordinator
Arweinydd Cam Cynnydd 1 a 2	Miss Sara Williams	Progression Steps 1 and 2 Leader
Staff Dysgu	Mrs Mari Williams Miss Sara Williams Mr Jonathan Hughes Miss Catrin Evans Miss Indeg Williams Miss Catrin Nolan Ms Rebeca James	Teaching Staff
Staff Cynorthwyo Dysgu	Miss Lyndsey Bailey Mrs Kim Rees Miss Megan Griffiths Mrs Lucy Gallivan	Teaching Support Staff
Clerc	Mrs Ruth Morgan	Clerck
Cadeirydd y Llywodraethwyr	Mr Mike Landers	Chair of Governors

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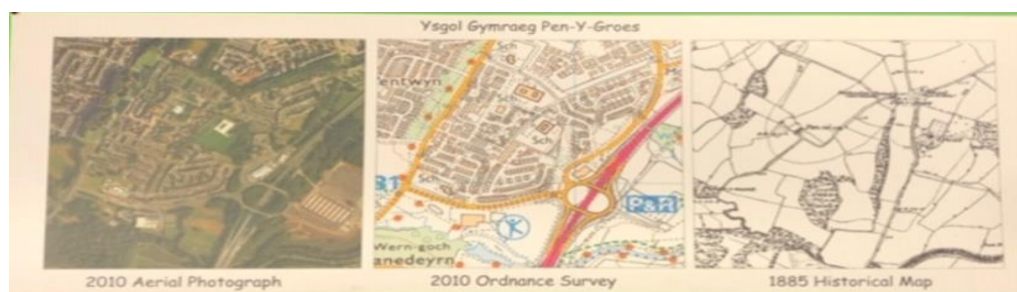


Hanes Yr Ysgol

Sefydlwyd Ysgol Gymraeg Pen-y-Groes yn 2009 fel canlyniad i dwf addysg Gymraeg yng Nghaerdydd. Lleolwyd yr ysgol ar safle Ysgol Bryn Celyn, a bwriedwyd i'r ysgol wasanaethu yr ardaloedd Pentwyn a Phontpennau.

Mae Ysgol Gymraeg Pen-y-Groes yn Ysgol Ddyddiol Sirol Gynradd Gymraeg. Gall unrhyw riant sy'n ystyried anfon eu plant i'r ysgol ymweld â hi trwy drefnu gyda'r Pennaeth ymlaen llaw.

Mae'r Ysgol yn rhan o rwydwaith Awdurdod Addysg Caerdydd ac yn dod o dan gynllun Dirprwyo Ariannol Lleol y Sir. Golyga hyn fod yr Ysgol yn rheoli cyllideb yn fewnol.



History of the School

Ysgol Gymraeg Pen-y-Groes was opened in 2009 on the site of Bryn Celyn Primary School, as a result of the growth of Welsh education in Cardiff and it was intended that the school would serve the Pentwyn and Pontpennau areas of Cardiff.

Ysgol Gymraeg Pen-y-Groes is a Welsh Medium County Primary School. Any parent wishing to send their child to Ysgol Gymraeg Pen-y-Groes may visit the school at any time if they have made an appointment with the Headteacher previously.

The school operates within the City of Cardiff Local Education Authority and is a 'Locally Managed School' (LMS). This ensures that there is local autonomy in the development and management of the school. Ysgol Gymraeg Pen-y-Groes takes full advantage of the independence that this system provides.

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Cyfnodau Addysg y Disgyblion

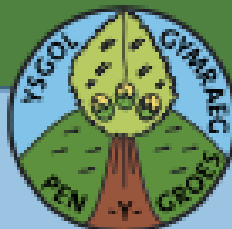
Pupils' Educational Stages

Oedran ar ddechrau'r flwyddyn academaidd <i>Age at the beginning of the academic year</i>	Dosbarth <i>Class</i>	Cam Cynnydd <i>Progression Step</i>
3	Meithrin <i>Nursery</i>	Cam Cynnydd 1 <i>Progression Step 1</i>
4	Derbyn <i>Reception</i>	
5	Blwyddyn 1 <i>Year 1</i>	Cam Cynnydd 2 <i>Progression Step 2</i>
6	Blwyddyn 2 <i>Year 2</i>	
7	Blwyddyn 3 <i>Year 3</i>	
8	Blwyddyn 4 <i>Year 4</i>	Cam Cynnydd 3 <i>Progression Step 3</i>
9	Blwyddyn 5 <i>Year 5</i>	
10	Blwyddyn 6 <i>Year 6</i>	

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Oriau Ysgol

Mae angen sicrhau bod eich plentyn yn cyrraedd yr ysgol yn brydlon.

Meithrin Nursery

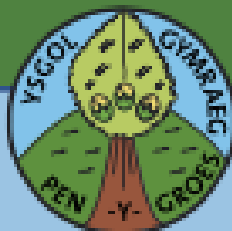
Sesiwn Bore	09:15 – 11:45	Morning Session
Sesiwn Prynawn		Afternoon Session

Adran Isaf (Derbyn – Blwyddyn 2) Lower School (Reception – Year 2)

Cofrestr	09:15	Registration
Sesiwn Bore	09:15 – 10:15	Morning Session
Egwyl Bore	10:35 – 10:55 (20 munud/ 20 minutes)	Morning Break Time
2il Sesiwn Bore	10:55 – 12:15	2 nd Morning Session
Amser Cinio	12:15 – 13:15	Lunch Time
Tric a Chlic	13:15 – 13:40	Welsh Phonics
Sesiwn Prynawn	13:40 – 14:30	Afternoon Session
Egwyl Prynawn	14:15 – 14:30 (15 munud/ 15 minutes)	Afternoon Break Time
2il Sesiwn Prynawn	14:30 – 15:30	2 nd Afternoon Session

Adran Uchaf (Blwyddyn 3 – 6) Upper School (Year 3 – 6)

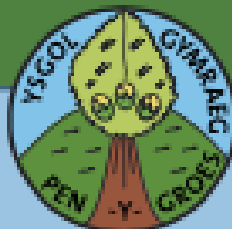
Egwyl	10:55 – 11:10 (15 munud/ 15 minutes)	Break Time
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Gweithdrefnau Diogelu ac Amddiffyn Plant



