



Gyda'n gilydd, anelwn at frig y don!

Croeso!

Ysgol HAFAN Y MÔR School

Lôn Heywood Lane

Dinbych y Pysgod / Tenby

Sir Benfro / Pembrokeshire

SA70 8BZ

Ffôn/Tel: 01834-843248

Safle We / Website: www.ysgolhafanymor.cymru

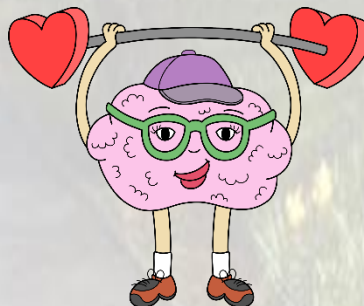
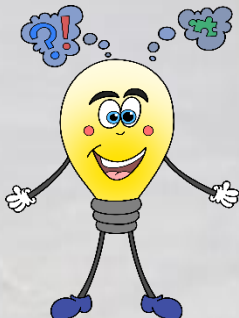
Tudalen 'Facebook' yr ysgol / School's Facebook page: [Ysgol Hafan y Mor, Dinbych y Pysgod](#)

Pennaeth/Head Teacher: Mrs. Sioned King

Cadeirydd y Llywodraethwyr / Chair of Governors: Mr Paul Rapi

Is - Gadeirydd y Llywodraethwyr / Vice-Chair of Governors: Cllr. Rhys Jordan

Welcome!



Annwyl Rieni,

Diolch i chi am ddangos diddordeb yn ein hysgol. Paratowyd y **Llawlyfr Rhieni** hwn er mwyn darparu gwybodaeth berthnasol i chi am **Ysgol Hafan y Môr** ac i ateb rhai o'r cwestiynau sydd gennych.

Os yw eich plentyn i ymuno â ni yma estynwn groeso i chi rieni ac edrychwn ymlaen at berthynas hapus a llwyddiannus dros y blynyddoedd i ddod.

Daw hyder mewn ysgol o wybod a deall yr hyn a ddigwydd yno. Cewch gyfle i ehangu eich gwybodaeth drwy gysylltiad gyda mi ac aelodau eraill y staff ac rwy'n hyderu y byddwch yn manteisio ar y cyfle hwnnw. Mae'n bwysig ein bod yn rhannu cyfrifoldeb trwy feithrin ffydd a dealltwriaeth lawn.

Mae plentyndod yn gyfnod arbennig ac ni chaiff neb ail-gyfle i'w fwynhau. Gallwch ddibynnu arnom i wneud y gorau posib i sicrhau bod y cyfnod yn un hapus a ffrwythlon yn achos eich plentyn chi. Rydym yn hyderus bod safon yr addysg a geir yn **Ysgol Hafan y Môr** o'r radd flaenaf. Dewch i ymweld a ni er mwyn profi'r awyrgylch o ofal a geir yma. Mae croeso cynnes i chi alw neu i ffonio er mwyn trefnu apwyntiad.

Mae'r wybodaeth a geir yma yn gywir wrth argraffu'r llawlyfr. Ni ddylech gymryd yn ganiataol na fydd newidiadau anorfod yn y drefniadaeth yn ystod y flwyddyn ysgol.

Sioned King
(Pennaeth Dros Dro)



Dear Parents,

*Thank you for expressing an interest in our school. This **Parents Handbook** has been prepared to provide you with the relevant information about **Ysgol Hafan y Môr** and to answer some of the queries you may have.*

If your child is to join us we welcome you as parents and look forward to a happy and successful association over the coming years.

Confidence in a school comes from knowing and understanding what is happening within it. We hope you will extend your knowledge through contact and discussion with myself and other members of staff and take advantage of the occasions for consultation. It is important that mutual understanding and trust should be the basis of shared responsibility.

*Childhood, we all agree is a very special time and no one gets a second chance at it. You can depend upon us to do our very best to make it as happy and productive as possible for your child. We are confident that the quality of education offered at **Ysgol Hafan y Môr** is second to none. Please come and visit us and sample a taste of our caring environment. You are warmly invited to call or telephone the school to make an appointment.*

The information here is correct at the time of publication. It cannot be assumed, that there will be no changes in the arrangements described during the course of the school year.

Sioned King
(Acting Head teacher)

Datganiad o Genhadaeth

(Ffocws ar heddiw)

I greu amgylchedd dysgu hapus, diogel ac ysgogol lle gall pob aelod o gymuned yr ysgol magu hyder ac i ddatblygu eu llawn botensial.

Datganiad o Genhadaeth

(Ffocws ar y dyfodol)

Yn Ysgol Hafan y Môr, ceisiwn greu awyrgylch dysgu ac addysgu hapus, diogel a symbylus sydd yn darparu ar gyfer anghenion ysbrydol, moesol, meddyliol a chorfforol pob plentyn, trwy hybu ddisgwyliadau uchel trwy'r ysgol. Anelwn at sicrhau bod pob disgybl yn cael y cyfle i ddatblygu i'w llawn botensial a ffynnu o fewn diwylliant ysgol Gymraeg cariadus, digidol a chefnogol.

Amcanion Cyffredinol

- I sicrhau bod ein dysgwyr yn uchelgeisiol, galluog sy'n barod i ddysgu drwy gydol eu hoes; (**'Dyfodol Llwyddiannus'**)
- I sicrhau bod ein dysgywr yn gyfranwyr mentrus, creadigol sy'n barod i chwarae eu rhan yn llawn yn eu bywyd a'u gwaith; (**'Dyfodol Llwyddiannus'**)
- I sicrhau bod ein dysgywr yn ddinasyddion egwyddorol, gwybodus yng Nghymru a'r byd; (**'Dyfodol Llwyddiannus'**)
- I sicrhau bod ein dysgywr yn unigolion iach, hyderus sy'n barod i fyw bywyd gan wireddu eu dyheadau fel aelodau gwerthfawr o gymdeithas; (**'Dyfodol Llwyddiannus'**)
- I gynnig addysg Gymraeg fydd yn galluogi pob plentyn i gyrraedd hyfedredd cyfartal yn y Gymraeg a'r Saesneg erbyn diwedd blwyddyn 6;
- I sicrhau bod pawb yn gweithio at alluogi pob plentyn i gyrraedd ei llawn botensial yn y Sgiliau Sylfaenol, sef Llythrennedd, Rhifedd, TGCh a sgiliau meddwl;
- I alluogi pob unigolyn i ddod yn hyderus ac yn annibynnol yn ei ddysgu;
- I annog y plant i ddangos ystyriaeth a pharch tuag at eiddo ac at eraill;
- I annog y plant i ddangos balchder yn eu gwaith a'u hymddygiad ac i geisio am ragoriaeth yn ôl eu dawn ac aeddfedrwydd;
- I ddatblygu'r Gymraeg fel iaith gyfrwng (yn addysgol ac yn gymdeithasol);
- I alluogi pob plentyn i ddatblygu ei hunaniaeth ddiwylliannol ei hun ac ar yr un pryd hyrwyddo ei ddealltwriaeth o ddiwylliannau eraill a'u parchu;
- I gael awyrgylch agored glòs sy'n cynnwys rhieni, y gymuned a'n holl randdeiliaid.

Mission Statement

(Focus on today)

To create a happy, safe and stimulating learning environment where all members of the school community can gain confidence and develop their full potential.

Mission Statement

(Focus on the future)

At Ysgol Hafan y Môr, we seek to create a happy, safe and stimulating learning environment and teaching that provides for the spiritual, moral, mental and physical needs of every child, by promoting high expectations throughout the school. We aim to ensure that every pupil has the opportunity to develop their full potential and flourish within the culture of a loving, digital and supportive Welsh-medium school.

General Objectives

- *To ensure that our learners are ambitious, able who are ready to learn throughout their lives; ('Successful Future')*
- *To ensure that our learner is enterprising, creative contributors who are ready to play their full part in their life and work; ('Successful Future')*
- *To ensure our pupils are ethical, informed and ready to be citizens of Wales and the World; ('Successful Future')*
- *To make our learner healthy, confident individuals who are ready to live a life and realize their aspirations as valuable members of society; ('Successful Future')*
- *To offer a Welsh-medium education that will enable each child to achieve equal proficiency in Welsh and English by the end of year 6;*
- *To ensure everyone works to enable each child to achieve their full potential in the Basic Skills, Literacy, Numeracy, ICT and thinking skills;*
- *To enable each individual to become confident and independent in their learning;*
- *To encourage the children to show consideration and respect towards property and others;*
- *To encourage the children to show pride in their work and behaviour and to seek excellence according to their talent and maturity;*
- *To develop Welsh as a medium language (educationally and socially);*
- *To enable each child to develop their own cultural identity and at the same time promote and respect their understanding of other cultures;*
- *Have a close open environment that includes parents, the community and all our stakeholders.*

Polisi Derbyn Plant/ Admission Policy For Children

Yn **rhan amser** ym mis Medi, Ionawr ac Ebrill dechrau'r tymor ar ôl eu penblwydd yn 3 oed a **llawn amser** dechrau'r tymor ar ôl eu penblwydd yn 4 oed.

***Part time** in the September, January and April at the beginning of the term after their 3rd birthday and full time at the beginning of the term after their 4th birthday.*

Adrannau'r Ysgol
School's Departments.

Cam Cynnydd 1 **Derbyn a Blwyddyn 1**
Progression Step 1 **Reception and Year 1**

Cam Cynnydd 2 **Blwyddyn 2, 3 a 4**
Progression Step 2 **Years 2, 3 and 4**

Cam Cynnydd 3 **Blwyddyn 5 a 6**
Progression Step 3 **Years 5 and 6**

DIWRNOD YSGOL
SCHOOL DAY

Cyfnod Sylfaen **21 awr 25 munud yr wythnos/ 21 hours and 25 minutes per week**
Foundation Phase

C.A.2 / K.S 2 **24 awr 15munud yr wythnos /24 hours 15 minutes a week**

Mae'r oriau hyn yn cynnwys Addysg Grefyddol, ond nid y weithred feunyddiol statudol o gyd addoli, cofrestru neu amser egwyl.

These hours include Religious Education, but not the daily statutory act of worship, registration and break times.

Meithrin, Derbyn, Bl.1 a 2 / Nursery, Reception Years. 1 & 2

Blwyddyn 3 – 6 / Years 3-6

8:50 y.b/a.m **dechrau sesiwn bore i bob dosbarth/**
 start of morning session for each class

8:50 y.b/a.m **dechrau sesiwn bore i bob dosbarth/**
 start of morning session for each class

10:30-10:50 y.b/a.m **amser egwyl / break time**

10:35-10:50 y.b/a.m **amser egwyl / break time**

11:50- 1:00 y.p/p.m **amser cinio /dinner time**

12:10- 1:00 y.p/p.m **amser cinio /dinner time**

1:10 – 3.00 y.p/p.m **dechrau sesiwn prynhawn/**
 start of the afternoon session

1:10 – 3:00 y.p/p.m **dechrau sesiwn prynhawn/**
 start of the afternoon session

3:05 y.p/p.m **diwedd dydd - amser mynd adref/**
 end of day - home time

3:05 y.p/p.m **diwedd dydd - amser mynd adref/**
 end of day - home time

* Disgresiwn athrawon dosbarth os oes brêc yn y prynhawn.

**Class teachers' discretion if a break is had in the afternoon.*

Trefniant Ymweld â'r Ysgol/Visiting Arrangements

Dylai rhieni sydd yn dymuno ymweld â'r ysgol drefnu ymlaen llaw gyda'r Pennaeth.

Parents who wish to visit the school should make prior arrangements with the Head Teacher

Anogir y plant i ddod yn brydlon ac yn rheolaidd i'r ysgol. Os yw'r plentyn yn absennol gwerthfawrogi galwad ffôn yn y bore gyda gwybodaeth am y plentyn. Yn ogystal, os yw plentyn yn absennol byddai'r athrawon yn gwerthfawrogi nodyn i egluro'r absenoldeb. Mae presenoldeb cyson yn rhoi cyfle i'r athrawon sicrhau bod cynnydd y plant yn datblygu'n gymwys i'w gallu. Gall absenoldeb amharu ar hyn.

Ni fydd athrawon yn gyfrifol am ofalu am y plant cyn 8:40yb nac ar ôl 3:15yp.

