

**School Prospectus**



# **Rhan 1 / Part 1**

**Llawlyfr yr Ysgol**

**CYFLWYNIAD  
GWYBODAETH GYFFREDINOL AM YR YSGOL**

**INTRODUCTION  
GENERAL INFORMATION ABOUT THE  
SCHOOL**

# YSGOL UWCHRADD BODEDERN

Ysgol gymunedol ddwyieithog naturiol

*A naturally bilingual community school*

11-18

**Ysgol Uwchradd Bodedern**

**Bro Alaw**

**Bodedern**

**Ynys Môn**

**LL65 3SU**

**☎ 01407 741000**

E-Bost/E-mail: [pennaeth@bodedern.ynysmon.sch.uk](mailto:pennaeth@bodedern.ynysmon.sch.uk)

Safle We / Website: [www.ysgoluwchraddbodedern.org](http://www.ysgoluwchraddbodedern.org)



**Pennaeth / Headteacher: Mrs Catrin Jones Hughes**

**Pennaeth Dysgu Cynqor Sir Ynys Môn/**

**Head of Learning Isle of Anglesey County Council:**

**Mrs Delyth Molyneux (nes Nadolig 2017 / until Christmas 2017)**  
**Dysgu Gydol Oes, Cynqor Sir Ynys Môn, Llangefni, Ynys Mon, LL77 7TW**  
**(01248) 752 900**



**Tim Amddiffyn Plant yr ysgol / School's Child Protection Team:**

Mrs Rowena Saunderson, Mr Bryan Griffiths, Mrs Heather Roberts, Mrs Carys Rowlands

## RHAGAIR

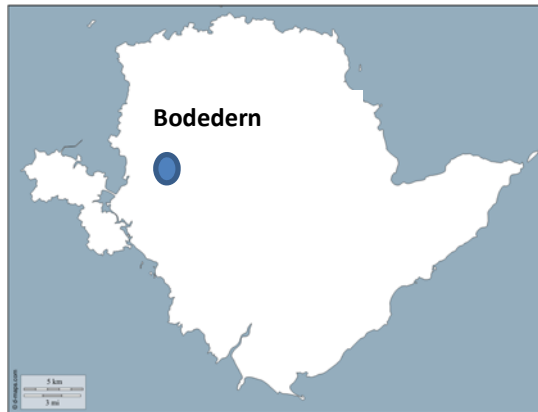
Ysgol gyfun sirol yw **Ysgol Uwchradd Bodedern** sy'n darparu addysg ar gyfer bechgyn a merched rhwng **11 a 18 oed**. Ar hyn o bryd mae tua 650 o ddisgyblion yn yr ysgol, tua 80 ohonynt yn yr ysgol hŷn. Rydym yn **ysgol gymunedol ddwyieithog naturiol**, lle rhoddir cryn bwyslais ar ddefnyddio'r Gymraeg yn ogystal â'r Saesneg fel cyfrwng dysgu.

Agorwyd yr ysgol yn 1977. Saif ar gyrion pentref Bodedern yng nghanol cefn gwlad Môn - llecyn tawel a diogel.

## INTRODUCTION

**Ysgol Uwchradd Bodedern** is a county comprehensive school providing education for boys and girls between the ages of **11 and 18**. Currently there are about 650 pupils on roll, approximately 80 of them in the Senior School. It is a **natural bilingual community school** where, in addition to English, considerable attention is given to the use of the Welsh language as a medium of instruction.

The school was opened in 1977 and is situated on the outskirts of Bodedern in a quiet and safe rural environment.



## NODAU'R YSGOL

- 1 Cynnig addysg o'r safon uchaf posib fel bod pob disgybl gyda'r sgiliau, medrau a'r hunanhyder i gyflawni hyd eithaf ei allu.
- 2 Galluogi pob unigolyn i fod yn aelod llawn o'r gymdeithas ddwyieithog y mae'n rhan ohoni.
- 3 Meithrin cymdeithas wâr sy'n datblygu hunan barch, parch a goddefgarwch at eraill.
- 4 Datblygu unigolion i fod yn ddinasyddion cyfrifol, aeddfed ac iach yn eu cymuned.
- 5 Sicrhau'r gofal, y cymorth a'r gynhafiaeth angenrheidiol i bob plentyn ddatblygu a defnyddio ei dalentau.

## AIMS OF THE SCHOOL

1. Offer education of the highest possible standard so that all pupils have the skills and self-confidence to achieve the best of their ability.
2. Enable each individual to become a full member of a bilingual society that they are a part of.
3. Foster a civilised society that develops self esteem, respect and tolerance towards others.
4. Develop individuals to be responsible, mature and healthy citizens in their community.
5. Ensure the necessary care and support for each child to develop and use their talents.

Mae'r **campws yn eang a dymunol** gyda buarthau caled mawr ar gyfer chwaraeon plant, yn ogystal â pharcio ceir a bysiau; **maes bob tywydd** helaeth, llain golff, **cyrtau tennis aml-bwrpas** a **digon o gaeau** ar gyfer gemau o bob math. Mae gennym **adeilad modern ac adnoddau da iawn**- campfa a neuadd chwaraeon, ystafelloedd cyffredin i'r disgyblion hŷn a blwyddyn 11, rhwydwaith bwerus gyda dros 500 o gyfrifiaduron PC a 100 o liniaduron, pob un wedi'i gysylltu â'r we fyd-eang. Ar gyfer y pynciau ymarferol eraill mae gennym saith o ystafelloedd celf a thechnoleg gyda'r adnoddau CAD / CAM diweddaraf, chwech labordy ardderchog, 2 ystafell gerdd a dwy ystafell ymarfer, salon gwallt a theatr - Theatr Bro Alaw. Yn gyfleus iawn, lleolir Swyddfa ganolog yr urdd a Chanolfan iaith ar y safle. Cynigiwn gyfleoedd i'n disgyblion gael profiad o gyfleusterau chwaraeon a hamdden, profiad o theatr fodern a phrofiad o ddefnyddio'r dechnoleg ddiweddaraf i gywain a chyflwyno gwybodaeth. Croesewir y disgyblion i aros i mewn amser egwyl a chinio i ddefnyddio a mwynhau'r cyfleusterau hyn.