MRS ANNE FENNER

Designated Child Protection
and Safeguarding Officer

FennerA3@hwbcymru.net



MR MIKE LANDERS

Chair of Governors

ysgolpenygroes@cardiff.gov.uk

"Rydym i gyd yn rhannu cyfrifoldeb am ddiogelu a hyrwyddo lles plant a phobl ifanc, boed hynny fel rhiant, neu'n aelod o'r teulu, yn ffrind neu'n gymydog, yn gyflogwr neu'n weithiwr cyflogedig neu wirfoddol. Gall pob aelod o'r gymuned helpu i ddiogelu a hyrwyddo lles plant a phobl ifanc a dylent weithredu i wneud hynny os oes ganddynt bryderon am les plentyn" *Diogelu Plant: Cydweithio dan y Ddeddf Plant (2004)*

Mae diogelu ac amddiffyn yn gyfrifoldeb ar bawb *Gweithdrefnau Diogelu Cymru ar gyfer Blant sy'n wynebu Risg o Niwed, Camdriniaeth neu Esgeulustod (2019)*

Mae'r Ysgol yn cydnabod pwysigrwydd ei rôl o ran lles a diogelwch pobl ifanc, a hyrwyddir yr ethos hwn drwy'r ysgol gyfan. Mae'r Ysgol yn ymrwmo i sicrhau diogelwch ac amddiffyniad pob plentyn a bydd yn cymryd camau i ddiogelu ei les.

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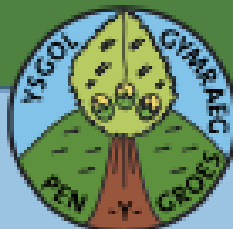
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Gweithdrefnau Diogelu ac Amddiffyn Plant

(Parhad)

Bydd yr Ysgol yn gweithio gyda phartneriaid amlddisgyblaethol o fewn y fframwaith statudol a sefydlwyd gan:

- Gweithdrefnau Diogelu Cymru 2019
- Diogelu Plant: Cydweithio dan Ddeddf Plant 2004 Adran 28
- Deddf Addysg 2002 Adran 175 – Mae dyletswydd statudol ar ysgolion i sicrhau bod trefniadau ar waith i ddiogelu a hyrwyddo lles plant
- Adran 5 CGC Cyhuddiadau/Pryderon Diogelu am ymarferwyr a'r rhai sydd mewn swyddi gyda chyfrifoldeb rhai sydd mewn swyddi gyda chyfrifoldeb
- Canllawiau Llywodraeth Cymru 0900/2014 Ymdrin â Honiadau yn Erbyn Athrawon a Staff
- Cadw Dysgwyr yn Ddiogel 158/2015 (Ymgynghori ar hyn o bryd)
- Deddf Gwrthderfysgaeth a Diogelwch 2015
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014
- Bwrdd Diogelu Rhanbarthol Caerdydd a'r Fro

Fel rhiant neu ofalwr, efallai y byddwch yn teimlo'n unig ar brydiau ond fel arfer mae rhywun ar gael i siarad â chi. Nid yw gofalu am blant bob amser yn rhwydd, ac os ydych yn ei chael hi'n anodd ymdopi efallai y bydd angen i chi ofyn am help a chymorth i amddiffyn eich plentyn.

Efallai y bydd y canlynol yn ddefnyddiol:-

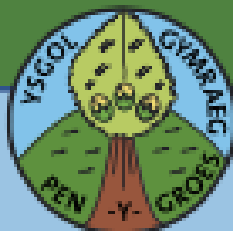
- gwnewch amser i siarad â'ch plentyn a gwrando arno/arni;
- dewch i adnabod ffrindiau ac arferion beunyddiol eich plentyn;
- byddwch yn sensitif i unrhyw newid yn ei ymddygiad;
- dysgwch eich plentyn i deimlo'n hyderus i wrthod gwneud unrhyw beth os nad yw'n teimlo'n iawn;
- byddwch yn ymwybodol o sut mae'ch plentyn yn defnyddio'r rhyngwyd a'i ffôn symudol, fel nad yw'n rhoi ei hun mewn perygl.

Mae gan yr ysgol **Bolisi Gwrthfwlio** a gallwch ofyn i'r Pennaeth i'w weld ar unrhyw adeg.

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Child protection and Safeguarding Procedures



MRS ANNE FENNER

Designated Child Protection
and Safeguarding Officer

FennerA3@hwbcymru.net



MR MIKE LANDERS

Chair of Governors

ysgolpenygroes@cardiff.gov.uk

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare” Safeguarding Children: Working Together under the Children Act 2004”

Ysgol Gymraeg Pen-y-Groes acknowledge(s) the importance of its role in the welfare of young people, and through the general ethos of the school will seek to encourage children in need of support to come forward.

Ysgol Gymraeg Pen-y-Groes are/is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have a right to protection.

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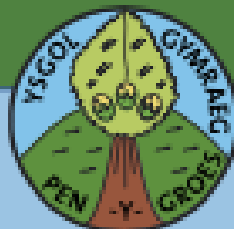
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Child protection and Safeguarding Procedures (Continued)

Ysgol Gymraeg Pen-y-Groes will work with multi-disciplinary partners within the statutory framework established by:

- The All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004 Section 28
- Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
- Allegations of Professional Abuse Procedures (AWCPP Part IV)
- Keeping Learners Safe 158/2015
- The Counter – Terrorism and Security Act 2015
- Social Services and Well-being (Wales) Act 2014
- Cardiff and Vale of Glamorgan Local Safeguarding Children Board

As a parent/ guardian you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

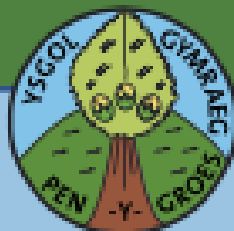
You may find the following helpful:-

- make time to talk and listen to your child;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything that they feel is wrong;
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

Ysgol Gymraeg Pen-y-Groes has an **Anti-Bullying Policy** that you can request to see at any time.

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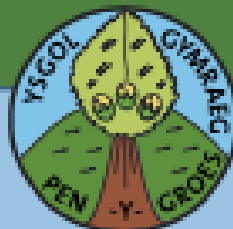


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Trefniadau Derbyn Plant i'r Ysgol

Mae dalgylch pendant i'r ysgol ac nid oes dewis gyda'r Pennaeth pa blant fydd yn dod i'r ysgol. Penderfynir arnynt gan yr Awdurdod Addysg Leol.

Y criteria a ddefnyddir yw:-

1. agosatrwydd y cartref i'r ysgol
2. brodyr neu chwirydd yn yr ysgol yn barod.