The pupils are encouraged to arrive in school punctually and to attend regularly. If a child is absent, a phone call from a parent to the school would be appreciated on that morning to explain the absence. In addition to this, if a child is absent the teachers would appreciate a note explaining the absence. Regular attendance enables the teacher to ensure that the pupils make progress according to their ability. Absences could inhibit this progress.

The teachers are not responsible for the safety of the children before 8.40am or after 3:15pm

DISGRIFIAD O'R YSGOL **DESCRIPTION OF THE SCHOOL**

Ysgol Gynradd Gyfrwng Cymraeg Sirol (Babanod ac Iau) yw'r ysgol hon.
Mae'n ysgol ddyddiol, ddwyieithog, gyd-addysgol.

This is a Welsh Medium County Primary School (Infants and Juniors).
It is a daily, bilingual, co-educational school.

Polisi Iaith.

Y nod yw sicrhau bod yr holl ddisgyblion yn meddu ar ddwyieithrwydd cytbwys sy'n berthnasol i'w hoed er mwyn eu galluogi i fod yn aelodau cyflawn o'r gymdeithas ddwyieithog y maent yn rhan ohoni.

Mae Ysgol Hafan y Môr yn ysgol **Gyfrwng Cymraeg**. Cymraeg yw *iaith naturiol cyfathrebu yr ysgol*, a chynhelir gwasanaethau boreol a gweithgareddau'r ysgol yn bennaf yn y Gymraeg.

Dylai'r ddarpariaeth a wneir o fewn yr ysgol sicrhau bod pob plentyn yn medru cyfathrebu yn hyderus yn y ddwy iaith. Mae angen sicrhau bod y plant yn gwbl ymwybodol o etifeddiaeth ddiwylliannol Cymru.

Language Policy.

The aim is to ensure balanced age related bilingualism in all pupils to enable them to be full members of the bilingual society of which they are a part.

Ysgol Hafan y Môr is a designated Welsh Medium School. Welsh is the natural language of the school, and morning assemblies and school functions are conducted mainly in Welsh.

The provision made by the school should ensure that all pupils are able to communicate in Welsh and English, all pupils at Ysgol Hafan y Môr will become aware of the Welsh culture and heritage of which we have the privilege of being a part of.

Trefniant Dosbarthiadau - Class Arrangements

Classes and staff

There are 8 classes, 1 for each age group of learners. Families interested in educating their child(ren) through the medium of Welsh are welcome to visit the school to discuss the learning provision offered and the support given to their child's development.

Pennaeth Dros Dros Acting Head teacher		Mrs Sioned King
Pennaeth Cynorthwyol Dros Dro Acting Assistant Head		Mr Jonathan Thomas
Dosbarth / Class	Blwyddyn Ysgol / Year Groups	Staff
Cylch Meithrin Tonnau Bach	Gofal Cofleidiol + plant 2oed / Wrap Around Provision + 2yr old provision	Miss Angharad Davies Mrs Stephanie Lewis
1 - Pysgod Chwim	Meithrin rhan amser / Part-time Nursery	Miss Nia Currado Miss Nia Roberts
2 - Sêr y Môr	Derbyn / Reception	Mrs Sue Phillips Miss Cara Currado
3 - Cregyn	Derbyn / Reception Blwyddyn 1 / Year 1	Miss Hannah Stephens Miss Destiny Collard Miss Louvain Jones (.6) Mrs Lisbeth Callegari (.4)
4 - Ynys Bŷr	Blwyddyn 2 / Year 2	Mr Sion Jones Miss Hayley Davies Mrs Lisbeth Callegari (.6)
5 - Crwban y Môr	Blwyddyn 3 / Year 3	Miss Lowri Jones Mrs Eleri Gill
6 - Cestyll Tywod	Blwyddyn 4 / Year 4	Mr Dylan Hughes Miss Rhian Derrick
7 - Yr Harbwr	Blwyddyn 5 / Year 5	Mr Rhydian Howells Miss Lowri Slack
8 - Cychod	Blwyddyn 6 / Year 6	Mr Jonathan Thomas Miss Keisha Jones (.8)
Cydllynydd Anghenion Dysgu Ychwanegol (CADY) Additional Learning Needs Co-ordinator (ALNCo)		Mrs Sioned King
Cymorth anghenion dysgu a lles Additional learning and wellbeing support		Mrs Sian Lear
Swyddog Gweinyddol Admin Officer		Mrs Taylor Evans
Gofalwr Caretaker		Mr Christopher Scowcroft
Goruchwyliwr amser cinio Lunchtime Supervisor		Mrs Shirley Johnson
Glanheuwyr Cleaners		Mrs Melanie Lewis Mrs Angela Warlow

Corff Llywodraethol Ysgol Hafan y Môr Governing Body

Governor Type	Name	Term of Office
Cymunedol Ychwanegol / Additional Community	Mr Paul Rapi	16/02/2025
Cymunedol / Community	Mr Paul Diment	07/06/2026
Cymunedol / Community	Mr Peter Oeppen	21/11/2025
Cymunedol / Community	Mr Steven Jones	30/10/2026
Pennaeth Dros Dro / Acting Headteacher	Mrs Sioned King	
Awdurdod Lleol / Local Authority	Mrs Jayne Evans	31/03/2028
Awdurdod Lleol / Local Authority	Cllr Rhys Jordan	27/07/2026
Awdurdod Lleol / Local Authority	Mrs Annette Brown	02/02/2029
Rhiant / Parent	Mrs Hannah Holder	07/12/2028
Rhiant / Parent	Dr Hannah Williams	07/12/2028
Rhiant / Parent	Mrs Rosey Meirning	08/12/2028
Rhiant / Parent	Vacant	07/12/2024
Staff / Staff	Mrs Sian Lear	18/02/2028
Athrawes / Teacher	Mrs Sioned King	16/02/2025

GENERAL INFORMATION/ GWYBODAETH CYFFREDINOL

Chair/Cadeirydd:

Mr Paul Rapi

Clerk to the Governing Body:

Clerc i'r Llywodraethwyr:

Mr Steven Richards Downes
Director for Children and Schools/Cyfarwyddwr
dros Blant ac Ysgolion
County Hall / Neuadd y Sir
Haverfordwest / Hwlfordd
Pembrokeshire / Sir Penfro
SA61 1TP

Etholiad Rhiant-lywodraethwyr

Gwneir trefniadau ar gyfer ethol rhiant-lywodraethwyr un tymor cyn i gyfnod swydd rhiant-lywodraethwr ddod i ben, neu pan fydd rhiant-lywodraethwr yn ymddiswyddo. Anfonir gwybodaeth ynglŷn â'r etholiad drwy law'r disgyblion.

Election of Parent Governors

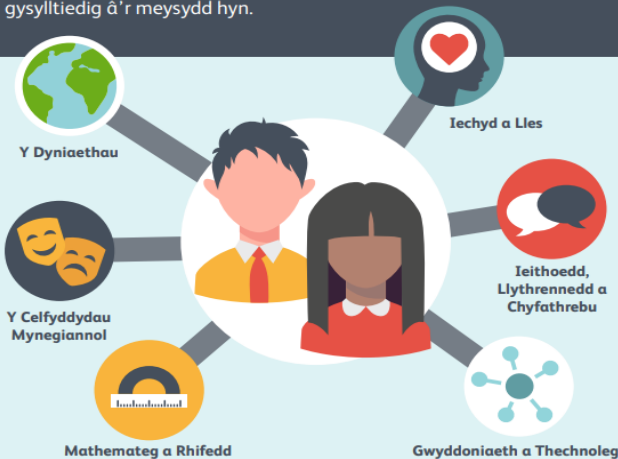
Arrangements are made for the election of parent governors one school term before a parent governor's term of office expires, or on receipt of a resignation. Information about the election is sent to parents via pupil post.

Y Cwricwlwm i Gymru

Ceisir sicrhau bod yr addysg sy'n cael ei chynnig yn eang a chytbwys. Credir y bydd yr addysg yn hybu datblygiad ysbrydol, moesol, diwylliannol, meddyliol a chorfforol pob plentyn sydd yn yr ysgol. Rydym hefyd am sicrhau bod y cwricwlwm yn addas ar gyfer pob plentyn.

Meysydd dysgu a phrofiad

Yn ogystal â sgiliau llythrennedd, rhifedd a digidol, mae **chwe maes dysgu a phrofiad**. Bydd popeth mae eich plentyn yn ei ddysgu yn gysylltiedig â'r meysydd hyn.



Mae'r cwricwlwm hefyd yn ymdrin â:

- hawliau dynol
- amrywiaeth a pharchu gwahaniaethau
- profiadau a sgiliau ar gyfer gyrfaedd a'r gweithle
- dysgu am gyd-destunau lleol, cenedlaethol a rhyngwladol
- addysg cydberthnasoedd a rhywioldeb sy'n briodol o ran datblygiad y plentyn.

Dysgu mewn ffordd sy'n gweithio i'ch plentyn

Mae'r cwricwlwm newydd yn datblygu gwybodaeth, sgiliau a phrofiadau eich plentyn.

Bydd yn symud ymlaen pan fydd:

- yn dysgu mwy
- dealltwriaeth o bethau yn dyfnhau
- ei sgiliau cyfathrebu'n tyfu a
- ei sgiliau'n wella.

Ffallai y bydd adegau pan fydd yn:

- symud ymlaen yn gyflym neu'n
- arafu i sicrhau dealltwriaeth o bwnc neu wrth ddarganfod rhywbeth sydd o ddiddordeb personol.

Nid yw dysgu bob amser yn gysylltiedig ag aedron. Ni fydd yn digwydd yn yr un ffordd, nac ar yr un pryd i bawb.

Asesu

Bydd asesu yn rhan o ddysgu eich plentyn bob dydd.

Bydd plant yn gweithio gyda'u hathrawon i ddeall pa mor dda maen nhw'n gwneud. Mae hyn yn bwysig i'w helpu i:

- weld ble maen nhw arni yn eu dysgu
- cynllunio eu camau dysgu nesaf
- sylwi ar unrhyw broblemau neu gymorth ychwanegol sydd ei angen



ac i helpu'r athro i:

- ddod o hyd i ffyrdd i'w herio a
- gweld pa mor dda mae disgyblion yn gwneud.



Bydd yr ysgol hefyd yn gweithio gyda chi i wneud yn siŵr bod eich plentyn yn cael yr help sydd ei angen i symud ymlaen.

Mae addysg yn newid



Mae'r byd yn newid ac mae angen syniadau newydd a defnydd creadigol o dechnoleg.

Er mwyn mynd i'r afael â'r heriau hyn, mae Llywodraeth Cymru eisio gwneud yn siŵr bod gan eich plentyn y wybodaeth, y sgiliau a'r profiadau y bydd eu hangen arny nhw i wneud y gorau o fywyd.

Mae athrawon ac arbenigwyr addysg o bob cwr o Gymru wedi bod yn cydweithio i ddatblygu Cwricwlwm i Gymru.



Yn ysgol eich plentyn, mae cwricwlwm yn cael ei **gynllunio gan athrawon**. Maen nhw'n defnyddio'r canllawiau y mae athrawon eraill wedi'u ysgrifennu i'w helpu i gynllunio'r hyn y mae plant yn ei ddysgu.



Mae'r cwricwlwm newydd **wedi'i gynllunio i gynnwys pob plentyn**. Bydd yn helpu plant gyda gwrsi creadigol yn cysylltu â bywyd go iawn. Bydd yn addas ar gyfer eu hangenion ac yn eu helpu i gymraed eu llawn potensial.



Mae'r byd yn fwy cysylltiedig y dyddiau hyn, felly mae'r hyn maen nhw'n ei ddysgu yn fwy cysylltiedig hefyd. Mae gwybodaeth yn bwysig iawn, a byddan nhw hefyd yn cael y sgiliau a'r profiadau sydd eu hangen arny nhw ar gyfer **byd sy'n newid yn gyflym**.

Bydd eich ysgol yn helpu eich plentyn i fod yn:

- ddysgwyr uchelgeisiol, galluog, sy'n barod i ddysgu drwy gydol eu hoes
- cyfrannwyr mentrus, creadigol, sy'n barod i chwarae rhan lawn mewn bywyd a gwaith
- dinesydd egwyddorol, gwybodus, sy'n barod i chwarae rhan yng Nghymru a'r byd, ac
- unigolyn iach, hyderus, sy'n barod i fyw bywyd bywyd cyflawn fel aelod gwerthfawr o gymdeithas
- Gelwir rhain yn 'bedwar diben' y cwricwlwm.