Gyda'r nos mae'r adnoddau ar gael i'r cyhoedd a gwneir defnydd helaeth o'r theatr, y gampfa, y neuadd chwaraeon, Canolfan Bro Alaw a rhai o'r ystafelloedd dysgu.

Rydym yn ysgol ifanc, fywiog gydag athrawon brwdfrydig ac wedi ennill ein plwyf yn academaidd, ar feysydd chwaraeon, mewn cystadlaethau, ac ar lwyfannau gwyliau cenedlaethol. Rhown y flaenoriaeth i weithio yn ein milltir sgwâr a gwasanaethu cymunedau Bro Alaw ond gan sicrhau bod ein disgyblion yn cael profiadau fel dinasyddion byd-eang yn ogystal. **Anelwn at gyflwyno addysg o'r ansawdd orau i bob un o'n disgyblion a gwneud hynny mewn awyrgylch gartrefol, gynhaliol, diogel a hapus.**

Ymfalchiwn yn y ffaith bod yr Ysgol wedi derbyn adroddiad da iawn gan Estyn yn ystod mis Hydref 2014. Gweler [www.estyn.gov.uk](http://www.estyn.gov.uk).



*The **extensive campus** has vast hard surface areas for games as well as bus and car parks; **large all-weather pitches**, golfing area, **multi-purpose tennis courts** and **several green pitches** to cater for all sports. We have a **modern building** and **very good facilities** - a gymnasium and sports hall, common rooms for year 11 pupils and senior school students, a powerful network with over 500 PCs and 100 laptops each one connected via a high speed link to the world wide web. For the other practical based subjects we have seven Technology and Art rooms with the latest in CAD / CAM facilities, six excellent laboratories, 2 music rooms + 2 rehearsal rooms, a salon and a theatre - Theatr Bro Alaw. The Urdd county office and Welsh Language Unit are very conveniently based on site. We give our pupils opportunities to work in a modern theatre, to enjoy the sports and leisure facilities and to use the latest computer technology to access and present information. Pupils may choose to stay inside the building and use these facilities during break and lunch times.*

*These facilities are available to the public during the evenings and extensive use is made of the theatre, the gymnasium, the sports hall, "Canolfan Bro Alaw" and some of the specialist teaching rooms.*

*We are a young school with an enthusiastic staff. We are well established academically and accomplished in the field of competitive sports, and at national festivals. Priority is given to working in our community but we also ensure our young people realise their role as global citizens . **We aim to give every one of our pupils an education of the highest quality in a safe, supportive, caring and happy atmosphere.***

*We pride ourselves in the fact that we had a very good Estyn inspection report in October 2014. Visit [www.estyn.gov.uk](http://www.estyn.gov.uk).*



## PWY I'W GWELD?

## WHO TO CONTACT?

### Trefniant ymweld

Os dymunwch weld yr ysgol drosoch eich hun mae croeso i chi ddod draw.

Dylech wneud trefniadau gyda'r Pennaeth un ai drwy ebost neu ar y ffôn (Rhif ffôn – **01407 741 000**).

Gellwch ddewis dod i ganol y bwrlwm yn ystod oriau ysgol a gweld y plant wrth eu gwaith, neu ddod fin nos pryd gellir eich hebrwng o gwmpas a dangos pob ystafell a'r holl adnoddau i chwi.

Mae Noson Agored bob Tymor yr Hydref

Oriau'r ysgol yw o **8.35 y bore tan 3.20 y prynhawn** ond mae swyddfa'r ysgol yn agored o 8.00 y bore tan 3.45 yn y prynhawn. Gofynnir i bob ymwelydd ddefnyddio'r brif fynedfa, a chyflwyno ei hun i'r Croesawydd.

### Cysylltiadau yn yr ysgol

Cadeirydd y Corff Llywodraethol - Kenneth P Hughes  
Y Pennaeth - Mrs Catrin Jones Hughes  
Ysgol Uwchradd Bodedern  
Bro Alaw, Môn, LL65 3SU

Aelod o'r Corff Llywodraethol ar gyfer AAA -  
Mrs Bethan Griffiths

Aelod o'r Corff Llywodraethol ar gyfer Amddiffyn Plant -  
Mrs Bethan Griffiths

Rhif ffôn: (01407) 741000 Rhif Cyflunio (01407) 742343  
E-bost: [pennaeth@bodedern.ynysmon.sch.uk](mailto:pennaeth@bodedern.ynysmon.sch.uk)  
Gwefan yr Ysgol: [ysgoluwchraddbodedern.org](http://ysgoluwchraddbodedern.org)

### Visiting Arrangements

*If you wish to see things for yourself please pay us a visit.*

*You will need to make an appointment to see the Headteacher, either by email or telephone (Phone Number – **01407 741 000**). You may choose to come during school hours to see the school "at work" or after school hours if more convenient.*

*An Open Evening is held every Autumn Term.*

*Official school hours are from **8.35 am to 3.20 pm**. The school office is open from 8.00 am until 3.45 pm. All visitors are expected to use the main entrance and contact Reception on arrival.*

### Persons who can be contacted

Chair of the Governing Body - Kenneth P Hughes  
The Principal - Mrs Catrin Jones Hughes  
Ysgol Uwchradd Bodedern  
Bro Alaw, Ynys Môn,  
LL65 3SU

Governing Body Representative for SEN -  
Mrs Bethan Griffiths

Governing Body Representative for Child Protection -  
Mrs Bethan Griffiths

Telephone (01407) 741000 Facsimile (01407) 742343  
E-mail: [pennaeth@bodedern.ynysmon.sch.uk](mailto:pennaeth@bodedern.ynysmon.sch.uk)  
Website: [ysgoluwchraddbodedern.org](http://ysgoluwchraddbodedern.org)