Gwahoddir rhieni i gysylltu â'r ysgol os ydynt yn bwriadu i'w plentyn gael ei dderbyn i Ysgol Gymraeg Pen-y-Groes. Mae'n bosib i rieni danfon eu plant i un o Gylchoedd Chwarae Mudiad Ysgolion Meithrin y brifddinas os dymunant, cyn eu danfon i ddsbarth Meithrin Ysgol Gymraeg Pen-y-Groes.

Rydym fel ysgol yn dilyn Polisi Mynediad yr Awdurdod Addysg Lleol. Yn ôl Polisi'r Sir, rhoddir blaenoriaeth i blant sy'n bedair oed. Cânt ddechrau yn y Feithrin yn y tymor ar ôl iddynt droi'n dair mlwydd oed. Gwahoddir rhieni i fore/ prynhawn agored yn ystod y tymor cyn i'w plant ddechrau yn y Feithrinfa.

Dechreuir y plant yn yr ysgol yn y Dosbarth Derbyn ym Mis Medi'r flwyddyn y byddant yn bedwar oed. Byddant yn mynychu'r ysgol drwy'r dydd. Y Sir yn unig sy'n penderfynu ar y mewnlifiadau. Mae cyfle i rieni fynd at y Sir mewn apêl.

Gwahoddir rhieni i fore/ prynhawn agored yn ystod y tymor cyn i'w plant ddechrau yn y Dosbarth Derbyn. Yn ystod bob tymor cynhelir noseithiau agored gyda'r athrawon er mwyn trafod pa mor dda mae'r plentyn wedi ymgartrefu yn yr ysgol ac i rannu gwybodaeth am y dosbarth, am ddisgwyliadau'r athro/awes ac am dargedau'r plentyn.

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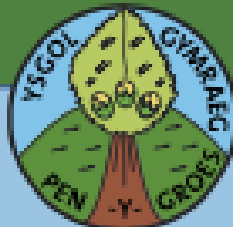
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Procedures for School Admissions

There is a definite catchment area for the school and these are decided by the LEA, the Headteacher does not decide which children attend the school.

The criteria used are:-

1. distance between home and school
2. sibling connection in the school.

We invite parents to contact the school if they intend their child to be admitted to Ysgol Gymraeg Pen-y-Groes. All parents are able to send their children to one of Cardiff's Welsh medium playgroups (Mudiad Ysgolion Meithrin) if they so wish, before sending to the Nursery at Ysgol Gymraeg Pen-y-Groes.

As a school we follow the Admissions Policy of the County Council. In accordance with the policy priority is given to children who are four years old.

Children can be admitted to the Nursery in the term following their third birthday.

Parents are invited to an open morning/afternoon during the term before their child begins in the Nursery.

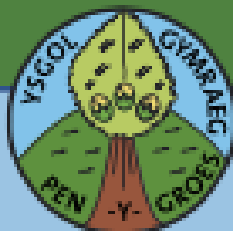
Children begin in the Reception Class in the September following their fourth birthday. Reception class pupils attend for a whole school day. It is the County Council that decide on placements. Parents have a right to appeal any decisions made.

Parents are invited to an open morning/afternoon during the term before their child begins in the Reception Class.

During each term an open evening is held with teachers for parents to discuss their child's progress, how they have settled into school, to share information about the class and the teacher's expectations and targets for the child.

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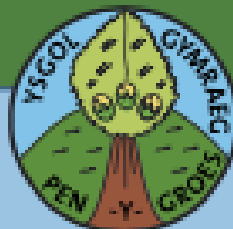


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Iaith yr ysgol

Cymraeg yw iaith yr ysgol o ddydd i ddydd. Cymraeg yw'r iaith a ddefnyddir i gyfathrebu â'r disgyblion ac yng ngweinyddiaeth yr ysgol. Mae'r ysgol yn cyfathrebu â'r rhieni yn y naill iaith a'r llall.

Fel rheol, disgwylir y bydd disgyblion, beth bynnag yw iaith y cartref, yn gallu trosglwyddo'n hawdd i ddarpariaeth uwchradd cyfrwng Cymraeg ac y byddant wedi cyrraedd, erbyn diwedd Cyfnod Allweddol 2, yr un safon yn Saesneg â disgyblion mewn ysgolion sydd, yn bennaf, yn rhai cyfrwng Saesneg.

Language of the School

Welsh is the language of the day to day business of the school. Welsh is used as the language of communication with the pupils and for the school's administration. The school communicates with parents in both languages.

The normal expectation is that pupils, regardless of home language, will be able to transfer easily to Welsh medium secondary provision and by the end of Key Stage 2 will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.

Defnyddiwch y wefan isod am fwy o wybodaeth

Use the website below for more information

<https://www.eindinaseinhaith.cymru/>



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Trefniadau cwricwlaidd arbennig a threfniadau eraill a wneir ar gyfer categorïau penodol o ddisgyblion gan gynnwys y rhai a datganiad o anghenion addysgol ychwanegol

Anghenion Dysgu Ychwanegol

Mae cydlynnydd anghenion dysgu ychwanegol yr ysgol yn cysylltu yn rheolaidd â phob athro/athrawes ddosbarth drwy gydol pob tymor gan fonitro sefyllfa y disgyblion a nodi pa ddisgyblion sydd yn peri pryder. Byddant yn cydweithio â'r athro/athrawes ddosbarth i gynllunio'r Cynllun Addysg Unigol(CAU)

Nid oes uned arbennig nac arbenigedd penodol yma yn yr ysgol ac felly mae ein trefniadau derbyn yr un fath ar gyfer unrhyw blentyn sy'n ymuno â'r ysgol.

Mae'r ysgol yn derbyn arian o ddwy ffynhonnell ar gyfer ADY sef y gyllideb a'r arian ychwanegol a geir ar gyfer disgyblion sydd ar gamau uwch y côd ymarfer.

Dilynir canllawiau'r côd ymarfer yn Ysgol Gymraeg Pen-y-Groes ac mae'n unol â Deddf Addysg 1993. Mae'r ysgol yn cael cymorth a chynghor y Gwasanaeth Cynnal Disgyblion a hefyd mae athrawon ymgynghorol y sir yn ymweld â'r Ysgol yn achlysurol.

Mae'r polisi yn manylu ar sut mae disgyblion Anghenion Arbennig yn cael eu nodi a sut mae'r cymorth angenrheidiol ychwanegol yn cael ei ddarparu sef:

Cam 1: Adnabod angen neu gymorth

Cam 2-3: Mae'r angen addysgol penodol yn caniatau i 'Gynllun Unigol'

gael ei baratoi ar gyfer y plentyn, sydd wedi ei gynllunio er mwyn cyfateb â'r angen.