Meysydd dysgu a phrofiad



Yn y **Celfyddydau Mynegiannol**, bydd eich plentyn yn archwilio celf, dawns, drama, ffilm, cyfryngau digidol a cherddoriaeth i ddatblygu ei sgiliau creadigol, artistig a pherfformio.



Yn y **Dyniaethau** bydd yn dysgu am y byd, cymdeithas a digwyddiadau yn y gorffennol a'r presennol. Bydd yn archwilio'r heriau a'r cyfleoedd sy'n ein hwynebu, a pha gamau egwyddorol y gallwn eu cymryd i ddiogelu'r byd a'i bobl yn y dyfodol.



Yn **Mathemateg a Rhifedd**, bydd eich plentyn yn datblygu dealltwriaeth o rifau ac yn defnyddio symbolau mewn mathemateg. Bydd yn archwilio siapiau a mesuriadau ac yn dysgu am ystadegau a thebygolrwydd.



Mae **Iechyd a Lles** yn ymwneud â gofalu am iechyd corfforol a meddyliol gan gynnwys lles emosiynol. Bydd yn dysgu am fwyta'n iach a sut i wneud penderfyniadau da, delio â dylanwadau a datblygu cydberthnasoedd iach.



Yn **Ieithoedd, Llythrennedd a Chyfathrebu**, bydd eich plentyn yn dysgu am ieithoedd. Bydd yn deall ac yn defnyddio Cymraeg, Saesneg ac ieithoedd eraill. Bydd yn astudio ac yn creu llenyddiaeth, ac yn cyfathrebu mewn ffyrdd llafar, ysgrifenedig neu weledol. Gallai hyn gynnwys barddoniaeth, drama a ffilm.



Yn **Gwyddoniaeth a Thechnoleg** bydd eich plentyn yn dysgu am bioleg, cemeg, ffiseg, cyfrifiadureg a dylunio a thechnoleg. Bydd yn dysgu am ddylunio a pheirianteg, pethau byw, mater, grymoedd ac egni, a sut mae cyfrifiaduron yn gweithio.

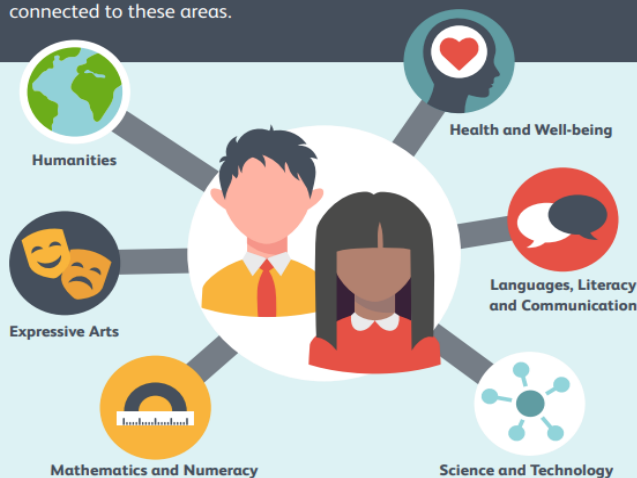
Fe lunir polisïau a Chynlluniau Dysgu ar gyfer yr agweddau hyn ar y cwricwlwm gan yr ysgol ac mae modd trefnu gyda'r Pennaeth i weld y Polisïau a'r Cynlluniau Dysgu yma yn yr ysgol.

The Curriculum for Wales

We aim to ensure that we prepare a broad based curriculum which will promote the spiritual, moral, cultural, mental and physical development of every child.

Areas of learning and experience

As well as literacy, numeracy and digital skills, there are **six areas of learning and experience**. Everything your child learns will be connected to these areas.



The curriculum also covers:

- human rights
- diversity and respecting differences
- experiences and skills for careers and the workplace
- learning about local, national and international contexts
- developmentally appropriate relationships and sexuality education.

Learning in a way that works for your child

The new curriculum develops your child's knowledge, skills and experiences.

They will move forward as:

- they learn more
- their understanding of things gets deeper
- their communication skills grow and
- their skills improve.

There may be times when they:

- move forward quickly or
- slow down to make sure they understand a topic or because they discover something that interests them.

Learning isn't always linked to their age. It won't happen in the same way, or at the same time for everyone.

Assessment

Assessment will be part of your child's learning every day.

They'll work with their teachers to understand how well they're doing. This is important to help them:

- see where they are in their learning
- plan their next learning steps
- spot any issues or extra support they need



and to help their teacher:

- find ways to challenge them and
- see how well pupils are doing.



The school will also work with you to make sure that your child has the help they need to move forward.

Education is changing



The world is changing and we need new ideas and creative use of technology.

To address these challenges, the Welsh Government wants to make sure that your child has the knowledge, skills and experiences they'll need to make the most of life.

Teachers and education experts from across Wales have been working together to develop the **Curriculum for Wales**.



In your child's school, a curriculum is being **designed by teachers**. They are using guidance that other teachers have written to help them plan what children learn.



The new curriculum is **designed for all children**. It will support your child with creative lessons with real-life meaning. It will suit their needs and help them reach their full potential.



The world is more connected nowadays, so what they learn is more connected too. Knowledge is really important, and they will also be given the skills and experiences they need for a **fast-changing world**.

Your school is supporting your child to be:

- an ambitious, capable learner, ready to learn throughout their life
- an enterprising, creative contributor, ready to play a full part in life and work
- an ethical, informed citizen, ready to take part in Wales and the world, and a
- a healthy, confident individual, ready to lead a fulfilling life as a valued member of society.
- These are called the 'four purposes' of the curriculum.



Areas of learning and experience



In **Expressive Arts**, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.



In **Humanities** they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.



In **Mathematics and Numeracy**, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.



Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.



In **Languages, Literacy and Communication**, your child will learn about languages. They'll understand and use Welsh, English and other languages. They'll study and create literature, and communicate in spoken, written or visual ways. This could include poetry, drama and film.



In **Science and Technology** your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.

Policies and Schemes of Learning relevant to the various aspects of the curriculum are prepared by the school. They are available for perusal at the school by agreement with the Head Teacher.

Crefydd, Gwerthoedd a Moeseg

Mae Crefydd, Gwerthoedd a Moeseg yn ofyniad statudol yn Cwricwlwm i Gymru, ac mae'n orfodol i bob dysgwr rhwng 3 ac 16 oed. Nid oes hawl gan riant i wneud cais i dynnu plentyn yn ôl o Grefydd, Gwerthoedd a Moeseg yn Cwricwlwm i Gymru. Gan fod Crefydd, Gwerthoedd a Moeseg yn bwnc a bennir yn lleol, mae'r maes llafur y cytunwyd arno yn nodi'r hyn y dylid ei addysgu ym [maes Crefydd, Gwerthoedd a Moeseg yn yr awdurdod lleol](#), a bydd ein cwricwlwm yn adlewyrchu'r canllawiau hyn.

Religion, values and ethics

Religion, values and ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16.

There is no parental right to request that a child is withdrawn from RVE in the Curriculum for Wales.

As RVE is a locally determined subject, the [agreed syllabus specifies what should be taught in RVE within the local authority](#) and our curriculum will reflect this guidance.

Addysg Cydberthynas a Rhywioldeb

Mae cwricwlwm ein hysgol yn colledu'r arweiniad a geir yn y [Cod Addysg Cydberthynas a Rhywioldeb](#). Bydd gan ein darpariaeth Addysg Cydberthynas a Rhywioldeb rôl gadarnhaol a grymusol yn addysg ein dysgwyr, a bydd yn chwarae rhan hanfodol wrth eu cefnogi i wireddu'r pedwar diben trwy ddull ysgol gyfan. Helpu dysgwyr i feithrin a chynnal ystod o berthnasod, i gyd yn seiliedig ar ymddiriedaeth a pharch at ei gilydd, yw sylfaen Addysg Cydberthynas a Rhywioldeb. Mae'r perthnasod hyn yn hanfodol i ddatblygiad llesiant emosiynol, cadernid ac empathi.

[Polisi Addysg Cydberthynas a Rhywioldeb Ysgol Hafan y Mor](#)

Relationship and Sexuality Education

Our school curriculum embraces the guidance in the [RSE Code](#). Our RSE provision will have a positive and empowering role in our learners' education and will play a vital role in supporting them to realise the four purposes as part of a whole-school approach. Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy.

[Ysgol Hafan y Môr Relationship and Sexuality Education Policy](#)

Cofnod Datblygiad y Disgybl

Gwahoddir y rhieni i noson rieni ffurfiol i drafod cynnydd a thargedau y plant yn ystod tymor yr Hydref a'r Gwanwyn. Gwahoddir rhieni i Noson Agored yn rhymor yr Haf lle rhoddir cyfle i'r rhieni edrych o amgylch yr ysgol, i weld gwaith y plant ac i siarad yn unigol ac athro'r disgybl. Dosberthir adroddiad ysgrifenedig ar gynnydd disgyblion ar ddiwedd Tymor yr Haf.

Mae croeso hefyd i rieni wneud apwyntiad ar adeg sy'n gyfleus i'r athro a'r rhieni, i drafod cynnydd eu plentyn neu unrhyw broblemau a all godi. Gwahoddir rhieni sydd â phryderon am ddatblygiadau addysgol, ymddygiadol neu gorfforol eu plentyn i drafod y broblem honno gydag athro dosbarth eu plentyn yn y lle cyntaf, y dirprwy bennaeth os yw'r mater heb ei ddatrys ac os yw'r mater heb ei ddatrys o hyd yn dilyn cyfathrebu gydag athro'r dosbarth a dirprwy bennaeth, yna dylai rhieni gysylltu â'r Pennaeth er mwyn ceisio datrys y broblem yn llwyr. Yn aml gellir delio â'r problemau uchod yn llwyddiannus gan athro'r dosbarth a does dim angen codi'r pryder ymhellach.

Method of Monitoring Progress

Parents are invited to a formal parents evening to discuss children's progress and targets during the Autumn term. Each year in the Spring Term, an Open Evening is held for parents, so that they may see their child's work and discuss his / her development with the teacher. A written progress report on each pupil is sent out to parents at the end of the Summer Term.

Parents are also welcome to make an appointment at a time convenient to the teacher and parent(s), to discuss their child's progress or any problems which may arise. Parents with anxieties about their child's educational, behavioural or physical developments are invited to discuss that problem with their child's class teacher in the first instance. If the matter remains unresolved, a parent can make an appointment to speak to the deputy head. In the event that the matter continues to remain unresolved following communication with the class teacher and deputy head teacher, parents should then contact the Headteacher in order to try and resolve the problem fully. Often, the above problems can be dealt with successfully by the class teacher and there is no need to escalate further.

Gwisg Ysgol

Mae gwisg swyddogol yr ysgol yn rhoi cyfle i'n disgyblion fod yn **falch** o'u hysgol, teimlo eu bod yn **perthyn** iddi a bod yn barod i gynnal safonau uchel o **ymddygiad**. Mae gwisg ysgol yn cynorthwyo'r ysgol i osgoi cystadleuaeth ddurud a niweidiol rhwng disgyblion. Dylid gofalu fod plant yn daclus yn dod i'r ysgol. Nid yw steiliau gwallt eithafol na lliwio gwallt eithafol yn dderbyniol yn yr ysgol. Mae'n bwysig bod enw'r disgybl yn glir ar bob dilledyn.

Mae modd archebu'r wisg drwy siop **Tees R Us**, **Koolskools** (*Fairtrade cotton uniform*) neu ar safle We **myclothing.com**. Yn y dderbynfa, mae gennym ddetholiad o wisgoedd ail law o ansawdd da o CRhA yr ysgol.

Crys chwys / Cardigan	Glas tywyll gyda logo'r ysgol
Crys polo	Crys polo 'jade' gyda logo'r ysgol
Trowsus,sgert neu binafore <i>*ffrog gingham glas tywyll a gwyn [merched]</i>	Anogir lliw llwyd neu glas tywyll
Gwisg Ymarfer Corff	Anogir crys-t lliw tŷ eich plentyn a siorts neu trowsus ymarfer tywyll. <i>*Sylwer nid yw disgyblion yn derbyn manylion am liw tŷ tan eu bod yn nosbarth Derbyn felly gofynnwn iddynt wisgo crys-t gwyn cyn hynny.</i>

- Am resymau diogelwch anogir clymu gwallt hir yn ôl.
- Dim ond clustdlysau sdydau i gael eu gwisgo.
- Ni chaniateir sodlau uchel am resymau diogelwch.
- Gofynnir i bob plentyn gydymffurfio efo'r canllawiau gwisg ysgol.