### Yn ogystal â'r Pennaeth gellir cysylltu â / As well as the Headteacher the following can be contacted:

<b>Mrs Rowena Sanderson</b>	Dirprwy ac Aelod Cyfetholedig o'r staff ar gyfer Amddiffyn Plant / <i>Deputy and designated member of staff responsible for Child Protection</i>
<b>Mr Bryan Griffiths</b>	Pennaeth Cynorthwyol / <i>Assistant Head</i>
<b>Mr Sion Lloyd</b>	Pennaeth Cynorthwyol / <i>Assistant Head</i>
<b>Mr Arwyn Roberts</b>	Pennaeth Cynorthwyol / <i>Assistant Head</i>
<b>Mr John Arwel Jones</b>	Prif Diwtor yr Ysgol Iau (Bl. 7) / <i>Senior Tutor of Lower School (Year 7)</i>
<b>Mr Huw M Edwards</b>	Prif Diwtor yr Ysgol Ganol (Bl. 8 a 9) / <i>Senior Tutor of Middle School (Years 8, 9)</i>
<b>Mr Tom Williams</b>	Prif Diwtor yr Ysgol Uchaf (Bl. 10 a 11) / <i>Senior Tutor of Upper School (Years 10, 11)</i>
<b>Mrs Awel Glyn</b>	Prif Diwtor yr Ysgol Hŷn (Bl. 12+13) / <i>Senior Sixth Form Tutor (Yr. 12 + 13)</i>
<b>Mrs Heather Roberts</b>	Cyd-gysylltydd Anghenion Addysgol Arbennig / <i>Special Educational Needs Co-ordinator</i>
<b>Mrs Nicola Gruffydd</b>	Swyddog Gweinyddol yr Ysgol / <i>Administrative Officer</i>
<b>Miss Delyth Hughes</b>	Prif Glerc yr Ysgol a'r Llywodraethwyr / <i>School and Governors' Clerk</i>
<b>Mrs Ann Roberts</b>	Rheolwr y Saffle / <i>Site Manager</i>
<b>Mrs Glynwen Roberts</b>	Croesawydd yr Ysgol / <i>Receptionist</i>
<b>Ms Miriam Thomas</b>	Swyddog Presenoldeb / <i>Attendance Officer</i>
<b>Mrs Carys Rowlands</b>	<b>Cynhelydd</b> / <i>Cydlynnydd Plant Mewn Gofal / Looked After Children Co-ordinator</i>
<b>Mr Treflyn Jones</b>	Gofalwr yr Ysgol / <i>School Caretaker</i> (gellir cysylltu â Mr Jones y tu allan i oriau ysgol os bydd argyfwng / <i>Mr Jones may be contacted outside school hours in an emergency</i> )

**Mrs Delyth Molyneux (tan Nadolig 2017 – until Christmas 2017)**  
Pennaeth Gwasanaeth / *Head of Service*  
Dysgu Gydol Oes / *Lifelong Learning*  
Cyngor Sir Môn / *Isle of Anglesey County Council*  
Adran Addysg a Hamdden / *Education and Leisure Department*  
Llangefni (01248/752921)

## DIWRNOD YSGOL

## THE SCHOOL DAY

<b>08.35 - 08.55</b>	Cofrestru a Gwasanaeth / <i>Registration and Assembly</i>
<b>08.55 - 09.45</b>	Gwers 1 / <i>Lesson 1</i>
<b>09.45 - 10.35</b>	Gwers 2 / <i>Lesson 2</i>
<b>10.35 - 10.50</b>	Egwyl / <i>Mid morning break</i>
<b>10.50 - 11.40</b>	Gwers 3 / <i>Lesson 3</i>
<b>11.40 - 12.30</b>	Gwers 4 / <i>Lesson 4</i>
<b>12.30 - 13.35</b>	Cinio / <i>Lunch</i>
<b>13.35 - 13.40</b>	Cofrestru / <i>Registration</i>
<b>13.40 - 14.30</b>	Gwers 5 / <i>Lesson 5</i>
<b>14.30 - 15.20</b>	Gwers 6 / <i>Lesson 6</i>

### TREFNIANT AWR GINIO

- cinio ardderchog gan gwmni Caterlink
- pob blwyddyn yn cael cinio 'gyntaf' yn eu tro
- nifer o weithgareddau yn ystod yr awr ginio
- aelwydydd ar agor ar gyfer sgwrsio a gwaith
- llyfrgell, ystafell gyfrifadurol a nifer o'r ystafelloedd arbenigol hefyd ar agor a than arolygaeth
- Clwb Gwaith Cartref a Chau'r bylchau ar agor pob dydd

Ni chaniateir i unrhyw ddisgybl adael libart yr ysgol yn ystod oriau ysgol nac yn ystod yr awr ginio. Os yw disgybl yn mynd adref i ginio, gofynnir i'r rhieni roi gwybod i'r Prif Diwtor am hynny ar ddechrau pob blwyddyn ysgol - fe roir cerdyn i'r plentyn (gan y Prif Diwtor) i ddangos fod ganddo ganiatâd.

Myfyrwyr blwyddyn 12 ac 13 yn unig sy'n cael ymweld â'r pentref yn ystod amseroedd egwyl a chinio.

### LUNCH TIME ARRANGEMENTS

- *excellent lunch provided by Caterlink*
- *each year group in turn given the first sitting*
- *a number of activities are offered during the lunch hour*
- *classrooms are open for pupils to work or socialise*
- *library, computer room and many of the specialist rooms are also open and supervised*
- *Homework and Catch-up Clubs open every day*

*No pupil may leave the school premises during school hours or during the dinner break. If you wish for your child to go home for lunch, parents are requested to inform the Head of Year (in writing) at the beginning of every school year - pupils will be issued with a special pass (by the Head of year).*

*Year 12 and 13 students only are allowed to walk to the village during break times.*

## CALENDR YR YSGOL AM Y FLWYDDYN 2017-2018 2017-2018 SCHOOL CALENDAR

### TYMOR / TERM:

Hydref 2017	5 Medi/September 2017 - 22 Rhagfyr/December 2017	Autumn 2017
Gwanwyn 2018	8 Ionawr/January 2018 - 23 Mawrth/March 2018	Spring 2018
Haf 2018	9 Ebrill/April 2018 - 20 Gorffennaf/July 2018	Summer 2018