Cam 4: Y broses o ysgrifennu datganiad ac aros am gadarnhad.

Cam 5: Datganiad ysgrifenedig yn swyddogol.

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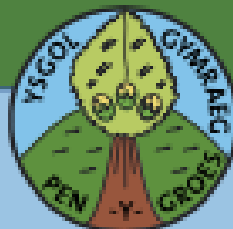
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Mae'r cydlynnydd yn gweithio'n agos felly gyda'r staff dysgu er mwyn adnabod y disgyblion sydd ag anghenion dysgu ychwanegol ac i gynllunio a gweithredu y Cynllun Addysg Arbennig sy'n cael ei werthuso a'i adolygu'n rheolaidd. Mae'r cydlynnydd yn cynnal y rhestr ADY ac mae'r Pennaeth yn monitro.

Mae'r cydlynnydd yn trefnu'r disgyblion anghenion arbennig mewn grwpiau bychain neu yn unigol i dderbyn ymyrraethau neu cefnogaeth ychwanegol naill ai yn y dosbarth neu wedi eu neilltuo o'r dosbarth.

Mae'r ysgol yn sicrhau bod bob plentyn yn cael cyfle i ddilyn pynciau'r cwricwlwm yn llawn hyd eithaf ei allu/gallu. Y mae'r plant ag ADY yn cael eu hintegreiddio yn llawn i fywyd ysgol. Gwerthfawrogir cyfraniad pob plentyn at bob agwedd ar fywyd yr ysgol.

Mewn achos o gwyn gan rieni fe fydd cyfle iddynt fynd â'u cwyn at y Pennaeth. Os na ellir datrys y broblem yna fe fydd y gwyn yn cael ei throsglwyddo at y llywodraethwyr a'r Awdurdod Addysg Leol.

Mae amser yn cael ei ddarparu o fewn yr ysgol ar gyfer hyfforddi staff ac er mwyn rhoadru gwybodaeth drwy'r cydlynnydd ADY. Cedwir cofnod o'r cyrsiau ac mae'r ysgol yn cysylltu ag athrawon a chyfleusterau o du allan i'r ysgol er mwyn sicrhau cymorth ychwanegol i'r plant e.e. therapydd llefaredd/ galwedigaethol.

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**Special curricular and other arrangements made for particular categories of pupils,
including those with statements of additional learning needs**

Special Educational Needs

The school's Additional Learning Needs co-ordinator (ALENCO)– is in regular contact with each class teacher throughout each term monitoring the status of the pupils and registering which pupils are causing concern and she co-operates with the class teachers in order to set up 'Individual Education Plans'

The school does not have a special unit nor specific expertise and therefore, arrangements for enrolling at the school are identical for each child.

The school accepts funding from two sources for additional learning needs, the budget and extra additional needs received for pupils who are on the higher stages of the code of practice.

The Additional Learning Needs Policy at Ysgol Gymraeg Pen-y-Groes follows the guidelines set out in the code of practice and is in line with the Education Act 1993. The school uses the expertise of the Pupil Support and Teacher Advisory Service.

The policy document provides details of how the pupil's special needs are identified and how the essential additional help is provided.

Stage 1: Recognition of need

Stage 2 – 3: The specific educational need allows for an 'individual plan'
to be prepared for the child, which is tailored to meet the
needs of the pupils.

Stage 4: The process of writing a statement and its confirmation

Stage 5: Official written statement

The school follows the code of practice for Additional Needs.

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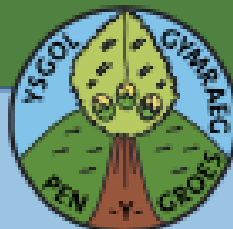
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Aim

To ensure that pupils with additional educational needs are given the greatest possible opportunities to receive a wide & balanced curriculum.

To meet the educational needs of a number of pupils who show wide learning difficulties.

The SENCO arranges for pupils with Additional Learning Needs to be seen individually or in small groups and receive interventions or additional support, either in class or in another room.

Pupils with special needs are fully integrated into the life of the school. Each child's contribution to the school is valued in all aspects of school life.

In the event of a complaint, parents should discuss the issue with the Headteacher. If it is not possible to solve the problem to the satisfaction of the parent the matter may be transmitted to the governors and the L.E.A

Time is made available within the school for staff training and for cascading information through the ALENCO. A record of all courses is kept and the school is in contact with teachers and facilities outside the school in order to ensure that additional help is made available e.g. speech therapy, occupational therapy.

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Addysg Grefyddol

Cynhelir gwasanaeth yn yr ysgol bob dydd - naill ai yn y neuadd neu'r dosbarthiadau. Yn unol â'r Ddeddf, dysgir beth a osodwyd gan y pwyllgor SACRE lleol. Ysgol anenwadol yw Ysgol Gymraeg Pen-y-Groes. Yn bennaf dysgir Cristnogaeth ac un crefydd arall yn Y Cyfnod Sylfaen, a Christnogaeth a dau crefydd arall yng Nghyfnod Allweddol 2. Mae hawl gan unrhyw rhiant eithrio plentyn o'r gwasanaethau.

Religious Education

School assemblies will be held daily - either in the hall or in classrooms. As the law requires, the material taught will be that recommended by the local SACRE. Ysgol Gymraeg Pen-y-Groes is a non-denominational school. Children will study mainly Christianity and one other religion in The Foundation Phase and Christianity and two other religions in Key Stage 2. During assemblies the main emphasis will be on Christianity. Parents have the right to opt their child out of assemblies.

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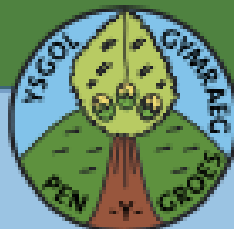
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Addysg bersonol a chymdeithasol, gan gynnwys addysg ryw a chamddefnyddio sylweddau

Rhoddir pwyslais arbennig ar ddatblygiad y disgybl yn bersonol ac yn gymdeithasol ar draws y cwricwlwm. Mae Ysgol Gymraeg Pen-y-Groes yn gweithredu yn ôl gofynion statudol y Cynulliad. Mae'n ystyriaeth gwricwlaidd yn ogystal â bod yn rhan amlwg o ethos a threfniadaeth yr ysgol. Rydym yn gweithio at godi ymwybyddiaeth plant o bwysigrwydd cydraddoldeb.

Mae Addysg Iechyd yn chwarae rhan bwysig a chanolog yng nghwricwlwm pob disgybl er mwyn iddynt gael gwybodaeth am bynciau perthnasol a'u deall : byddant felly yn datblygu'r sgiliau anghenreidiol, a'r ymagwedd a fydd yn arwain at ffordd o fyw cyfrifol ac iach.