School Uniform

The school has an official uniform. The wearing of school uniform ensures an acceptable standard of dress, helps preserve the good name of the school, minimises social distraction and avoids the kind of expensive or extreme competition in appearance that can arise between pupils. Above all, it helps to establish and maintain the identity of the school and pride in that identity. Appearance must always be neat and tidy and appropriate for school. Extreme hairstyles such as shaven heads or hair colours outside those regarded as natural are not acceptable. All uniform must be marked clearly with pupils' name. It is crucial that parents support the school in enforcing the school uniform.

It is possible to order the school uniform from **Tees R Us**, **Koolskools** (*Fairtrade cotton uniform*) or on **myclothing.com**. We also have a selection of good quality pre-loved uniforms from the school PTFA in the front reception area.

Sweatshirt / Cardigan	Navy with school logo
Polo shirt	Jade school polo with logo
Trousers, skirt or pinafore <i>*Gingham navy and white dress [girls]</i>	We recommend grey or navy
PE kit	We ask that all pupils wear a t-shirt of your child's house colour and dark shorts/ jogging trousers. <i>*Please note that pupils do not receive information about their house colour until Reception class therefore, we ask that they wear a white t-shirt until then.</i>

- *For safety reason we recommend that all long hair should be tied back.*
- *Only stud earrings to be worn in the school*
- *No high heels*
- *All families are requested to co-operate with the school on this matter.*

Presenoldeb

Mae gofyn i rieni roi gwybod i'r ysgol am unrhyw absenoldebau. Mae modd ffonio'r ysgol a gadael neges gan wasgu botwm 1 ar ddewislen yr ysgol neu adrodd absenoldeb ar app ParentMail.

Os hoffech roi cais mewn ar gyfer absenoldeb arall sydd wedi ei drefnu gallwch wneud hynny trwy lenwi'r ffurflen '[Ffurflen Gais Absenoldeb](#)'. Rhaid llenwi'r ffurflen oleia pythefnos cyn yr absenoldeb.

Mae'r ysgol yn dechrau am 8:50a.m. a rhoddir marc Hwyr ar y gofrestr os nad yw'r plentyn wedi cyrraedd ar gyfer cofrestru. Fe fydd yr ysgol yn cysylltu gyda'r asiantaethau priodol os bydd plant yn hwyr i'r ysgol yn rheoliadd neu yn absennol heb awdurdod yr ysgol.

Attendance

Parents are required to report any absences to the school. It is possible to telephone the school and leave a message on the school's absence line by pressing button 1 on the school telephone menu or report the absence on the ParentMail app.

If you would like to put in an application for a scheduled absence you can do so by completing the '[Absence Request Form](#)' form. The form must be completed two weeks prior to the absence.

School starts at 8:50 a.m. and a 'late' mark is given if the child is late. The appropriate services will be informed if a child is late on a regular basis or if a child is absent with no authorisation.

Cytundeb Cartref ac Ysgol.

Y mae gennym ofal am bob agwedd ar ddatblygiad eich plant. Ein nod ydi sicrhau yr addysg orau un ar eu cyfer fel y bydd pob plentyn yn cyrraedd ei benllanw personol ei hun. Rydym am i'r plant fod yn hapus, yn garedig ac yn ffyddlon i'w gilydd. Gobeithiwn y byddant yn mwynhau nifer fawr o brofiadau cyfoethog a gwerthfawr yn Ysgol Hafan y Môr.

Y mae gan y rhieni ran bwysig iawn yn addysg eu plant, ac mae Ysgol Hafan y Môr yn croesawu pob cydweithrediad rhwng y cartref a'r ysgol.

Mae Ysgol Hafan y Môr wedi ffurfio cytundeb rhwng y cartref a'r ysgol. Mae'r cytundeb yn golygu bod y disgybl a'i gartref a'r ysgol yn cytuno i gydweithredu er mwyn sicrhau y cyfleoedd gorau un ar gyfer datblygiad ac addysg y plentyn.

Home and School Agreement.

We care about all aspects of your child's development. Our aim is to ensure the very best education for the children in order that each child reaches full individual potential. We want the children to be happy, to be kind and to be loyal to each other. We hope that they will enjoy an array of valuable and rich experiences at Ysgol Hafan y Môr.

Parents do have a very important role in their children's education, and Ysgol Hafan y Môr welcomes every co-operation between the home and the school.

Ysgol Hafan y Môr has formulated a contract between the school and the home. This contract means that the pupil and his/ her home and the school agree to co-operate in order to ensure the very best opportunities for the child's development and education.

Dysgu Adref

Nôd

Mae dysgu adref yn bwrpasol ac yn gyfle i atgyfnerthu dysgu y dosbarth.

Mae hefyd yn gyfle i ddatblygu agweddau penodol ar ddysgu y disgybl.

Amcan

- Bod yn rhan o'r profiad parhaus o godi safonau darllen, ysgrifennu a rhifedd a datblygu sgiliau
- Rhoi statws ychwanegol ar ddysgu ysgol
- Parhau'r cyswllt rhwng yr ysgol a'r cartref.

Canllawiau

Y mae trefn yn yr ysgol ar gyfer gosod dysgu adref. Nid yw'n fwrriad i lethu plant â gormod o ddysgu adref a bydd digon o amser ganddynt i gwblhau'r tasgau. Anogir y plant i beidio a gadael y tasgau dysgu adref tan y funud olaf ac i barchu safon eu gwaith/dysgu. Rydym yn gweld gwerth dysgu adref. Yr ydym yn sensitif i amgylchiadau pan nad yw'r plentyn wedi gallu gwneud ei waith/ddysgu mewn pryd. Er mwyn sicrhau gwell safonau mewn llythrennedd, rhifedd a datblygu sgiliau penodol a dysgwyr annibynnol, credir bod gosod tasgau dysgu adref yn codi disgwyliadau'r plant a rhieni ac yn sicrhau bod y ddolen rhwng yr ysgol a'r cartref yn cael ei hatgyfnerthu.

Learning at Home

Aim

Meaningful learning at home is an opportunity to reinforce class learning.

It is also an opportunity to develop specific aspects of the pupil's learning.

Objectives

- *To be a part of the continuing learning of raising standards in literacy, numeracy and developing skills*
- *To give additional status to school learning*
- *To sustain the contract between the school and the home.*

Guidelines

The school has a structured arrangement for learning at home. It is not intended to burden the children with work/ learning tasks. They will have sufficient time for their tasks. We believe in the value of learning at home. We are sensitive to circumstances when a child has not been able to finish his/her task in time. In order to raise the standards of literacy, numeracy and develop key skills and independent learners the school believes that learning at home will raise the expectations of children and their parents and will strengthen the links between school and home.

Dosbarth Derbyn a blynyddoedd 1 a 2 – Reception class and Years 1 & 2	
Cardiau darllen neu Taflen yr Wyddor neu Llyfrau darllen yn cael eu hanfon adref ac i gael eu dychwelyd yn ddyddiol. Hefyd, mae disgwyl i ddisgyblion ym ml. 1 a 2 cwblhau geiriau sillafu a dysgu eu tablau gan ddefnyddio TTBlast a SpellBlast . Crëwyd y rhestrau sillafu a rennir yn benodol gan athro'r dosbarth i gefnogi dysgu dosbarth eich plentyn ac yn ei dro, bydd hyn yn eu cefnogi gyda thasgau llythrennedd yn y dosbarth.	Reading books are sent home and should be returned to the school daily. In addition, there is an expectation that all pupils in years 1 and 2 will learn spellings and their multiplication tables using the educational app TTBlast and Spellblast . The shared spelling lists have been created specifically by the class teacher to support your child's class learning and in turn, this will support them with literacy tasks in class.
Blynyddoedd 3 a 4 / Years 3 and 4	
Mae llyfrau darllen yn cael eu hanfon adref ac i gael eu dychwelyd yn ddyddiol. Hefyd, mae disgwyl i ddisgyblion ym ml. 3 a 4 cwblhau geiriau sillafu a dysgu eu tablau gan ddefnyddio TTBlast a SpellBlast . Gofynnir i chi ddarllen yn rheolaidd gyda'ch plentyn. Yn ogystal anfonnir taflen o dasgau dewis adref pob hanner tymor. Mae'r tasgau'n seiliedig ar y dysgu mae eich plentyn yn gwneud yn y dosbarth a bydd yn cefnogi'ch plentyn gyda'i ddealltwriaeth o'r thema. Mae rhagor o wybodaeth yn eu llyfrau dysgu adref ynghylch pryd y darperir tasgau dysgu adref a phryd y disgwylir iddynt gael eu dychwelyd.	Reading books are sent home and to be returned daily. Also, pupils in ml. 3 and 4 are expected to complete spelling words and learn their tables using TTBlast and SpellBlast . You are asked to read regularly with your child. A choice sheet of tasks is sent home each half term. The tasks are based on the learning your child is undertaking in the class and will support their understanding of the theme. There is more information in their home learning books about when home learning tasks are provided and when they are expected to be returned.
Blynyddoedd 5 a 6 / Years 5 and 6	
Mae llyfrau darllen yn cael eu hanfon adref ac i gael eu dychwelyd yn ddyddiol. Hefyd, mae disgwyl i ddisgyblion ym ml. 5 a 6 cwblhau geiriau sillafu a dysgu eu tablau gan ddefnyddio TTBlast a SpellBlast . Gofynnir i chi ddarllen yn rheolaidd gyda'ch plentyn. Yn ogystal, mae athrawon dosbarth yn gosod tasgau iaith neu fathemateg yn wythnosol ar 'Google Classroom' neu ar Hwb eich plentyn. Mae'r tasgau'n paratoi eich plentyn tuag at waith cartref ffurfiol yr ysgol Uwchradd. Mae'n hanfodol bod eich plentyn yn cyflawni'r tasgau ar amser er mwyn iddynt gael adborth ar y tasgau.	Reading books are sent home and to be returned daily. Also, pupils in ml. 3 and 4 are expected to complete spelling words and learn their tables using TTBlast and SpellBlast . You are asked to read regularly with your child. In addition, classroom teachers set language or maths tasks weekly on 'Google Classroom' or on your child's Hub. The tasks prepare your child towards formal High school homework. It is essential that your child completes the tasks on time so that they can obtain feedback in a timely fashion.

Cynhwysiant

Cyflwynwyd y diwygiad ADY newydd ym mis Medi 2021. Dywed y ddeddf ADY (Anghenion Dysgu Ychwanegol) bod gan unigolyn anghenion dysgu ychwanegol os oes ganddo anhawster dysgu neu anabledd dysgu sy'n galw am ddarpariaeth dysgu ychwanegol.

Beth yw'r prif newidiadau?

- Nid oes gofrestr ar gyfer disgyblion sydd ag ADY
- Ni fydd Datganiad o Anghenion Addysgol Arbennig (AAA) bellach, yn hytrach mae gan blentyn Anghenion Dysgu Ychwanegol (ADY) sy'n gofyn am Ddarpariaeth Dysgu Ychwanegol (ADY) bydd Cynllun Datblygu Unigol (CDU).
- Bydd yr ymadrodd AAA yn cael ei ddisodli gan ADY.
- Mae CDU yn un cynllun statudol ar gyfer oedranau 0-25, sy'n bwrpasol i anghenion yr unigolyn ac mae ei angen am gyfnod estynedig o amser a dwyster.
- Mae'n gynllun aml-asiantaeth, sy'n canolbwyntio ar blant (CDU) ac mae ganddo fewnbwn rhieni.
- Lle dylid cynnig darpariaeth resymol yn Gymraeg.

Beth yw Darpariaeth Dysgu Ychwanegol?

- Mae Darpariaeth Dysgu Ychwanegol (DDY) yn unrhyw ddarpariaeth dysgu a ddarperir drosodd ac yn uwch na'r Darpariaeth Dysgu Cyffredinol (DDC) ac ymyriadau wedi'u targedu'n safonol sydd ar gael o fewn lleoliad yr ysgol.
- Mae DDY yn ddarpariaeth nad yw ar gael i bob disgybl ac sy'n ddarpariaeth hirdymor dros gyfnod estynedig.
- Mae'r diffiniad o ADY hefyd yn cwmpasu dysgwyr y mae eu anhawster dysgu neu anabledd yn codi o gyflwr meddygol ond os oes gan blentyn gyflwr meddygol sy'n bodoli eisoes nid yw hyn yn golygu y bydd ganddynt ADY yn awtomatig.
- Ni fyddai plentyn neu berson ifanc yn cael ADY os gellir mynd i'r afael â'i ddiffyg cynnydd neu anawsterau trwy addysgu gwahaniaethol rheolaidd ac DDC yr ysgol.