### GWYLIAU / HOLIDAYS:

Hanner Tymor yr Hydref / <i>Half Term</i>	30 Hydref/October 2017 - 3 Tachwedd/November 2017
Gwyliau'r Nadolig / <i>Christmas</i>	25 Rhagfyr/December 2017 - 5 Ionawr/January 2018
Hanner Tymor y Gwanwyn / <i>Half Term</i>	12 Chwefror/February 2018 - 16 Chwefror/February 2018
Gwyliau'r Pasg / <i>Easter Holidays</i>	26 Mawrth/March 2018 - 6 Ebrill/April 2018
Calan Mai / <i>May Day</i>	7 Mai/May 2018
Hanner Tymor y Sulgwyn / <i>Half Term</i>	28 Mai/May 2018 - 1 Mehefin/June 2018
Gwyliau'r Haf / <i>Summer Holidays</i>	23 Gorffennaf/July 2018 - 31 Awst/August 2018

Dyddiau achlysurol: Ar ben y dyddiau a restrir uchod bydd rhai dyddiau achlysurol pan fydd y plant yn cael gwyliau a'r athrawon yn derbyn hyfforddiant, darparu, safoni, arfarnu, gwerthuso a gweinyddu. Ni ellir rhagweld pryd fydd y dyddiau hyn; fe'u defnyddir i ateb anghenion yr ysgol. Rhwir gwybod i rieni pan gyhoeddir y Calendr blynyddol ar ddechrau'r flwyddyn addysgol - drwy lythyr, neges destun, gwefan ysgol.

Occasional Days: In addition to the above there will be some days chosen by the school to be holidays for the pupils, but workdays for the staff - days spent on in-service training, preparation, moderation, evaluation, appraisal and administration purposes. Parents will be informed of these dates when the school calendar is published at the beginning of the Autumn Term - by letter, text, school website.

## MYNEDIAD I'R YSGOL

### **(a) Trosglwyddo o'r Cynradd i'r Uwchradd**

#### **(i) Plant o'r Dalgylch Naturiol - Dalgylch Bro Alaw**

Mae gan Ysgol Uwchradd Bodedern ddalgylch naturiol sef dalgylchoedd ysgolion cynradd Rhyd-y-Llan (Llanfachraeth, Llanfaethlu, Llanrhuddlad), Pencarnisiog, Bryngwran, Gwalchmai, Bodedern, Llannerch-y-medd, Rhosneigr (ardal Llanfaelog yn unig), heb anghofio Ysgol Gymraeg Morswyn ac Ysgol y Fali. Lle bo angen, trefnir cludiant i ddisgyblion yr ardaloedd hyn i Fodedern.

#### **(ii) Plant o'r Dalgylch Estynedig**

Mae i'r ysgol hefyd ddalgylch estynedig, sef dalgylch Ysgol Uwchradd Caerdybi. Gall rhieni yr ardal hon drefnu i'w plant fynychu Ysgol Uwchradd Bodedern er mwyn manteisio ar addysg ddwyieithog lawn. Awgrymir i rieni ddod draw os ydynt angen sgwrs bellach.

#### **(iii) Plant o Ddalgylchoedd Eraill**

Dylid cyflwyno'r cais i'r Awdurdod Addysg ar y ffurflenni sydd ar gael yn yr Ysgolion Cynradd.

Gwahoddir pob disgybl blwyddyn 6 i'r ysgol am gyfnod ym mis Gorffennaf.

### **Y Cwrs Trochi**

Ar ôl gwyliau'r Sulgwyn cynhelir chwe wythnos o gwrs trochi ar gyfer y disgyblion hynny o flwyddyn 6 fyddai'n elwa o hwb ychwanegol yn y Gymraeg cyn ymuno ag un o'r grwpiau dwyieithog ym Medi.

### **(b) Trosglwyddo o fewn y Sector Uwchradd**

Dylai rhieni sy'n dymuno trosglwyddo eu plentyn o un ysgol uwchradd i un arall (a heb fod yn newid cyfeiriad) lenwi ffurflen dewis rhieni gan nodi rhesymau am y cais a'i gyflwyno i'r Awdurdod Addysg ond nid cyn trafod yn fanwl gyda'r ddau Bennaeth perthnasol.

Bydd yr amodau ynglŷn â chyfrwng a chludiant yn dal yr un fath â'r uchod.

Os gwrthodir lle i'r disgybl ym Modedern, bydd gan y rhieni hawl i wneud apêl i'r Awdurdod Addysg ac i'r Cynulliad Cenedlaethol.

### **(c) Manylion Stadudol**

Rhif Mynediad: [Pob blwyddyn]	<u>151</u>
Nifer y ceisiadau am fynediad i flwyddyn 7, Medi 2017:	<u>120</u>
Canran a ganiatawyd	<u>100%</u>

## ADMISSION

### **(a) Primary - Secondary Transfer**

#### **(i) Children from the Natural Catchment Area - Bro Alaw**

The school has its own natural catchment area constituted by the catchment areas of the following primary schools - Rhyd-y-Llan (Llanfachraeth, Llanfaethlu, Llanrhuddlad), Pencarnisiog, Bryngwran, Gwalchmai, Bodedern, Llannerch-y-medd, Rhosneigr (Llanfaelog area only), and of course Ysgol Morswyn and Y Fali. Where necessary transport is arranged for all pupils from these areas to Ysgol Uwchradd Bodedern.

#### **(ii) Children from the extended catchment area**

The school also has an extended catchment area, which corresponds to the Ysgol Uwchradd Caerdybi catchment area. Parents in this area who want their children to take advantage of a fully bilingual education may choose Ysgol Uwchradd Bodedern. We suggest that parents contact us for further discussion if they have any questions.

#### **(iii) Children from other catchment areas**

Applications should be submitted to the Local Education Authority on the proforma available from the Primary School.

All year 6 children are invited to the school for a few days in July.

### **The Immersion Course**

After the Whitsun holiday a Welsh "immersion" six week course will be arranged tailored for the needs of year 6 pupils who would benefit from a boost to their Welsh. This will be the final component of a successful primary school preparation for bilingual education.

### **(b) Transfers within the Secondary Sector**

Parents wishing to move their child from one Secondary school to another should complete the appropriate Local Education Authority proforma after first discussing the situation fully with the two headteachers concerned.

The rules concerning medium of instruction and transport detailed above are still applicable.

If admission is refused parents may appeal to the Education Authority and ultimately the National Assembly.