Mae ysgol yn hyrwyddo y syniad o rannu perchnogaeth a chyfrifoldeb am yr ysgol, yn argymhell disgyblion i gymryd rhan ym mywyd yr ysgol, a gwella cyfathrebu, lleihau anfodlonrwydd bwllian a hiliaeth a chodi hunan-barch, hyder a gwella sgiliau gwranddo a siarad. Mae'r ysgol yn ynghlwm â chynllun Cefnogwyr Cyfoedion.

Addysgir Addysg Ryw a Chamddefnyddio Sylweddau fel rhan o Addysg Iechyd yr ysgol ar gyfnodau sy'n addas yn natblygiad y disgyblion. Rhoddir parch a sylw i gyd-weithrediad rhieni, sensitifrwydd i gefndir, cynllunio gofalus a phwysigrwydd y fframwaith moesol. Byddwch yn derbyn gwybodaeth am y cwricwlwm pan fydd eich plentyn yng nghyfnod Allweddol 2.

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Personal and social education-including sex education and substance misuse

Great emphasis is placed on the personal and social development of the individual.

We aim to extend the pupils experiences by raising their awareness of Equal Opportunities . Ysgol Pen-y-Groes operates an Equalities Policy and believes that all our pupils should be enabled to maximise their abilities and potential in education irrespective of sex, race, colour, creed or disability. Equality of opportunity is the concern of the whole school, covering both the curriculum and the hidden curriculum. It is an integral part of the ethos of the school and invokes teaching staff, non-teaching staff and auxiliaries.

Health Education is a significant and integral component of the curriculum for all pupils so that they may acquire knowledge and understanding of health issues and develop the appropriate skills and attitudes which lead to a responsible and healthy lifestyle.

Substance misuse education and sex-education are taught within the framework of the school's health education programme at appropriate stages in the pupils development. Due regard is given to parental co-operation, sensitivity to background, careful planning and the importance of a moral framework.

You will be provided with the relevant information regarding the curriculum content when your child is in Key Stage 2.

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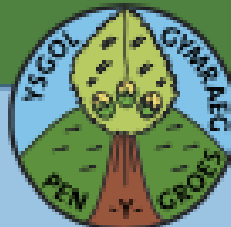
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Gwibdeithiau

Mae plant yn mwynhau ymweld â llefydd ac maent yn dysgu llawer o brofiadau uniongyrchol. Mae gennym raglen sylweddol o ymweliadau addysgol sy'n gysylltiedig â meysydd gwahanol o'r cwricwlwm. Mae'n angenrheidiol i ofyn am gyfraniad gwirfoddol oddi wrth pob disgybl os yw'r weithgaredd i ddigwydd. Nid oes rhaid cyfrannu a ni waherddir unrhyw blentyn o gymryd rhan oherwydd hyn. Mae cyfle i siarad â'r Pennaeth yn gyfrinachol os oes problem. Mae gan yr ysgol hawl i ganslo'r weithgaredd os na cheir digon o arian.

School Trips

Children enjoy visiting places and learn much from first hand experience. We have an extensive programme of educational visits linked to different areas of the curriculum. It is essential to ask for a voluntary contribution from every pupil if activities are to take place. It is not compulsory to contribute and no child will be excluded because of this. There is an opportunity to discuss any problem confidentially with the Headteacher. A substantial contribution must be made or the school reserves the right to cancel the activity.

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Cyngor Ysgol

Mae gennym gynrychiolwyr o flwyddyn 2 i fyny ar ein Cyngor Ysgol. Maent yn dod â syniadau o'r dosbarthiadau i drafod yn y cyfarfod ac yna adroddir yn ôl ar yr hyn a benderfynwyd yn y cyfarfod. Maent yn trefnu achlysuron yn ystod y flwyddyn i godi arian ar gyfer prynu rhywbeth i'r ysgol neu i roi tuag at elusen. Cydweithiant yn agos gyda'r Pennaeth a rhanddeiliaid yr ysgol er lles Ysgol Gymraeg Pen-y-Groes.

School Council

We have representatives from years 2 and above on our School Council. They bring ideas from the classroom to discuss in the meetings and feedback on what has been agreed. They organise activities throughout the year in order to raise money for the school or for various charities. They work closely with the Headteacher and other stakeholders for the benefit of Ysgol Pen-y-Groes.

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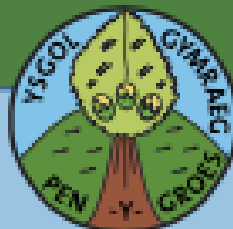


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Cwynion

Mae Ysgol Gymraeg Pen y Groes wedi ymrwymo i ymdrin â chwynion yn effeithiol. Rydym yn anelu at egluro unrhyw faterion nad ydych yn siwr yn eu cylch. Os oes modd, byddwn yn cywiro unrhyw gamgymeriadau yr ydym wedi'u gwneud a byddwn yn ymddiheuro. Rydym yn anelu at ddysgu oddi wrth gamgymeriadau a defnyddio'r profiad hwnnw i wella'r hyn a wnawn.

Ein diffiniad o gwyn yw 'mynegiant o anfordlonrwydd mewn perthynas â'r ysgol neu aelod o'i staff sy'n gofyn am ymateb gan yr ysgol'.

Mae'r weithdrefn gwyno yn ategu'n hymrwymiad ac mae'n ffordd o sicrhau bod unrhyw un sydd â buddiant yn yr ysgol yn gallu mynegi pryder a bod yn hyderus y bydd yn cael ei ystyried yn llawn ac, os credir bod sail i'ch pryderon, y bydd y mater yn cael ei drin yn briodol ac yn ddi-oed.

Rydym yn credu bod gan bob achwynydd yr hawl i gael gwrandawriad, i gael ei ddeall a'i barchu. Ond mae gan staff a llywodraethwyr ysgolion yr un hawl. Rydym yn disgwyl i chi fod yn foesgar ac yn gwrtais. Ni fyddwn yn goddef ymddygiad ymosodol, sarhaus neu afresymol. Ni fyddwn ychwaith yn goddef galwadau afresymol nac achosion lle mae mater yn cael ei wthio mewn modd afresymol, na chwynion blinderus.