Mae'r ysgol yn gweithredu rhaglenni llythrennedd yn Gymraeg a Saesneg (Tric a Chlic) i godi safon sgiliau sillafu a darllen. Rydym yn cydweithio gyda grŵp o ysgolion lleol yng Nghlwestwr Ysgolion y Preseli i sicrhau bod Asesiad Athrawon yn gywir ac wedi'i gymedroli'n gywir ar draws pob pwnc craidd: Cymraeg, Saesneg, Mathemateg a Gwyddoniaeth yn CA2 (blwyddyn 6) a laith, Mathemateg a Datblygiad Cymdeithasol Personol a Phersonol yn y F/P (blwyddyn 2).

Rydym yn darparu sesiynau ymyrraeth laith a Mathemateg i dargedu grwpiau o ddisgyblion neu unigolion i hybu eu sgiliau a'u hyder yn y pwnc. Mae gan yr ysgol aelod o staff sy'n ELSA hyfforddedig (Cynorthwydd Cymorth Dysgu Emosiynol). Mae'r aelod hwn o staff yn cefnogi disgyblion sydd angen cymorth i ddatblygu sgiliau emosiynol neu gymdeithasol. Ynghyd â'r grwpiau cymorth a dysgu hyn, mae'r cynorthwyr cymorth dysgu o fewn yr ystafelloedd dosbarth yn cefnogi disgyblion yn ddyddiol gyda sgiliau darllen a gweithgareddau ymyrraeth amrywiol eraill i wella galluoedd dysgu disgyblion.

Mae polisi ar gyfer Anghenion Dysgu Ychwanegol ar gael i chi ei weld yn yr ysgol os ydych am wneud hynny. Cydlynwyd Anghenion Dysgu Ychwanegol yr ysgol yw Mrs Sioned King a'r llywodraethwr sy'n gyfrifol am arbennig yw Mr Peter Oeppen.

[Tudalen ADY Gwefan yr Ysgol](#)

Inclusion

The new ALN reform was introduced in September 2021. The ALN (Additional Learning Needs) act states that a person has additional learning needs if they have a learning difficulty or disability which calls for **additional learning provision**.

What are the main changes?

- There is no register for pupils who have ALN
- There will no longer be a Statement of Special Educational Needs (SEN), rather a child has Additional Learning Needs (ALN) who requires Additional Learning Provision (ALP) will have an Individual Development Plan (IDP).
- The phrase SEN will be replaced by ALN.
- An IDP is a single statutory plan for ages 0-25, that is bespoke to the needs of the individual and is needed for an extended period of time and intensity.
- It is a multi-agency plan, that is child centred (PCP) and has parental input.
- Where reasonable provision should be offered in Welsh.

What is Additional Learning Provision?

- An Additional Learning Provision (ALP) is any learning provision that is provided over and above the Universal Learning Provision (ULP) and standard targeted interventions available within the school setting.
- An ALP is a provision that is not available to all pupils and is a long-term provision over an extended period.
- The definition of ALN also covers learners whose learning difficulty or disability arises from a medical condition but if a child has a pre-existing medical condition this does not automatically mean they will have ALN.
- A child or young person would not have ALN if their lack of progress or difficulties can be addressed through regular differentiated teaching and the school's ULP.

The school operates literacy programs in Welsh and English (Tric a Chlic) to raise the standard of spelling and reading skills. We work together with a group of local schools in the Preseli Cluster of schools to ensure that Teacher Assessment is correct and moderated correctly across all core subjects: Welsh, English, Mathematics & Science at KS2 (year 6) & Language, Mathematics and Personal & Social Development in the F/P (year 2).

We provide Language and Mathematics intervention sessions to target groups of pupils or individuals to boost their skills and confidence in the subject. The school has a member of staff who is a trained ELSA (Emotional Learning Support Assistant). This member of staff supports pupils who require support to develop emotional or social skills. Along with these support & learning groups, the learning support assistants within the classrooms support pupils on a daily basis with reading skills & other various intervention activities to improve pupil's learning abilities.

There is a policy for Additional Learning Needs available for you to view at the school should you wish to do so. The school's Additional Learning Needs Co-ordinator is Mrs Sioned King and the governor with special responsibility is Mr Peter Oeppen.

School Website ALN page

Pa Ddarpariaethau Dysgu Cyffredinol (DDC) sy'n cael eu cynnig yn Ysgol Hafan y Môr i gefnogi dysgwyr?
Which Universal Learning Provisions (ULP) are offered at Ysgol Hafan y Mor to support learners?

Welsh Government Guidance

<https://gov.wales/sites/default/files/publications/2022-09/easy-read-guide-for-children-parents-and-families.pdf>

 Ysgol Hafan y Môr's Universal Learning Provision 			
Tier 1 – ULP (Universal Learning Provision)	Tier 2 - Standard Targeted Interventions as part of ULP	Tier 3 – met within school but above ULP <i>May Need IDP dependent on length and intensity of intervention. Any child receiving Tier 3 intervention should be placed on the monitoring list.</i>	Tier 4- Tier 4 ALP that would need to be provided by the LA <i>IDP Needed.</i>
▶ High quality teaching and learning experiences. ▶ Clear and high expectations. ▶ Effective differentiation to access the curriculum. ▶ Effective and progressive feedback to further develop learner's abilities and self and peer assessment. ▶ Effective use and development of pupil voice.	▶ ELSA Support ▶ Sand Play Therapy ▶ TIS Practitioner strategies ▶ Target catch-up groups- accelerated literacy etc ▶ LEGO Therapy ▶ Mindfulness ▶ Circle of Friends ▶ RM Maths ▶ Tric a Chic ▶ Targeted SALT activities ▶ SALLEY-Speech Development and communication ▶ Dyslexia Friendly schools ▶ Trauma Informed schools ▶ Coaching and Mentoring ▶ Literacy Catch-ups ▶ NVR and National Tests ▶ Glannau Menai ▶ IDL	▶ Intensive individualised support for learning/highly structured routines with individual support ▶ Communication support/ Alternative communication (Makaton etc) ▶ Extended Period Interventions from: ▶ Ed Psych I ▶ SALT ▶ Occupational Therapy/physical therapy ▶ Behaviour Support services ▶ Extensive Support provided by school or external services due to medical/physical needs.	▶ Multiple agency support for extended periods of time ▶ Portfield ▶ Pembrokeshire Learning Centre ▶ Learning Resource Centre

Clwb Brecwast

Mae clwb brecwast dyddiol yn yr ysgol o 8.00yb - 8:25yb. Mae'r brecwast am ddim.

Breakfast Club

There is a daily Breakfast club available from 8.00yb – 8:25am. Breakfast is free.

Cinio Canol Dydd

Mae Prydau Ysgol Am Ddim i blant oed cynradd ar draws Cymru.

Am rhagor o wybodaeth ewch i wefan y Sir: [Prydau Ysgol](#)

Ydych chi'n gymwys i dderbyn PRYDAU BWYD AM DDIM i'ch plentyn?

Hoffwn egluro i rieni sydd â hawl i brydau ysgol am ddim ond sy'n dewis peidio eu cael, bod yr ysgol ar ei cholled yn ariannol oherwydd hyn. Mae llawer o'r cynlluniau cyllido fformiwla yn dibynnu ar nifer y plant sy'n cael prydau ysgol am ddim.

Mae prydau ysgol am ddim ond ar gael i blant y mae eu rhieni/gwarcheidwaid yn cael un o'r budd-daliadau canlynol:-

- Cymorth Incwm
- Lwfans Ceisio Gwaith (yn seiliedig ar incwm)
- Cefnogaeth o dan adran V1 Deddf Mewnfudo a Lloches 1999
- Elfen gwarant Credyd Pensiwn y Wladwriaeth
- Credyd Treth Plant, **Ile nad ydynt yn derbyn** Credyd Treth Gwaith, ac nid yw eu hincwm blyneddol (yn ôl yr asesiad gan CThEM) yn fwy na £16,190 (o 6 Ebrill 2011)

Lle ydw i'n gwneud cais am brydau ysgol am ddim?

Mae yna ffurflenni y gellir eu defnyddio yn ardal dderbynfa'r ysgol neu, gallwch wneud cais i'r Awdurdod Lleol yn Sir Benfro, i'r adran ganlynol:-

Adran Prydau Ysgol am Ddim
Cyngor Sir Penfro

Adain y Gogledd, Neuadd y Sir, Hwlfordd, Sir Benfro. SA61 1TP

Os oes unrhyw riant/gofalwr yn credu y gallai fod ganddynt hawl i hawlio prydau ysgol am ddim ar gyfer eu plentyn/plant, byddwn yn eich annog i barhau i wneud cais am hyn drwy wefan Cyngor Sir Penfro ([dolen ffurflen gais](#)) gan fod yr ysgol yn derbyn cyllid ychwanegol ar gyfer disgyblion sy'n derbyn prydau ysgol am ddim ac nad ydynt yn rhan o raglen gyflwyno generig LIC. Ar hyn o bryd mae'r cyllid ychwanegol (PDG) yn helpu i gefnogi'r ddarpariaeth Addysg Gorfforol a Cherddoriaeth, yn cyfrannu at gyflogau 2 aelod o staff cymorth, ac yn rhoi cymhorthdal i arosiadau preswyl a gweithgareddau allgyrsiol.

Lunch

All primary aged pupils across Wales are able to have Free School Meals.

For more information, please follow the link to the Council website: [School Meals](#)

Are you entitled to FREE SCHOOL MEALS?

I would like to explain to parents who are entitled to free school meals but choose not to have them, that the school is losing out financially because of this. Many of the formula funding schemes depend on the number of children having free school meals.

Free school meals are only available to children whose parents/guardians are receiving one of the following benefits:-

- *Income Support*
- *Job-seekers Allowance (income-based)*
- *Support under section V1 of the Immigration and Asylum Act 1999*
- *Guarantee element of State Pension Credit*
- *Child Tax Credit, where **THEY ARE NOT** receiving Working Tax Credit, and their annual income (according to the assessment by HMRC) is no more than £16,190 (from 6 April 2011)*

Where do I apply for Free School Meals?

There are forms available in the school's reception area or, you can apply to the Local Authority in Pembrokeshire, to the following department:-

Free School Meals Section

Pembrokeshire County Council

North Wing, County Hall, Haverfordwest, Pembrokeshire. SA61 1TP

If any parent/ carer believes that they may be entitled to claim free school meals for their child/ren, I would urge you to continue to apply for this via Pembrokeshire County Council website ([application form link](#)) as the school receives additional funding for pupils who receive free school meals and are not part of the generic WG roll-out program. The additional funding (PDG) currently helps to support the PE and Music provision, contributes to 2 support staff's wages, and subsidizes residential stays and extra-curricular activities.

Goruchwyliaeth.

Mae goruchwyliaeth briodol yn yr ysgol 10 munud cyn cloch y bore, bob amser chwarae a phob amser cinio.

Supervision.

There is appropriate supervision in the school 10 minutes before the morning bell, every playtime and every lunch time.