### **(c) Statutory Details**

Admission Number [Every year]	<u>151</u>
Number of Applications to Year 7, September 2017:	<u>120</u>
Percentage Granted	<u>100%</u>

# CYSYLLTIADAU RHWNG YR YSGOL A'R CARTREF

# CONTACT BETWEEN THE SCHOOL AND THE HOME

Y Wefan / Website – [www.ysgoluwchraddbodedern.org](http://www.ysgoluwchraddbodedern.org)  
<http://moodle.bodedern.ynysmon.sch.uk/>  
Dilynwch ni ar y Trydar / Follow us on Twitter @YUBoded

## Y Llyfr Cyswllt

- Dyma'r prif gyswllt rhwng yr ysgol a'r cartref.
- Drwy'r llyfr cyswllt gall rhieni anfon negeseuon at yr athrawon a hwythau yn eu tro gysylltu â'r cartref.
- Gofynnir i rieni edrych ar y llyfr **bob nos** gan :
  - holi'r plentyn am hynt y dydd a pha waith osodwyd,
  - arwyddo'r dudalen gwaith cartref ar ôl sicrhau bod y plentyn wedi cwblhau'r dasg i safon dderbyniol,
  - edrych i weld a oes neges ar eu cyfer yn y llyfr.
- arwyddo er mwyn dangos eu bod wedi derbyn neges.

Yn yr un modd, os dymuna rhieni ddweud rhywbeth wrth yr athrawon mae lle iddynt wneud hynny.

- Wrth archwilio'r llyfr yn ddyddiol a'i ddefnyddio i gysylltu'n rheolaidd â'r ysgol, bydd cefnogaeth y rhiant i addysg y plentyn yn amlwg a bydd y plentyn yn sicr o elwa.

## Gwybodaeth i Rien

- Ar ddechrau pob blwyddyn ysgol byddwn yn anfon calendr yr ysgol am y flwyddyn yn nodi gwyliau'r ysgol a'r prif ddyddiadau megis cyfnodau arholiadau.
- O dro i dro byddwn yn rhoi cylch lythyrau yn nwylo'r disgyblion i fynd adref neu'n anfon llythyrau, negeseuon testun neu ebost i sôn am weithgareddau a newyddion am hynt a helynt yr ysgol. Mae'n bwysig felly bod manylion cyswllt cyfredol pob rhiant gan yr ysgol.
- Mae llawer o wybodaeth ar wefan yr ysgol.

## Adroddiadau a Chyfarfodydd Rhieni

- Rhoddir Adroddiadau llawn ar waith y disgyblion ar ddiwedd y flwyddyn a mae hyd at 5 Arolwg yn ystod y flwyddyn.
- Ar ôl un Arolwg bydd pob rhiant yn cael gwahoddiad i ddod draw i Gyfarfod Rhieni er mwyn trafod cynnydd eu plentyn.
- Bydd llythyr personol yn cael ei yrru drwy'r post neu bydd galwad ffôn os byddwn am gael gair preifat â rhieni ynglŷn â'u plentyn.

## Y Tiwtor

- Mae gwaith y tiwtor yn allweddol yn nhrefn gofal yr ysgol. Daw'r tiwtor i adnabod y plant yn dda; bydd yn eu gweld yn ddyddiol, eu dysgu bob wythnos a'u **cyfweld yn rheolaidd. Trwy'r Tiwtor y bydd y cysylltiad cyntaf rhwng y cartref a'r ysgol.**
- Ar ddechrau pob blwyddyn addysgol bydd llythyr yn cael ei ddosbarthu yn nodi'n union pryd fydd y tiwtoriaid ar gael i siarad â hwy.
- Os na fydd y tiwtor ar gael, dylai rhieni drefnu apwyntiad dros y ffôn gan egluro i'r derbynnydd beth fydd natur yr apwyntiad.

## The Communication Book

- This is the main school-home link.
  - It enables parents to send messages to the teachers and vice-versa.
  - We ask parents to look at the book **every evening** and by doing so:
    - talk to their children about the school day and tasks set for homework
    - add their signature after ensuring that homework tasks have been completed to a satisfactory standard
    - note any messages from teachers that may be in the book
    - sign the book to show that they have received any messages enclosed.
- Parents are invited to use the Comments Page as a method of communication with teachers.
- Inspecting the Communication Book regularly will afford parents an insight into their child's progress on a day to day basis; parental support of this nature will be of great benefit to the child.

## Notifying Parents

- At the beginning of the school year a school calendar will be provided which notes the school holidays and other important dates such as examination periods.
- Occasionally circular letters are given to pupils to take home or letters, text messages or emails are sent - drawing attention to certain activities and school news. Therefore please ensure all contact details are up to date.
- The school website is full of useful information.

## Assessments, Reports & Parents' Meetings

- A comprehensive Report on pupils' work is issued at the end of the school year. Up to 5 Reviews of Pupil Assessments are conducted during the year.
- After one Review parents will be given an opportunity to discuss their child's progress during a Parents' Meeting.
- A Personal letter will be sent in the post, or contact by telephone will be made if a private conversation is needed with the parent regarding their child.

## The Tutor's Role

- The tutors play a key part in the pastoral system. The tutor's role is to get to know the pupils, to meet them every day, to teach them at least once a week and interview them at regular intervals. **The tutor is the first and main point of contact between the home and the school.**
- At the beginning of every school year a letter containing information regarding when all tutors are available for parents to get in touch will be distributed.
- If the tutor is not available, parents should arrange an appointment over the phone and explain to the receptionist the nature of the appointment.