Gallwch ddarllen ein gweithdrefn gwynion lawn ar wefan yr ysgol:

www.ysgolpenygroes.cymru

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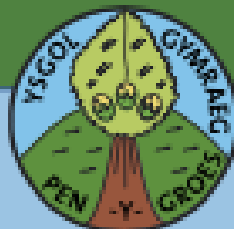
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Complaints

Ysgol Gynradd Gymraeg Pen-y-Groes is committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure. If possible we will put right any mistakes we have made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do.

Our definition of a complaint is 'an expression of dissatisfaction in relation to the school or a member of its staff that requires a response from the school.'

The school complaints procedure supports our commitment and is a way of ensuring that anyone with an interest in the school can raise a concern, with confidence that it will be heard and, if well-founded, addressed in an appropriate and timely fashion.

We believe that all complainants have a right to be heard, understood and respected. But school staff and governors have the same right. We expect you to be polite and courteous. We will not tolerate aggressive, abusive or unreasonable behaviour. We will also not tolerate unreasonable demands or unreasonable persistence or vexatious complaining.

You can access the full complaints procedure on the school website:

www.ysgolpenygroes.cymru

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Polisi Aml-Ddiwylliannol - Datganiad

Mae Ysgol Gymraeg Pen-y-Groes yn sicrhau y bydd ethos yr ysgol yn rhoi i'r plant yr amgylchedd iawn i dyfu'n aelodau o gymdeithas aml-ddiwylliant gan barchu eraill a dangos diddordeb yn eu buddiannau. Mae'n bwysig eu cynorthwyo i barchu ffyrdd eraill o fyw; i'w gwneud yn ymwybodol fod ffyrdd o fyw moesol a bwriadol sydd yn gyffredin i bob cenedl a diwylliant; ac i fod yn garedig a thrugarog wrth bawb beth bynnag fo'u cefndir diwylliannol.

Multicultural Policy - Statement

Ysgol Gymraeg Pen-y-Groes ensures that the ethos of the school will give children the right environment to grow into members of a multicultural society, respecting others and showing interest in their interests. It is important to help them respect other lifestyles; to make them aware that there are moral and deliberate lifestyles common to all nations and cultures; and to be kind and compassionate to everyone whatever their cultural background.

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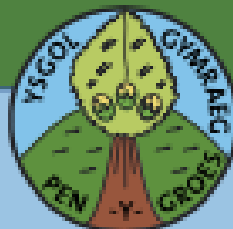
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Iechyd a Diogelwch yn yr Ysgol

Mae pob stafell â larwm iddi ac mae'r gathiau yn cael eu cau yn ystod y dydd ar wahan i lle mae faniau bwyd yn dod i mewn. Mae cyflenwad da o gamerau (CCTV) mewn mannau strategol o gwmpas yr adeilad yn allanol a thu mewn ac amgylchynnir tir yr ysgol gan ffens. Mae mesurau diogelwch wrth y drysau hefyd. Trefnir dril tân yn rheolaidd.

Health and Safety in the School

All rooms are fitted with alarms and the gates are closed during the day except where food vans come in. There is a good supply of cameras (CCTV) at strategic locations around the building externally and internally and the school grounds are fenced off. Also, there are security measures at the doors as well. A fire drill is arranged regularly.

Nyrs Ysgol

Ni fydd nyrs yn ymweld â'r ysgol yn ystod y flwyddyn i archwilio am llau yn y pen. Mae'r cyfrifoldeb hyn yn nwylo pob rhiant. Fe fydd y nyrs yn gweld plant y Dosbarth Derbyn i gyd yn ystod y flwyddyn er mwyn mesur pwysau, gwneud prawf llygaid syml, profi clyw, mesur taldra a safon iechyd cyffredinol.

School Nurse

The school nurse no longer visits the school to examine heads for head lice. This is the responsibility of every parent. The school nurse will see all Reception Class pupils during the year to weigh, measure height and general medical condition of child.

Yr Heddlu

Swyddog Cyswllt Heddlu Ysgol Pen-y-Groes: Mirain Davies

Mae croeso bob amser i'r Swyddog Cyswllt Heddlu Ysgol Pen-y-Groes ymweld â'r ysgol. Croesawir ef/hi i siarad â'r plant i arddangos deunydd sy'n tynnu sylw'r plant, at bob elfen o ddiogelwch.

The Police

Ysgol Pen-y-Groes School Police Liaison Officer: Mirain Davies

The Ysgol Pen-y-Groes School Police Liaison Officer is made welcome in the school at any time. She is welcome to talk to the children and to show films and videos on every aspect of safety.

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Trefniadau dechrau yn y dosbarth Meithrin a Derbyn

Mae dechrau yn y Meithrin a Dosbarth Derbyn yn gam mawr i lawer o blant ac weithiau yn un anodd. Ceiswn ei wneud mor hawdd a phosib i'r plant.

Gan na fydd eich plentyn wedi gweld y dosbarth cyn cychwyn bydd croeso i chi ddod a'ch plentyn i fewn i'r dosbarth ar y bore cyntaf.

Deallwn ei bod hi'n anodd iawn i chi fel rhieni i adael eich plant os nad ydynt yn hapus. Er hyn mae plant yn setlo llawer yng nghynt wedi i chi adael, ac mae hefyd angen i'r plant arfer a bod yn y dosbarth hebddo chi. Mi wnaiff yr athrawes gysylltu â chi os nad ydynt yn setlo ac mae'n bosib i chi ffonio'r ysgol i ofyn sut maent os ydych yn poeni. Mae'r staff yn gwneud pob dim posib i setlo'r plant oherwydd nid ydynt hwy chwaith yn hoffi gweld y plant yn anhapus.

Oriau ysgol

9.15 - 11.45 (Meithrin)

9:15 – 3:30 (Derbyn)

Mae'n bwysig eich bod yn dod â, ac yn casglu eich plentyn o'r ysgol ar amser, ac yn rhoi gwybod i ni os bydd rhywun gwahanol yn casglu eich plentyn.

Dod â'ch plentyn i'r Meithrin - Dewch â'ch plant i'r dosbarth am 9.15yb.

Dod a'ch plentyn i'r Dosbarth Derbyn-Dewch â'ch plant i'r iard a'u trosglwyddo i aelod o staff fydd ar ddyletswydd o 9.05yb.

Casglu'r plant—bydd y staff yn dod â'ch plentyn i ddrws y dosbarth i'ch cyfarfod.

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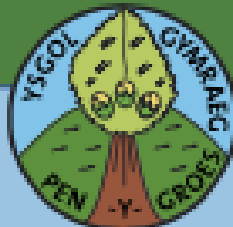
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Arrangements for starting in the Nursery and Reception class

We endeavour to make starting at Nursery and Reception Class as easy as possible as some children find such a huge step difficult.