Derbyn arian yn yr ysgol

Mae pob taliad ar gyfer gwahanol ddigwyddiadau fel; siop ffrwythau, gwersi offerynnol, teithiau ac ati naill ai i'w cael eu talu drwy'r ap 'siop' ParentMail os yw'r taliad wedi'i sefydlu gan yr ysgol neu, dylid ei dalu'n uniongyrchol i gyfrif yr ysgol trwy ddilyn y broses isod:

Sicrhewch eich bod yn cyfeirio at eich taliad fel a ganlyn;

- MariP – B1 – FS
- Enw cyntaf eich plentyn, y dechreuad cyntaf o gyfenw, blwyddyn dosbarth a SFF (Siop ffrwythau)

Manylion cyfrif banc ar gyfer taliadau:

Rhif cyfrif: 63985725

Côd didoli: 20-45-45

Receiving money at school

All payments for different events such as; fruit shop, instrumental lessons, trips etc can either be paid via the ParentMail 'shop' app if a payment has been set up by the school or, should be paid directly into the school account by following the process below:

Please ensure you reference your payment as follows:

- MariP – Yr1 – FS
- Childs first name, the first initial of surname, class year and FS (fruit Shop)

Bank account details for payments:

Account no: 63985725

Sort Code: 20-45-45

Siop Ffrwythau

Mae gan yr ysgol siop ffrwythau dyddiol. Y gost yw £1 yr wythnos fodd bynnag gofynnwn yn garedig i rieni dalu ar sail hanner tymor. Os hoffech i'ch plentyn gael ffrwythau o'r siop, gwnewch hynny drwy ddefnyddio'r system ddi-arian neu drwy dalu yn ardal y siop ar ap ParentMail os yw'r 'siop' wedi'i sefydlu gan yr ysgol. **Os nad ydych chi am i'ch plentyn ddefnyddio'r siop ffrwythau, gwnewch yn siŵr ei fod ef/hi yn dod â darn o ffrwyth gyda nhw am amser byrbrydau.*

Fruit Shop

*The school has a daily fruit shop. The cost is £1 per week however we kindly ask parents to pay on a half termly basis. If you would like your child to have fruit from the shop, please do so by using the cashless system or by paying in the shop area on ParentMail app if the 'shop' has been set up by the school. *If you do not want your child to use the fruit shop please ensure that he/she brings a piece of fruit with them for snack time.*

Gweithgareddau Ychwanegol / Additional Activities.

Mae'r ysgol yn cynnig amrywiaeth o weithgareddau diddorol yn rheolaidd.

The school provides a variety of activities on a regular basis.

Nofio

Rydym yn ceisio sicrhau bod plant o flwyddyn 2 i flwyddyn 6 yn cael cyfle i nofio oleiaf unwaith yn ystod y flwyddyn academaidd.

Swimming

We try to ensure that children from year 2 to year 6 have the opportunity to swim at least once during the academic year.

Tripiau

Bydd dosbarthiadau yn cael cyfle i fynd ar dripiâu yn ystod y flwyddyn ac ymweld â llefydd sydd yn atgyfnerthu gwaith y dosbarth megis yr ardal leol, amgueddfeydd ac orielau.

Trips

Classes have the opportunity to go on trips during the year and visit places that reinforce class work such as the local area, museums and galleries.

Menter Busnes

Cynigir cyfleuon i ddisgyblion ymweld â busnesau lleol er mwyn hybu ymwybyddiaeth a dealltwriaeth o sut i ddechrau busnes, rheoli a llwyddo ynddo. Mae hyn yn arwain rhai o ddisgyblion yr adran iau wrth helpu rheoli siop ffrwythau yr ysgol.

Business Development

The pupils are given opportunities to visit local business' to develop an awareness and knowledge of how business' develop, operate and succeed. This is helpful to some pupils in the Junior class who help manage the school fruit shop.

Yr Urdd [Adran]

Mae cangen o'r Urdd [Adran] yn yr ysgol a chyfle i'r plant ymaelodi yn flynyddol. Bydd gweithgareddau yn enw'r Urdd yn cael eu cynnal yn lleol a chyfle i bawb gystadlu mewn cystadlaethau celf, chwaraeon a llwyfan. Fe fydd disgyblion y dosbarth iau yn ymweld â Llangrannog a Gwersyll yr Urdd Caerdydd yn ystod eu cyfnod yn yr adran iau.

The Urdd [Adran]

There is a branch of Yr Urdd at the school and the children are given the opportunity to join every year. Activities in the name of the Urdd are held after school and there is an opportunity to take part in sport, art and stage competitions.

Gwersi Offerynnol

Cynigir gwersi offerynnol trwy'r athrawon teithiol sy'n dod i'r ysgol. Gofynnwn am gyfraniad o £20 y tymor tuag at y gwersi.

Musical Instrument Lessons.

The school offers weekly instrument lessons through the County Perapetetic Music Service. We ask for a contribution of £20 per term towards the cost of music lessons.

Theatr mewn Addysg

Yn achlysurol bydd cwmnïau theatr yn ymweld â'r ysgol ac yn darparu perfformiadau a/neu gweithgareddau amrywiol.

Theatre Companies.

Occasionally, theatre companies visit the school and stage a performance for different age groups.

Clybiau ar ôl oriau ysgol

Mae'r ysgol yn cynnig ystod o weithgareddau ar ôl ysgol, gwybodaeth ynglyn â'r rhain yn cael ei ddanfôn allan bob mis Medi.

After school clubs

The school offers a range of after school activities, information is given out to parents at the beginning of September.

Codi Tâl am Weithgareddau

Mae gan bob plentyn yr hawl i addysg yn rhad ac am ddim ac felly y mae hi yn Ysgol Hafan y Môr. Serch hynny, gofynnir yn garedig am gyfraniad at gostau rhai gweithgareddau. Ceisir lleihau costau bob tro pan fo hynny'n bosibl ac mae'r gymdeithas uchod yn cynorthwyo yn garedig gyda chostau rhai gweithgareddau.

Charging for Activities.

Every child has the right to a free education and so it is at Ysgol Hafan y Môr. However, a contribution is kindly asked from parents towards the cost of some activities. The school tries to keep cost to the minimum and the above association kindly contributes towards many activities.

Pwyllgor Rhieni a Ffrindiau'r Ysgol

Mae pwyllgor y gymdeithas yma yn darparu nifer o weithgareddau sydd yn codi arian i'r ysgol. Mae cefnogaeth rhieni i'r gweithgareddau hyn yn cael ei chroesawu yn gynnes iawn bob amser.

Parents & Friends Association.

The association arranges a variety of activities which raises money for the school. Parents' involvement and support on such occasions are always welcome and appreciated.

Clwb Hwyl

Mae Clwb Hwyl Hafan y Môr, yn glwb ar ôl ysgol a gynigir trwy gydol y flwyddyn academiaidd yn ddyddiol a sy'n darparu gofal cofleidiol tan 5:15yh ar gyfer disgyblion yr ysgol. Pris y clwb £4 y plentyn, yr awr. Bydd y plant yn derbyn byrbryd yn y pris.

Arweinydd y Clwb yw Miss Hayley Davies.

Am ragor o wybodaeth cysylltwch ar:

☎ 07983326857

💻 clwbhwyl21@outlook.com

Clwb Hwyl

The school offers an after school fee paying club Clwb Hwyl Hafan y Môr for all pupils until 5.15pm. The cost is £4 per pupil, per hour.

Miss Hayley Davies is the Club leader.

Contact no.

☎ 07983326857

💻 clwbhwyl21@outlook.com

Gofal Bugeiliol

Mae pob plentyn dan ofalaeth dyddiol ei athro neu athrawes dosbarth, ond mae'r holl staff yn ymorol am les yr holl ddisgyblion. Mae arolygaeth ar bob agwedd ar weithgareddau'r ysgol. Y mae staff ategol yr ysgol yn ymwybodol o drefniadaeth arolygaeth amser cinio. Mae'r staff ategol yn rhan o drafodaethau ynglyn â diogelwch cyn ymweliadau neu dripiâu ysgol. Mae gan yr ysgol bolisi clir a gweithredol ar Amddiffyn Plant os hoffech ddarllen gallwch ofyn am gopi o'r ysgol.

Pastoral Care

Every child is in the daily care of a class teacher, but all the staff endeavour to take care of the well being of all pupils. All school activities are supervised. The ancillary staff at the school are aware of the supervision arrangement at dinner time. They are part of discussions on safety before school trips. The school has a clear and implemented Safeguarding policy is available on request from the school.

Diogelwch yn yr Ysgol

Amcenir bod pob ymdrech ymarferol a rhesymol wedi digwydd i sicrhau amodau iach a diogel er lles yr holl blant ac oedolion sy'n defnyddio adeiladau a buarth yr ysgol. Mae'r plant, yr athrawon, staff ategol a'r cymorthyddion yn ymwybodol o ystyriaethau diogelwch wrth

- ymdrin ag offer gwyddonol, dylunio a thechnoleg, addysg gorfforol
- symud o un gweithgaredd i'r llall
- arolygu plant yn ystod amser egwyl

Adolygir rheolau diogelwch yn gyson-

1. ni chaniateir rhedeg o fewn yr ysgol

2. ni chaniateir dringo waliau neu giatiau sydd tu allan i'r adeilad
3. ni chaniateir poteli gwydr o unrhyw fath yn yr ysgol
4. rhaid bod yn ymwybodol o eraill wrth symud o gwmpas yn yr ysgol, ac wrth fynd o'r ysgol.
5. cofio rheolau Addysg Gorfforol a nofio a gwisgo yn addas
6. peidio gadael tir yr ysgol
7. cynnal ymarfer tân unwaith y tymor.
8. pawb i fynd allan o'r adeilad yn ystod amser egwyl [tywydd yn caniatu]

Safety in the School.

Every practical and reasonable effort is made to ensure safe and healthy conditions for the benefit of all the children and adults who use the school buildings and yard. Children, teachers, ancillary staff and support workers are aware of safety issues involved when-

- *working with scientific equipment, design and technology and physical education equipment*
- *moving from one activity to the next*
- *supervising children at break time*

School rules concerning safety are regularly revised-

1. *no running within the school*
2. *no climbing on the walls and gates outside the building*
3. *no glass containers in school*
4. *always be aware of others when moving within the school and when leaving the school*
5. *keep to the rules in Physical Education and swimming and dress suitably*
6. *no playing in the immediate area outside the school perimeter*
7. *hold a fire drill every term*
8. *all children will be asked to vacate the school building during break.*

Rhoi moddion yn yr Ysgol

Mae'n rhaid i rieni lenwi ffurflen 'Trefniant Rhoi Meddyginiaeth' pe bai angen rhoi moddion i'w plant neu os yw'r plentyn yn dioddef o unrhyw salwch neu alergedd sydd angen sylw arbennig. Mae hyn yn cynnwys pypmiao asthma. **Noder – nid ydym yn rhoi unrhyw antibiotics os nad oes rhaid i'r plentyn cymryd 4 gwaith neu'n fwy y dydd.**

Ffurflen gweinyddu meddygaeth yn yr ysgol

Medicine in School

*We ask parents to see the Head Teacher and complete the 'Administration of Medicines' form, if any medicine is to be given to their child or if a child suffers from any sickness or allergies which need special attention. This includes asthma pumps. **Please note – unless your child has been prescribed antibiotics to take 4 times or more per day, we will not administer these.***

Administering Medicine in school form

Ymddygiad – gweler canllawiau

Mae gan yr ysgol reolau pendant er mwyn sicrhau diogelwch, trefn, ethos a pharch. Disgwylir i bob plentyn gadw at y rheolau hyn sydd yn cael eu hadolygu yn gyson. Mae'r ysgol yn gwneud pob ymdrech i fod yn deg â phob plentyn.

Ni chaniateir i'r disgyblion ddod

- â losin i'r ysgol
- â theganau electronig na ffôn symudol i'r ysgol **Bydd unrhyw ffonau neu declynau electroneg yn cael eu cadw yn swyddfa'r ysgol.*

Mae gan yr ysgol gynllun gwobrwyo am

- ymdrech
- dysgu da
- llwyddiant personol
- llwyddiant fel rhan o dîm
- ymddygiad

Atal Bwlio – gweler canllawiau

Mae'r ysgol yn ystyried Atal Bwlio fel achos o gonsyrn. Mae'r ysgol yn effro i ddigwyddiadau yn yr ysgol ac nid yw'n goddef unrhyw achos o fwlio. Bydd yr ysgol yn trafod bwlio fel rhan o Addysg Personol a Chymdeithasol gyda'r disgyblion. Fel gydag unrhyw fater mae'r Pennaeth a'r staff yn barod bob amser i drafod unrhyw gonsyrn am fwlio.

Discipline – please refer to guidelines

The school has a clear set of rules to ensure safety, organisation, ethos and respect. Each child is expected to abide by these rules, which are revised regularly. The school makes every effort to be fair with each child.

*The school **does not** allow the pupils to bring*

- *sweets to school*
- *electronic toys or mobile phones to school ***Any phones or electronic devices will be kept in the school office.***

The school has an award scheme that acknowledges;

- *effort*
- *good learning*
- *personal success*
- *team success*
- *behaviour*

Preventing Bullying - please refer to guidelines

The school considers the prevention of bullying as a matter of great concern. The school is aware of situations in school and will not tolerate any bullying. As with any matter the Head Teacher and staff are willing to discuss any concerns about bullying.

Cynnal Ymddygiad

“Mae Ysgol Hafan y Môr yn mynnu ymddygiad o safon uchel gan bob disgybl.”