**CORFF LLYWODRAETHOL YR YSGOL: 2017-2018**  
**THE GOVERNING BODY: 2017-2018**

**CYNRYCHIOLWYR YR AWDURDOD ADDYSG**  
**REPRESENTATIVES OF THE LOCAL EDUCATION AUTHORITY**

Y Cyng Gwilym O. Jones, Bryngwyn, 6 Treifan, Caergeiliog.  
Y Cyng Kenneth P Hughes, Gardd Fôr, 4 Tan y Felin, Rhydwyn  
Mr Rhys Jones, Aelwyd y Gân, 5 Llys yr Engan, Bodedern  
Mr Ned Michael, Y Ddol, Bryngwran, Caergybi  
Mrs Ceri Thomas, Argoed, Gwalchmai, Ynys Môn

**CYNRYCHIOLWYR Y RHIENI**  
**PARENTS REPRESENTATIVES**

Mr Richard Edwards, Cartref, Rhydwyn, Ynys Môn  
Mrs Gwen Williams, Penrhyn Farm, Llanfwrog  
Mrs Menna Evans, Cwyrtaï, Tŷ Croes  
Mrs Bethan Jones Griffiths, Heddfryn, Llannerch-y-medd  
Mr Gary Pritchard, Gerlan, Pontrhydybont, Caergybi  
Mrs Emma Roberts, Bryn Cian, Tŷ Croes

**CYNRYCHIOLWYR YR ATHRAWON**  
**TEACHERS REPRESENTATIVES**

Mrs Nerys F Owen  
Mr Carwyn Lloyd Owen

**CYNRYCHIOLYDD Y STAFF ATEGOL**  
**ANCILLARY STAFF REPRESENTATIVE**

Mrs Ann Roberts

**CYNRYCHIOLWYR Y DISGYBLION [sef dau aelod o Gyngor yr Ysgol]**  
**PUPIL REPRESENTATIVES [two members of the School Council]**

Mared Edwards  
Gwenno Pritchard

**Y PENNAETH**  
**HEADTEACHER**

Mrs Catrin Jones Hughes

**AELODAU CYFETHOLEDIG**  
**CO-OPTED MEMBERS**

Mr Derek Evans, Plas Medd, Coedana, Llannerch-y-medd  
Mrs Rhian Lloyd, Plas Ceiri, Gwalchmai  
Mr John R Jones, Monfa, Llannerch-y-medd  
Parch Ieuan Elfryn Jones, Pen Parc, 12 New Park Road, Caergybi  
Mrs Siân Topps, Gerafon, 9 Stâd Rehoboth, Llanfaelog, Tŷ Croes

**CLERC**  
**CLERK**

Miss Delyth Hughes

## ATHRAWON YR YSGOL / ACADEMIC STAFF: 2017-2018

<b>Mr Cai ab Arfon</b>	Mathemateg / <i>Mathematics</i>
<b>Mrs Helen Ann Davies</b>	Hanes / <i>History</i>
<b>Mr Huw M Edwards</b>	CAD: Prif Diwtor Bl. 8 + 9, Technoleg a Thechnoleg Gwybodaeth / TLR: <i>Senior Tutor of the Middle School, Design and Technology and IT</i>
<b>Mr Emlyn Evans</b>	Arweinydd Astudiaeth: Mathemateg / <i>Curriculum Leader: Mathematics</i>
<b>Mrs Nia Clwyd Jones</b>	CAD: Pennaeth Daearyddiaeth / TLR: <i>Geography</i>
<b>Mr Llion Ffrancis</b>	CAD: Pennaeth Ffiseg / TLR: <i>Head of Physics</i>
<b>Mrs Awel Glyn</b>	CAD: Prif Diwtor yr Ysgol Hŷn / Pennaeth Cerddoriaeth TLR: <i>Senior Sixth Form Tutor / Music</i>
<b>Mr Bryan Griffiths</b>	Pennaeth Pwnc (Celf) / <i>Head of Art</i>
<b>Mrs Carol Gruffydd</b>	CAD: Pennaeth Ffrangeg / TLR: <i>French</i>
<b>Mr Carl Hughes</b>	Technoleg a Thechnoleg Gwybodaeth / <i>Technology and Information Technology</i>
<b>Mrs Amy Charlton-Hughes</b>	Saesneg / <i>English</i>
<b>Mr Eurwyn Aled Hughes</b>	CAD: Pennaeth Pwnc DaTh / TLR: <i>Design and Technology</i>
<b>Miss Siân Hydref</b>	Arweinydd Astudiaeth: Y Gymraeg / <i>Curriculum Leader: Welsh</i>
<b>Mrs Catrin Jones Hughes</b>	Pennaeth / <i>Headteacher</i>
<b>Mrs Rowena Saunderson</b>	Celf / <i>Art</i>
<b>Mr Gareth Wyn Jones</b>	Arweinydd Astudiaeth: Gwyddoniaeth + Pennaeth Cemeg <i>Curriculum Leader: Science + Head of Chemistry</i>
<b>Mrs Gwenllïan Jones</b>	CAD: Pennaeth Bioleg, Gwyddoniaeth / TLR: <i>Head of Biology</i>
<b>Mr David Owens</b>	Mathemateg / <i>Mathematics</i>
<b>Mr John Arwel Jones</b>	Y Gymraeg + CAD: Prif Diwtor Blwyddyn 7 / <i>Welsh + TLR: Senior Tutor of Year 7</i>
<b>Mrs Lyn Roberts Jones</b>	Y Gymraeg / <i>Welsh</i>
<b>Mrs Nerys Jones</b>	Arweinydd Astudiaeth: Saesneg / <i>Curriculum Leader: English</i>
<b>Mr Siôn Wyn Lloyd</b>	Arweinydd Astudiaeth: Dyniaethau a Ffrangeg [a Pennaeth Hanes] <i>Curriculum Leader: Humanities and French [and Head of History]</i>
<b>Mrs Anne Phillips</b>	Saesneg / <i>English</i>
<b>Mr Martin Lewis</b>	Arweinydd Astudiaeth: Technoleg a TG <i>Curriculum Leader: Technology and IT</i>
<b>Mrs Catrin Richards</b>	Technoleg Gwybodaeth / <i>Information Technology</i>
<b>Mr Arwyn Roberts</b>	Arweinydd Astudiaeth: Mynegiant / <i>Assistant Head, Curriculum Leader: Expressive Arts</i>
<b>Mrs Heather Roberts</b>	Arweinydd Astudiaeth: ADY, Saesneg <i>Curriculum Leader: SEN, English</i>
<b>Mr Carwyn Lloyd Owen</b>	Gwyddoniaeth / <i>Science</i>
<b>Mrs Rhiannon Williams</b>	Mathemateg / <i>Mathematics</i>
<b>Miss Sioned Haf Williams</b>	Mathemateg / <i>Mathematics</i>
<b>Mrs Heledd N Hearn</b>	CAD: Astudiaethau Crefyddol / TLR: <i>Religious Studies</i>
<b>Mr Tom Williams</b>	CAD: Prif Diwtor yr Ysgol Uchaf / Addysg Gorfforol TLR: <i>Senior Tutor of the Upper School / Physical Education</i>