Your child's first day will also probably be the first time they see the class, therefore on the first day you are welcome to come into the class with your child to help them settle.

We appreciate that it can be difficult for you as parents to leave your children when they are upset. But children settle much more quickly once you have left and they also need to adjust to being at school without you. If your child does not settle the school will contact you or you can call the school to ask how they are if you are worried. The staff do all that they can to help the children settle as they also dislike seeing the children upset.

School hours

9.15 - 11.45 (Nursery)

9:15—3:30 (Reception)

It is important that you bring and collect your child from school on time. Please also let us know if someone different will be collecting your child.

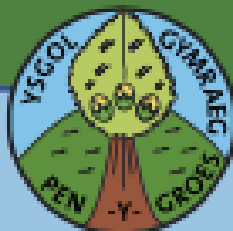
Bringing your child to Nursery - Bring your child to the classroom at 9.15am.

Bringing your child to Reception class - please bring your child to the school yard where a member of staff will be on duty from 9.05am.

Collecting your child— the staff will bring your child to meet you at the class door.

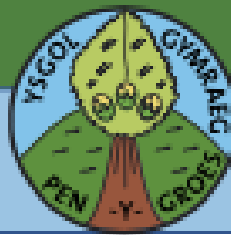
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Gwisg Ysgol a Dillad Addysg Gorfforol School Uniform And Physical Education Kit

Gellir brynu gwisg ysgol gyda'r logo o:



YC Sports
86-90 Crwys Road
Cardiff
CF24 4NP
029 20237968



<https://www.ycsports.com/School-uniform/My-School/Pen-Y-Groes>

Rydym yn annog y plant i fod yn annibynol ac i ddysgu trwy wneud. A fyddoch cystal â chadw hyn mewn golwg wrth wisgo eich plentyn, er enghraifft, dillad sy'n hawdd i dynnu a gwisgo eto, fel esgidiau velcro neu bwcwl, a throwsus a sgertiau gyda band elastig sy'n golchi'n hawdd!

X Ni chaniateir unrhyw emwaith heblaw am studs i'r clustiau.

X Nid yw'r ysgol yn caniatáu toriadau gwallt eithafol a allai dynnu sylw gweddill y plant.

<ul style="list-style-type: none">✓ Trowsus llwyd.✓ Crys polo gwyn.✓ Siwmpwr/Crys chwys glas (royal blue)	Bechgyn
<ul style="list-style-type: none">✓ Sgert neu drowsys llwyd✓ Blows/Crys polo gwyn✓ Siwmpwr/ glas (royal blue)	Merched

Byddwch yn cael gwybod ar pa ddiwrnod bydd y gwersi ymarfer corff. Dylent ddod â'r wisg addas i newid iddo: crys-t lliw (yn ddibynnol ar lys eich plentyn), siorts neu drwsys du, siwmpwr ymarfer du ac esgidiau ymarfer i'r tu allan.

Mae gwersi addysg gorfforol yn gyfreithiol a rhaid gwisgo ddillad addas er mwyn diogelwch.

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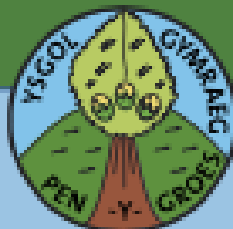


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School Uniform And Physical Education Kit

The school uniform with logo can be bought from:



YC Sports
86-90 Crwys Road
Cardiff
CF24 4NP
029 20237968



<https://www.ycsports.com/School-uniform/My-School/Pen-Y-Groes>

We encourage independence and active learning, please take this into consideration when dressing your child. They should wear clothes that are easy for them to put on and take off, for example, shoes with Velcro or buckles, and skirts and trousers with elasticated waists that are hardwearing and easy to wash!

X No jewellery is permitted except studs for pierced ears.

X Children are not permitted to come to school with hairstyles that could serve as a distraction to other children

<i>Boys</i>	<ul style="list-style-type: none"> ✓ Grey trousers. ✓ White shirt/polo shirt ✓ Royal blue jumper
<i>Girls</i>	<ul style="list-style-type: none"> ✓ Grey skirt or grey trousers ✓ White polo shirt/ blouse ✓ Royal blue jumper

You'll be informed what day the Physical Education will take place. They should bring the appropriate outfit to change: a coloured t-shirt (depending on your child's house), black shorts or trousers, a black training jumper and trainers for the outdoors.

Physical education lessons are legal and safety clothing must be worn.

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Salwch, prydlondeb ag absenoldeb

Ceir cysylltiad amlwg rhwng diffyg presenoldeb a diffyg cyflawniad. Dylai disgyblion ddod i'r ysgol bob diwrnod ysgol lle gallent. Dylai rhieni/gwarchodwyr annog eu plant i fynychu'r ysgol a phwysleisio'r angen i fod yn bresennol er mwyn cyrraedd eu potensial.

Os nad yw disgybl yn bresennol yn yr ysgol, gofynnir i rieni/warchodwyr ffonio'r ysgol ar ddiwrnod yr absenoldeb er mwyn rhoi gwybod nad yw eu plentyn yn yr ysgol.

Er mwyn sicrhau fod y disgybl yn ddiogel gartref a bod yna reswm dilys pan nad yw'r disgybl yn yr ysgol, gweithredir system o gysylltu â rhieni ar ddiwrnod cyntaf absenoldeb a phob diwrnod arall os nad oes rheswm wedi ei rhoi am yr absenoldeb, e.e. sâl am rhai diwrnodau ayyb. Bydd yr ysgol yn cysylltu â rhieni/gwarchodwyr disgyblion sydd yn absennol drwy ffonio unwaith mae'r gofrestr wedi cau.

Disgwylir i rieni/warchodwyr sicrhau eu bod nhw'n mynd ar wyliau teuluol yn ystod gwyliau ysgol. Mae'r ysgol yn ymrwymedig i bolisi canolog y sir o beidio awdurdodi gwyliau yn ystod tymor ysgol. Os yw disgybl yn mynd ar wyliau nad yw wedi cael ei awdurdodi gan yr ysgol yna cyfrifir fel absenoldeb heb awdurdod.

Yng Nghymru, mae deddfwriaeth (Rheoliadau Addysg (Hysbysiadau Cosb) (Cymru) 2013) wedi rhoi pwerau newydd i awdurdodau lleol gyflwyno Hysbysiadau Cosb Benodedig (HCB) i rieni plant a phobl ifanc sy'n absennol o'r ysgol a/neu unedau cyfeirio disgyblion yn gyson, a hynny heb awdurdodiad.