Cyflwyniad

MAE YMRWYMIAD HOLL AELODAU'R STAFF I WEITHREDU'R POLISI YN HANFODOL

Yn unol â datganiad y Corff Llywodraethol o egwyddorion cyffredinol ynglŷn a chynnal ymddygiad, ac i gyd fynd âg amcanion cyffredinol yr ysgol byddwn yn:-

- Ceisio creu ethos fydd yn sicrhau amgylchfyd ac awyrgylch hapus a threfnus lle gall pob unigolyn ddatblygu i'w botensial llawn.
- Sefydlu trefn bendant i gynnal ymddygiad yn seiliedig ar gyd berthynas o barch rhwng pawb o fewn y sefydliad.
- Llunio systemau a fydd yn ymgynhyrchu tuag at ddatblygu hunan ddisgyblaeth ac yn ymateb i ymddygiad amhriodol

Nod

- Meithrin a chreu ymdeimlad o hunan-barch a hunan ddisgyblaeth yn y plant.
- Gweithredu ac ymateb i achosion camymddwyn, yn gyson a theg drwy'r ysgol.
- Meithrin ac atgyfnerthu cydweithrediad a chysondeb rhwng y cartref, rhieni ac athrawon ysgol.

Amcanion

- Mynnu ymddygiad priodol bob amser.
- Gwahaniaethu rhwng ymddygiad drwg ac ymddygiad direidus.
- Meithrin ac atgyfnerthu parch tuag at gyfoedion, oedolion ac eiddo.
- Mynnu bod unigolion yn derbyn cyfrifoldeb am eu hymddygiad a chanlyniad eu gweithredoedd.

Canllawiau Cyffredinol

- Creu awyrgylch hapus a chartrefol o fewn yr ysgol a'r dosbarthiadau.
- Sicrhau gosod rheolau teg a chyson drwy'r ysgol.
- Sicrhau trefn a disgyblaeth wrth i ddisgyblion adael a mynd i ddosbarthiadau a mannau eraill o gwmpas yr ysgol.
- Dylid rhoi pwyslais ar y cadarnhaol drwy annog a chanmol, yn hytrach na cheryddu.
- Dylid beirniadu ymddygiad y plentyn ac nid y plentyn ei hun.

- Dylid ceisio ymresymu yn hytrach nag arthio, gan amlygu'r broblem a thrafod yr oblygiadau/canlyniadau.
- Dylid ceisio cael y plentyn i ymddiheuro pan fo'n briodol.
- Dylid cofnodi achosion o ymddygiad drwg fel tystiolaeth ar gyfer camau eraill.
- Sicrhau bod pob disgybl yn ymwybodol o reolau'r ysgol a'r rheswm dros eu bodolaeth.

Materion Pwysig i'w Cadw Mewn Cof

1. Mae sicrhau ymddygiad ac agwedd briodol yn gyfrifoldeb ar bawb.
2. Mae'n rhaid i'r staff allu cyfiawnhau yr hyn a wnânt a phlant yn arbennig wrth ymateb i gamymddwyn.
3. Pan fo plentyn yn camymddwyn neu'n aflonyddu o fewn y sefyllfa ddosbarth dylid ystyried y ddarpariaeth ar ei gyfer/chyfer e.e. ydy'r gwaith tu hwnt i allu'r plentyn a.y.y.b.
4. Pan fo athro/awes yn cadw plentyn i mewn dros gyfnod 'chwarae' i orffen gwaith neu fel cosb, yna cyfrifoldeb yr athro/awes fydd y plentyn yma, dylid sicrhau lefel o oruchwyliaeth briodol (dan ofal oedolyn).
5. Mae camymddwyn yn aml yn digwydd o ganlyniad i blant beidio â bod dan oruchwyliaeth. Mae'n hanfodol felly i'r staff sicrhau nad yw hyn yn digwydd trwy:-
 - fod yn y dosbarth yn disgwyl y plant cyn dechrau'r sesiwn bore.
 - ymateb yn syth i glychau diwedd cyfnod chwarae fel nad oes camymddwyn yn y llinellau.
 - pan fo angen gadael dosbarth dylai'r athro/awes sicrhau fod person arall yn cadw golwg ar y plant.
 - Rhaid i'r aelod o staff sy'n gyfrifol am blant y rhesi fod yno i groesawu'r plant yn syth

“Ysgol Hafan y Môr insists that all pupils be at their best behaviour.”

Introduction

IT IS ESSENTIAL THAT ALL STAFF MEMBERS ARE COMMITTED TO THE IMPLEMENTATION OF THE POLICY

In accordance with the Governing Body’s statement of general principles governing good behaviour, and to adhere to the school’s general aims we:-

- *Seek to generate an ethos that ensures a happy and well-organized environment and atmosphere that enables every individual to develop to his/her maximum potential.*
- *Establish firm arrangements to secure good behaviour based on mutual respect within the establishment.*
- *Establish systems that will aim to develop self-discipline and respond to inappropriate behaviour.*

Objective

- *Foster and generate in the children a sense of self-esteem and self-discipline.*
- *Consistently and equitably implement and respond to instances of misbehaviour, throughout the school.*
- *Foster and reinforce co-operation and consistency between the home, parents and school teachers.*

Aims

- *Insist upon appropriate behaviour at all times.*
- *Discriminate between misbehaviour and mischievous behaviour.*
- *Foster and strengthen respect towards peer-groups, adults and property.*
- *Insist that individuals accept responsibility for their behaviour and the consequences of their actions.*

General Guidelines

- *Generate a happy and homely school and classroom environment.*
- *Establish fair and consistent regulations throughout the school.*
- *Establish order and discipline as pupils enter and leave classrooms and other places around the school.*
- *An emphasis should be placed on the positive aspects through encouraging and commending, rather than chastising.*
- *The child’s behaviour, rather than the child himself, should be criticized.*

- *The child should be reasoned with, rather than shouted at, and attention drawn to the problem and the implications/consequences discussed.*
- *An effort should be made to get the child to apologize when appropriate.*
- *Instances of misbehaviour should be recorded as evidence for other measures.*
- *Ensure that every pupil is aware of the school's rules and why they exist.*

Important Matters to consider

- *It is everybody's responsibility to ensure appropriate behaviour and attitude.*
- *It is imperative that members of staff are able to justify their actions with children, especially when responding to misbehaviour.*
- *When a child misbehaves or is disruptive in the classroom, the provision for him/her should be considered e.g. is the work beyond the child's ability etc.*
- *When a teacher detains a child during 'play time' to complete work or as a punishment, then the teacher will be responsible for that child, an appropriate level of supervision should be arranged (with an adult in charge).*
- *Misbehaviour often occurs as a consequence of children being left unsupervised. It is therefore essential that the staff ensure that this does not occur through:-*
- *Being in the classroom awaiting the children prior to the start of the morning session.*
- *Immediately responding to the bell signifying the end of play time so that there is no misbehaviour in the lines.*
- *When a class has to be left, the teacher should ensure that another individual supervises the children.*
- *It is imperative that a member of staff who is responsible for children in the lines, is there to immediately welcome the children.*

Trefn os oes Cwyn

Mae'r Awdurdod Addysg Lleol, yn unol â gofynion yr Ysgrifennydd Gwladol, wedi sefydlu trefn i ystyried cwynion am y modd y mae Cyrff Llywodraethol ysgolion a'r Awdurdod yn gweithredu mewn perthynas â chwricwlwm ysgol a materion eraill cysylltiedig.

Pwysleisir, fodd bynnag, y gellir ymdrin â llawer o gwynion yn gyflym ac effeithiol drwy drafod â'r Pennaeth. Hwn yw'r cam rhesymol cyntaf, felly bydd Corff Llywodraethol yr ysgol yn disgwyl bod y cam yma wedi ei gyflawni cyn cyflwyno cŵyn ffurfiol.

Polisi Cwynion yr Ysgol

Complaints Procedure

*The local Education Authority, in accordance with the requirements of the Secretary of State, has established a procedure by which governing bodies of Local Education Schools should act in cases of complaints regarding the curriculum and related matters. **However, it should be pointed out that most complaints can be dealt with quickly and efficiently by discussing the matter with the Head Teacher. This should be the reasonable first step and the Governing Body would expect this to have been undertaken before recording a formal complaint***

School Complaints Policy

Cyfleoedd Cyfartal

Mae'r ysgol yn hyrwyddo cyfleoedd cyfartal i ferched a bechgyn yn unol â'r modd mae'r Cwricwlwm Cenedlaethol wedi dileu gwahaniaethu ar sail rhyw.

Amcenir

- at ddarparu cydraddoldeb cyfle yn yr ysgol i ddisgyblion, staff dysgu a staff atodol
- at ddatblygu cydraddoldeb cyfle a hybu parch rhwng bechgyn a merched, rhwng oedolion, rhwng plant ac oedolion ac oedolion a phlant
- at ehangu gorwelion bechgyn a merched drwy greu amgylchedd lle na cheir gwahaniaethu ar sail rhyw, a lle yr herir yr hen ystrydebau am y ddau ryw.

Equal Opportunities.

The school promotes equal opportunities for girls and boys in the manner that the National Curriculum has annuled differentiation based on sex.

We aim

- *to provide equal opportunities in the school for pupils, teaching staff and ancillary staff*
- *to develop equal opportunities and to encourage respect between boys and girls, between adults, between pupils and adults and adults and children.*
- *To extend the horizons of girls and boys by creating an environment where there is no differentiation based on sex, and where the old platitudes about the two sexes are challenged.*

Llau Pen?

Pryfed bach parasitig a elwir yn *Pediculus humanus capitis* yw llau. Dim ond ar bennau pobl maent yn byw.

Mae tair ffurf i lau: Y nedd yw wyau'r llau. Mae'r wyau gwyn melynaudd hirgrwn yn galed i'w gweld ac mae modd eu camgymryd am ddandryff. Maent yn glynu eu hunain wrth fôn blewyn y gwallt gan gymryd tua wythnos i ddeor. Mae'r wyau yn aros wedi iddynt ddeor ac mae llawer o nedd yn blisgyn gwag. Mae pryfed yn deor o'r nedd. Mae'r llau bach yn edrych fel yr oedolion ond maent yn llai. Maent yn cymryd tua 7 niwrnod i aeddfedu yn oedolion ac maent yn byw ar waed er mwyn goroesi. Mae'r oedolion tua maint hedyn sesame. Mae ganddynt chwe choes ac maent o liw melynnddu i wyn llwydaidd. Mae gan y coesau grafangau i fachu ar flewyn y gwallt. Mae'r oedolion yn bwydo ar waed a gallant fyw hyd at 30 niwrnod. Nid yw llau yn gallu neidio, hercian na nofio.

Pwy sy'n dal llau? Gall unrhyw un ddal llau, ond mae plant cyn-ysgol, plant ysgolion cynradd a'u teuluoedd yn wynebu'r perygl mwyaf. Mae astudiaethau yn yr Unol Daleithiau yn dangos mai pur anaml y mae Americanaid Affricanaidd du yn cael llau.

Sut ydydd chi'n dal llau? Trosglwyddir llau trwy gyswllt uniongyrchol hir â pherson sydd yn fyw o lau. Mae hyn yn neilltuoel o gyffredin adeg chwarae neu chwaraeon yn yr ysgol neu drwy gysylltiadau agos yn y cartref. Mae hi'n bosibl eu trosglwyddo trwy ddillad sydd wedi eu heintio, cribau, brwsys neu dywelion, ond mae hyn yn annhebygol iawn.

Pa mor heintus yw llau? Mae'r raddfa drosglwyddo yn isel.

Pa fath o brofiad yw cael llau? Deuir o hyd i lau yn aml y tu ôl i'r clustiau ac ar y gwar. Anghyffredin iawn yw dod o hyd iddynt ar y corff, amrannau neu'r aeliau.

Mae'n bosibl y bydd rhywun sydd â llau yn teimlo cosi neu rywbeth yn symud yn y gwallt. Dim ond wedi i'r cosi ddatblygu mae llawer o bobl yn sylweddoli fod ganddynt lau ac yna aml ni ddatblygir y symptomau hyn at 3 mis wedi'r heintiad gwreiddiol.

Gall cosi ddigwydd hefyd oherwydd adweithio alergaidd i'r brathiadau.

Gall clwyfau ddatblygu yn sgîl y crafu a gallant fynd yn heintiedig.