### Rhan-amser / Part-time:

<b>Mrs Nerys Owen</b>	Celf / <i>Art</i>
<b>Mrs Catrin Jones</b>	CAD: Y Gymraeg Ail Iaith / TLR: <i>Integrated Studies Tutor</i>
<b>Mrs Nerys Jones</b>	Addysg Gorfforol / <i>Physical Education</i>
<b>Mrs Eleri Stephen</b>	CAD: Addysg Gorfforol / TLR: <i>Physical Education</i>

### Dros-dro [am flwyddyn] / Part-time [for a year]:

<b>Mr Sam Ellis</b>	Gwyddoniaeth ac Addysg Gorfforol / <i>Science and Physical Education</i>
<b>Miss Catrin Heledd Jones</b>	Drama ac Iaith / <i>Drama and Languages</i>
<b>Miss Catrin Wyn Griffiths</b>	Pynciau Cyffredinol / <i>General Subjects</i>
<b>Mr Paul Magee</b>	Pynciau Cyffredinol / <i>General Subjects</i>
<b>Miss Kaylee Jones</b>	Gwyddoniaeth / <i>Science</i>

### **Y SIR / LOCAL AUTHORITY**

<b>Mrs Karen Thomas</b>	Anghenion Dysgu Ychwanegol / <i>Special Educational Needs</i>
<b>Mr Brian Williams</b>	[rhan amser/part time] Grwpiau bach / <i>Small groups</i>

## Uwch-Gymorthyddion Dysgu / Teaching Support Staff

**Mrs Carys Rowlands** Cynhellydd / *Inclusion Officer*

**Miss Glesni Mai Roberts** Anogwr Dysgu/ *Learning Coach*

## Gweithwyr Ategol yr Ysgol / Ancillary Staff

**Mrs Nicola Gruffydd** Swyddog Gweinyddol / *Administrative Officer*

**Miss Delyth Hughes** Prif Glerc yr Ysgol a Chlerc y Llywodraethwyr / *School Clerk, Clerk to the Governors*

**Mrs Ann Roberts** Rheolwr y Safle, Swyddog Arholiadau a Swyddog Iechyd a Diogelwch / *Site Manager and Examinations Officer*

**Mrs Glynwen Roberts** Croesawydd a Chynorthwy-ydd Clerigol [rhan amser] / *Receptionist and Clerical Assistant [part-time]*

**Mrs Miriam Thomas** Swyddog Presenoldeb a Chynorthwy-ydd Clerigol / *Attendance Officer and Clerical Assistant*

**Mrs Anwen Antoniazzi** Cynorthwy-ydd Clerigol [rhan amser] / *Clerical Assistant [part-time]*

**Mrs Kath Roberts** Cynorthwy-ydd Clerigol [rhan amser] / *Clerical Assistant [part-time]*

**Mr John Ifor Huws** Technegydd [Technoleg Gwybodaeth] / *Technician [Information Technology]*

**Mr Llion Pritchard** Technegydd [Gwyddoniaeth] / *Technician [Science]*

**Mr Lloyd Jones** Technegydd [Technoleg] a Rheolwr Safle [Gwyliau'r Haf] / *Technician [Workshop] and Site Manager [Summer Holidays]*

**Mrs Carol Jones** Clerc cinio a Chynorthwy-ydd Clerigol [rhan amser] / *Dinner Clerk / Clerical Assistant [part-time]*

**Mr Treflyn Jones** Gofalwr yr Ysgol  
*School Caretaker*

**Mrs Siân E Hughes** Prif Gogyddes  
*Head Cook*



## Y SWYDDFA DYSGU GYDOL OES

Rhestrir isod rai o swyddogion yr Adran.

Cyfeiriad y Swyddfa ym Môn yw:

**Dysgu Gydol Oes, Swyddfa'r Cyngor Sir,  
Llangefni, Ynys Môn, LL77 7TW**

**Ffôn 01248 752900.**

Mrs Delyth Molyneux	Pennaeth Gwasanaeth
Dr Einir Thomas	Anghenion Addysg Arbennig
Mrs Olwen Richards	Swyddog Lles Addysg

### HAWL I WELD DOGFENNAU

Mae gennych hawl, os dymunwch, i gael golwg ar nifer o ddogfennau megis cylchlythyrau Llywodraeth y Cynulliad, polisïau'r Awdurdod Addysg, polisïau a nodau cwricwlaidd y Corff Llywodraethol, adroddiadau Estyn ar yr ysgol, meysydd llafur a chynlluniau gwaith, adroddiad blynyddol i rieni ac yn y blaen.

Gallwch gysylltu â'r Pennaeth yn ystod oriau ysgol i drefnu amser cyfleus i chi gael gweld y dogfennau ac os byddwch eisiau copïau ohonynt fe drefnir i chi gael rhai am 10 ceiniog y dudalen.

*Er bod y manylion yn y llyfryn hwn yn gywir pan gyhoeddwyd hwy, ni ellir gwarantu na fydd newidiadau a all effeithio ar y wybodaeth yn ystod y flwyddyn. Gwnawn pob ymdrech i sicrhau bod y wybodaeth sydd gan y rhieni yn gywir ac yn gyfoes.*

### COFNODION DISGYBLION

Mae'r ysgol yn cadw gwybodaeth gwricwlaidd am bob disgybl. Mae gan rieni hawl i weld y rhan fwyaf o gofnodion eu plentyn, ac os dymunwch fanteisio ar hyn, gofynnir yn garedig i chi gysylltu â'r Pennaeth i drefnu amser hwylus yn ystod oriau'r ysgol.

### TREFN CWYNO

Mae'r Awdurdod Addysg Lleol, yn unol â gofynion yr Ysgrifennydd Gwladol, dan Adran 23 o Ddeddf Diwygio Addysg 1980, wedi sefydlu trefn i ystyried cwynion am y modd y mae Cyrff Llywodraethol yr ysgolion a'r Awdurdod Addysg yn gweithredu mewn perthynas â chwricwlwm ysgol a materion eraill cysylltiedig. Mae'r drefn hon wedi ei hamlinellu mewn dogfen bwrpasol yn y Gymraeg a'r Saesneg sydd ar gael yn yr ysgol. Darperir copi'n rhad ac am ddim, yn ôl y gofyn, i unrhyw rieni sy'n dymuno gwneud cŵyn dan y trefniadau hyn, 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 Pennaeth neu staff eraill yr ysgol.