Yn yr achosion isod mi fydd yr ysgol yn gwneud cais i'r Gwasanaeth Lles Addysg gyflwyno HCB :-

- Pan fo o leiaf 10 'sesiwn' heb awdurdodiad (sef 5 diwrnod ysgol) yn ystod y tymor presennol (nid oes yn rhaid iddynt fod yn olynol);
- Disgyblion yn cyrraedd ar ôl i'r cyfnod cofrestru ddod i ben yn gyson h.y. mwy na 10 sesiwn yn ystod y tymor presennol;
- Pan fydd rhiant/gofalwr wedi methu â chysylltu â'r ysgol a/neu'r Gwasanaeth Lles Addysg i geisio gwella presenoldeb, ond nad oes camau wedi'u cymryd i gyflwyno cosb yn y llys;
- Cyfnod o absenoldeb o'r ysgol oherwydd gwyliau nas awdurdodwyd gan yr ysgol;
- Mae disgybl wedi dod i sylw'r heddlu yn rheolaidd yn ystod oriau ysgol ac mae'n absennol o'r ysgol heb reswm derbyniol.

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Illness, punctuality and absences

There is an obvious link between poor attendance and lack of achievement. Pupils should attend school every day when they are able to do so. Parents and guardians should encourage their children to attend school and they should emphasise the need to maintain a high level of attendance in order to fulfil their potential.

If a pupil is not present in school then parents and guardians are expected to phone the school on that day in order to notify the school of the reason for the absence.

In order to ensure that pupils are safe at home and that there is a valid reason for the absence the school operates a first day response policy. The school will phone a parent or carer on every day that there is an unexplained absence.

Parents and guardians are expected to take their family holidays during the school holidays. The school is committed to the local authority's policy of not authorising holidays during term time.

If a pupil goes on a holiday that has not been authorised by the school then this will be noted as an unauthorised absence.

In Wales, legislation (The Education (Penalty Notices) (Wales) Regulations 2013) has given local authorities new powers to issue Fixed Penalty Notices (FPNs) to the parents of children and young people who are persistently absent from school and/or pupil referral units (PRUs) without authority.

In the following circumstances the school will request that the Education Welfare Service issues a FPN:

- When a pupil reaches 10 unauthorised absences (5 school days) during a term (the absences do not have to be consecutive);
- A pupil arrives at school constantly after the closing of the register i.e. more than 10 times during a term.
- When the parent/guardian has not taken any steps to contact the school or Education Welfare Service in order to improve the child's attendance providing the Education Welfare Service has not already commenced court proceedings;
- A period of holidays during term time that has not been authorised by the school and has resulted in at least 10 unauthorised absences.
- The child has come to the attention of the police on a regular basis during school hours whilst absent from school with no valid reason.

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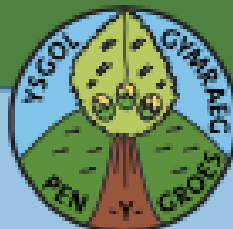
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Cinio

Mae cegin a chantîn yn yr ysgol. Mae pob dosbarth yn cael cinio ysgol am ddim. Mae angen archebu dewis cinio eich plentyn ar Parent Pay erbyn 8yb yn ddyddiol. Mae modd archebu a thalu am ginio ysgol ar gyfer Blynnyddoedd 3 i 6 drwy system ParentPay.

Meddyginaeth

Mae'r ysgol yn dilyn Polisi Iechyd Sir Caerdydd ynglyn â moddion. Yn gyffredinol, cedwir pypmiao asthma ac Epipens yn yr ysgol os ydynt wedi'u labelu'n addas. Disgwylir i'r plant weinyddu pypmiao asthma nhw eu hunain. Ni ddisgwylir i athrawon rhoi moddion na thabledi o unrhyw fath i'r plant ond fe gwneir mewn rhai amgylchiadau ar ôl cwblhau ffurflen meddyginaeth drwy'r swyddfa. Os oes problem unigol, dewch i drafod gyda'r Pennaeth.

Damweiniau

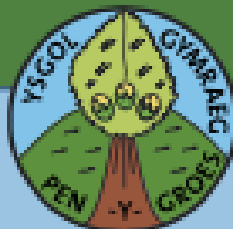
Gall damweiniau ddigwydd yn yr ysgol ac ar y cyfan, mae'r ysgol yn delio â nhw. Weithiau, yn dibynnu ar y math o ddamwain, cewch wybod am hyn gan yr ysgol. Mae llyfr damweiniau priodol gan yr ysgol a staff wedi hyfforddi mewn cymorth cyntaf. Os ydy'r ddamwain yn fwy difrifol fe fydd yr ysgol yn cysylltu â chi neu gyda'r person gyda rhif ffôn brys i wneud trefniadau i ddelio gyda'r sefyllfa. Os bydd angen fe fydd yr ysgol yn gweithredu trefniadau brys yr ysgol yn ôl eu polisiau (ee ambiwlans ayyb) ac yn cysylltu â chi.

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Lunch

We have a kitchen and a canteen on the school premises. All pupils in our classes receive a free school lunch. Your child's choice of lunch needs to be ordered on Parent Pay by 8am daily. It is possible to order and pay for school lunches for Years 3 to 6 also through the ParentPay system.

Medication

The school follows the County of Cardiff Health Policy on administration of medicines. Generally, asthma pumps and Epipens are kept in school providing they are suitably labelled. Children are expected to administer their asthma pumps themselves. Teachers are not expected to give medication to children but can in exceptional circumstances when a medicine consent form has been completed via the school office. If you have an individual problem, please see the Headteacher.

Accidents

Accidents may occur in school and normally the school will deal with them. Occasionally, depending on the type of accident, we will inform the home. If the accident is of a more serious nature the school will contact the home or the emergency telephone number to make arrangements to deal with the situation. If necessary the school will carry out the emergency policy of the school (i.e. ambulance etc.) and inform the home.



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Ysgol Gyfun

Pan yn 11 oed, bydd y plant yn symud i Ysgol Gyfun Bro Edern. Mae perthynas agos rhwng y ddwy ysgol ac fe gaiff disgyblion blwyddyn 6 gyfle i ymweld â'r ysgol uwchradd yn ystod y tymor cyn dechrau yno.

www.broedern.cymru



@BroEdern

BRO EDERN



.cymru

Secondary School

When a child reaches 11 years of age, they will move on to Ysgol Bro Edern secondary School. We have a close relationship with the school and the year 6 pupils will have opportunities to visit the school the term before starting there.

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