## LIFELONG LEARNING DEPARTMENT

*Listed below are some of the Department Officials:*

*The Address of the Office in Môn is:*

**Lifelong Learning, Council Offices, Llangefni,  
Môn, LL77 7TW.**

**Phone 01248 752900.**

Mrs Delyth Molyneux	Head of Service
Dr Einir Thomas	Special Educational Needs
Mrs Olwen Richards	Educational Welfare Officer

### PARENTAL ACCESS TO DOCUMENTATION

*You have the right to see a number of documents such as Government Circulars, Local Education Policies, the policies and curricular aims of the School Governors, Estyn reports on the school, schemes of work and subject syllabuses, the annual report to parents and so on.*

*You may contact the Headteacher during school hours to arrange a convenient time to see these documents. If you require copies they will be made available to you for 10 pence a page.*

*Although the particulars in this booklet are correct at the time of publication, changes to some details may occur during the academic year. We will make every effort to ensure that parents have the current and correct details.*

### PUPIL RECORDS

*The school keeps a record of curricular information about each pupil. Parents have the right to see most of this information about their own child. Parents who wish to exercise this right should make prior arrangements with the Headteacher during school hours.*

### COMPLAINTS PROCEDURE

*The Local Education Authority in accordance with the requirements of the Secretary of State under Section 23 of the 1988 Education Reform Act, has established a procedure to consider complaints concerning the way schools' Governing Bodies and the Educational Authorities act in relation to the school's curriculum and other related matters. 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 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 Headteacher or other staff in the school. This is the first reasonable step, and when the circumstances are exceptional, the Governing Body would expect that this step would have been completed before presenting the complaint formally.*

## Y DREFN GWYNO

Mae'r Corff Llywodraethol wedi sefydlu trefn tri cham i drin cwynion.

### Cam 1

Gellir gwneud cwyn llafar neu ysgrifenedig ar Gam 1. Gellir gwneud y gwyn i unrhyw aelod o'r gweithlu neu'r Pennaeth. Bydd yr aelod o'r gweithlu sy'n derbyn y gwyn yn hysbysu'r Pennaeth. Bydd y Pennaeth yn sicrhau y bydd pob ymdrech yn cael ei gwneud i ddatrys y gwyn ar y cam hwn.

### Cam 2

Mae'n arfer dda ar Gam 2 i dderbyn cwyn ysgrifenedig fel bod sylwedd y mater yn glir. O'i derbyn, bydd y Pennaeth yn ysgrifennu i gydnabod derbyn y gwyn. Bydd y gwyn yn cael ei hymchwilio a'r canlyniad yn cael ei gyflwyno yn ysgrifenedig i'r achwynydd.

### Cam 3

Os nad yw'r achwynydd yn fodlon â chanlyniad ystyriaeth y Pennaeth, fe all y Corff Llywodraethol ystyried y mater. Clywir y gwyn gan Bwyllgor Cwynion y Corff Llywodraethol yn ôl y drefn nodwyd yng nghanllaw LICC.

Yn dilyn cwblhau Cam 3, gall y Corff Llywodraethol neu'r achwynydd gysylltu â'r AALI i berwyl adolygu'r drefn a ddefnyddir i ddod i benderfyniad. Ni all yr AALI yn gyfreithiol adolygu'r penderfyniad ei hun neu weithredu fel mecanwaith apêl.

### Cyfnod Amser Trin Cwynion

Bydd y Corff Llywodraethol yn ceisio dilyn y cyfnod amser amlinellwyd yn y canllaw:

Ymateb Cam 1 o fewn 10 diwrnod ysgol  
Ymateb Cam 2 o fewn 10 diwrnod ysgol  
Ymateb Cam 3 o fewn 15 diwrnod ysgol

Bydd yr AALI yn ceisio llunio ymateb i ymholiad yn dilyn cwblhau Cam 3 o fewn 10 diwrnod

**Dylid cysylltu ag ysgrifenyddes yr ysgol i wneud apwyntiad i drafod unrhyw gwyn gyda'r Pennaeth.**

## TREFN AMDDIFFYN PLANT

Mae'n ofynnol i'r ysgol gyfeirio unrhyw achos sy'n ymwneud ag amddiffyn plant i'r Gwasanaethau Cymdeithasol. Nid yw'n ofynnol hysbysu rhieni.

## THE COMPLAINTS PROCEDURE

*The Governing Body has set up a three-step procedure to deal with complaints*

### Stage 1

*An oral or written complaint can be made in Stage 1. The complaint can be made to any member of staff or to the Headteacher. The member of staff who receives the complaint notifies the Headteacher. The Headteacher ensures that every effort is made to solve the complaint at this stage.*

### Stage 2

*It is good practice at Stage 2 to receive a written complaint so that the substance of the matter is clear. On receipt, the Headteacher will write to acknowledge receiving the complaint. The complaint will be investigated and the result presented in writing to the complainant.*

### Stage 3

*If the complainant is not satisfied with the result of the Headteacher's consideration, the Governing Body can consider the matter. The complaint will be heard by the Governing Body's Complaints Committee according to the procedure noted in the WAG's guideline.*

*Following the completion of Stage 3, the Governing Body or the complainant can contact the LEA for the purpose of reviewing the decision-making procedure. The LEA cannot legally review the decision itself or act as an appeals mechanism*

### Period of Time for Handling Complaints

*The Governing Body will aim to respond within the time limits outlined in the guideline:*

*Stage 1 response within 10 school days  
Stage 2 response within 10 school days  
Stage 3 response within 15 school days*

*The LEA will respond to an enquiry following the completion of Step 3 within 10 school days.*

***An appointment can be made to discuss any complaint with the Headteacher by contacting the school secretary.***

## CHILD PROTECTION PROCEDURE

*Schools are required to refer all concerns regarding the safety of children to the Social Services Department. Parents need not be informed.*