Pa mor ddifrifol yw llau? Nid yw llau yn broblem iechyd ddifrifol. Pur anaml y mae llau yn achosi unrhyw beth yn amgenach na chosi yng nghroen y pen.

A allwch chi atal llau? Clefyd ysgafn yw llau. Roedd rhai ysgolion yn arfer sgrinio yn rheolaidd, gan eithrio'r rhai hynny a oedd wedi eu heffeithio. Roedd hyn yn gwbl aneffeithiol wrth atal lledaenu ac felly yn wastraff amser. Y ffordd orau o stopio heintio yw i bobl ddysgu sut i edrych a oes llau ar eu pennau. Dylid archwilio pen eich plentyn yn wythnosol er mwyn gofalu nad yw'r pen wedi ei heintio.

A ddylid cadw plentyn sydd â llau adref o'r ysgol? Na! Mae canllawiau'r DfEE/DoH ar gyfer rheoli heintiadau mewn ysgolion a meithrinfeydd yn datgan nad oes angen i blentyn sydd â llau gadw draw o'r ysgol. Un rheswm am hyn yw os oes llau ar blentyn, bydd ef/hi wedi eu cael nhw yn yr ysgol am nifer o wythnosau cyn y diagnosis. Y mae wedi ei ddarganfod nad yw llythrau i gartrefi yn eu hysbysu am achosion yn effeithiol, ac eu bod yn aml yn creu panig ymysg plant a rhieni.

Sut mae trin rhywun sydd â llau? Dim ond os deuir o hyd i leuen fyw, a honno'n symud y gellir gwneud diagnosis o lau. Y dull gorau o ddod i ddiagnosis yw cribo a chanfod, a hynny gan rieni/aelodau o'r teulu. Mae triniaethau cemegol ar gael o'r fferylfa leol.

Lice

What are head lice?

Head lice are parasitic insects called *Pediculus humanus capitis*. They only live on the heads of people.

There are three forms of head lice:

Nits are head lice eggs. The oval, yellowy white eggs are hard to see and may be confused with dandruff. They attach themselves to the hair shaft and take about a week to hatch. The eggs remain after hatching and many nits are empty egg cases.

Nymphs hatch from the nits. The baby lice look like the adults, but are smaller. They take about 7 days to mature to adults and feed on blood to survive.

Adults are about the size of a sesame seed. They have six legs and are tan to greyish-white. The legs have hook-like claws to hold onto the hair with. Adults can live up to 30 days and feed on blood.

Head lice cannot jump, hop or swim.

Who catches head lice? Anyone can catch head lice, but preschool children, primary school children and their families are most at risk. Studies in the United States have shown that black African Americans rarely get head lice.

How do you catch head lice? Head lice are transmitted through direct, prolonged head-to-head contact with an infested person. This is especially common during play or sport at school and with close contacts at home.

Transmission is possible through infected clothes, combs, brushes or towels, but extremely unlikely. The lifespan of a louse is very short once detached from the hair so fumigation is not necessary.

How infectious is head lice? The rate of transmission is low.

What is having head lice like? The head lice are most commonly found behind the ears and at the back of the neck. It is rare to find them on the body, eyelashes, or eyebrows.

A person with head lice may feel a tickling or itching feeling of something moving in the hair. Most people only realise that they have head lice after the itch has developed which can take from one week to 2-3 months after initial infection. Itching may also occur due to an allergic reaction to the bites. Sores can develop due to scratching and can become infected.

How serious are head lice? Head lice are not a serious health problem. Head lice rarely cause anything more than an itchy scalp.

Can you prevent head lice? Head lice are a mild disease. Some schools used to have routine screening, followed by the exclusion of those affected. This was a waste of time. It was also ineffective in preventing spread. The best way to stop infection is for people to learn how to check their heads for lice. Good hair care only helps to control lice in as much as it will help to spot and treat lice early.

Should a child with head lice be kept off school? No! The DfEE/DoH guidelines for infection control in schools and nurseries state that there is no need for a child who has head lice to stay away from school.

One reason for this is that if a child does have lice, he or she will have had them at school for several weeks before diagnosis. Letters notifying other parents of cases have not been found to curtail spread but often provoke itching and anxiety as a psychological response.

How can you treat someone with head lice? A diagnosis of head lice can only be made if a living, moving louse is found. Detection combing by parents/family members according to instructions is the best method of diagnosis. Chemical treatments are available, but must only be given after a doctor or experienced nurse has made a diagnosis. Close contacts of patients living in the same house are usually checked and treated if they have head lice

Polisi Presenoldeb a Phrydlondeb - Policy on Attendance and Punctuality

Plentyn yn Sâl

- Rhaid i rieni roi eglurhad ar y **diwrnod cyntaf** y bydd eich plentyn yn absennol. Gofynnir i chi roi gwybod i'r ysgol **cyn 8.50yb**. Oni fyddwn yn derbyn galwad ffôn neu weld y rhiant yna fe nodir fod eich plentyn yn absennol heb ganiatâd
- Gofynnir i chi anfon nodyn o eglurhad ar y diwrnod y bydd eich plentyn yn dychwelyd i'r ysgol.

Absenoldeb â Chaniatâd (apwyntiadau doctor/deintydd)

- Dylid ysgrifennu nodyn neu dangos carden meddygol i'r athrawes ddosbarth er mwyn i'ch plentyn dderbyn caniatâd i fod yn absennol o'r ysgol am unrhyw reswm.
- Gofynnir i rieni ymdrechu i drefnu apwyntiadau doctor ayyb. y tu allan i oriau'r ysgol
- Gofynnir i chi hysbysu'r ysgol mor fuan a phosib **cyn** yr absenoldeb.
- Ysgolion yn unig all roi caniatâd i ddisgyblion fod yn absennol - nid rhieni.

Prydlondeb

1. Y mae'r cyfnod cofrestru rhwng **8.50yb a 9.00yb**. Disgwylir i bob plentyn fod yn yr ysgol cyn 9.00yb
2. Cedwir cofnod o bob plentyn fydd yn cyrraedd yn hwyr i'r ysgol. (ar ôl cychwyn cyfnod cofrestru) Os y bydd y patrwm hwn yn parhau yna fe gymerir camau pellach gan yr ysgol.
3. Os bydd eich plentyn yn cyrraedd ar ôl **9.00yb**, yna fe'i nodir yn absennol o'r ysgol.

Absenoldebau heb ganiatâd / Plentyn yn parhau i fod yn hwyr

Fe fydd yr ysgol yn cymryd y camau priodol yn syth os y cyfyd unrhyw bryderon ynghylch yr uchod.

A Child who is ill

- It is imperative that parents provide an explanation on **the first day** your child is absent. You are requested to notify the school **before 8.50am**. Unless we receive a telephone call or a visit from the parent, then your child's absence will be registered as unauthorised.
- You are requested to send note of explanation on the day your child returns to school. This will provide us with suitable records.

Authorised Absence (medical/dental appointments)

- A written application / letter should be made or a medical card shown to provide authorisation for your child to be absent from school for whatever reason.
- Parents are requested to arrange that medical appointments are made for after school hours
- You are requested to notify the school as soon as possible **prior** to the absence.
- Only schools may authorise pupils' absence – it is not at parents' discretion.

Punctuality

1. ***The registration period is between 8.50am and 9.00am. All pupils are expected to be in school by 9am***
2. A record is kept of those instances where a child arrives late at school. (After registration has commenced). The school will take further action if this pattern persists.
3. ***If your child arrives after 9.00am, then he/she will be registered as absent without authorisation.***

Unauthorised Absences/A Child who is persistently late

The school will take further action in the event of concerns being raised about the above-mentioned.

Diogelu Plant Ysgol Hafan y Môr

Nodyn i Rieni neu Ofalwyr

Dylai rhieni/gofalwyr fod yn ymwybodol bod gan ysgolion gyfrifoldeb i sicrhau lles yr holl ddisgyblion. Mae'r cyfrifoldeb hwn yn golygu:

- Y bydd gan yr ysgol bolisi a gweithdrefnau amddiffyn plant;
- Y dylai'r ysgol wneud rhieni neu ofalwyr yn ymwybodol o'i pholisi amddiffyn plant, efallai drwy ei gynnwys ym mhrosiectws yr ysgol, a bod hyn yn golygu y bydd efallai angen cyfeirio eu plentyn at yr asiantaethau lles plant statudol os ydynt yn credu bod y plentyn neu blant eraill mewn perygl o ddioddef niwed sylweddol;
- Y dylai'r ysgol geisio gweithio gyda rhieni/gofalwyr ynghylch lles eu plentyn ac aros yn ddiudedd os yw eu plentyn yn cael ei atgyfeirio neu wedi cael ei atgyfeirio;
- Y dylai'r ysgol helpu rhieni neu ofalwyr i ddeall os atgyfeirir y plentyn i'r gwasanaethau cymdeithasol neu i'r heddlu, yna gwneir hynny er lles gorau'r plentyn ac y bydd yr ysgol yn cyfrannu at unrhyw ymchwiliad amddiffyn plant neu ymchwiliad yr heddlu o ran lles a chynnydd addysgol eu plentyn; ac
- Y bydd yr ysgol yn rhoi'r wybodaeth ddiweddaraf i'r rhieni/gofalwyr yn gyson ynghylch lles a chynnydd addysgol y plentyn.

Ar 1 Medi 2006, daeth *adran 175 o Ddeddf Addysg 2002* i rym. Mae'n rhoi dyletswydd ar awdurdodau lleol, cyrff llywodraethu ysgolion a gynhelir, a chyrrff llywodraethu sefydliadau addysg bellach i fod â threfniadau yn eu lle i sicrhau eu bod yn diogelu plant a bod y trefniadau hyn yn ystyried canllawiau a gyhoeddwyd gan Lywodraeth Cynulliad Cymru.

Mae'n ofynnol i ysgolion annibynnol fodloni gofynion tebyg o dan safonau a gyflwynwyd o dan *adran 157 o Ddeddf Addysg 2002*.

Os oes gan weithiwr proffesiynol bryderon ynghylch plentyn, byddant fel arfer yn ceisio trafod hyn â'r teulu a, lle bo hynny'n bosibl, yn gofyn am eu caniatâd i atgyfeirio'r plentyn i'r gwasanaethau cymdeithasol. Fodd bynnag, ni ddylid gwneud hyn ond lle na fyddai trafodaeth a chytundeb o'r fath yn rhoi'r plentyn mewn mwy o berygl o ddioddef niwed sylweddol. Bydd y cyngor hwnnw'n cael ei roi gan yr adran gwasanaethau cymdeithasol lleol mewn ymgynghoriad, lle bo'n briodol, â'r heddlu.

Dylai'r person amddiffyn plant dynodedig yn yr ysgol gael gwybod yn iawn gan yr asiantaethau statudol pryd, sut a phwy fydd yn hysbysu'r rhieni neu'r gofalwyr bod posibilrwydd y gallai eu plentyn gael ei atgyfeirio. Dylent hefyd ofyn am gyngor ynghylch a ddylid rhoi gwybod i'r plentyn am y broses neu beidio.

Fel rhiant neu ofalwr, efallai y byddwch yn teimlo'n unig ar brydiau ond fel arfer mae rhywun ar gael i siarad â nhw. 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 gwranddo 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 rhyngrwyd a'i ffôn symudol, fel nad yw'n rhoi ei hun mewn perygl.

Y person amddiffyn plant dynodedig yn yr ysgol hon yw:

MRS SIONED KING (Pennaeth Dros Dro)

Safeguarding Children Ysgol Hafan y Môr

Note for Parents or Carers

Parents/Carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:-

- Will have a child protection policy and procedures;
- Should make parents or carers aware of its child protection policy possibly through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- Should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred.
- Should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and
- Keep the parents or carers informed of the welfare and educational progress of the child.

On 1 September 2006, section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Independent schools are required to meet equivalent requirements under standards introduced under the terms of section 157 of the Education Act 2002.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police.

The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer 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 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.

The designated child protection person for this school is;

MRS SIONED KING (Acting Head teacher)

PRIVACY NOTICE FOR PARENTS/CARERS

At Ysgol Hafan y Môr we collect and hold personal information relating to our pupils when they are admitted to our school from the information you provide to us. We may also receive information from previous schools, local authorities and/or the Welsh Government (WG). We collect and use pupil information under section 537A of the Education Act 1966 and section 83 of the Children Act 1989. We also comply with Article 6(1) (c) and Article 9(2) (b) of the General Data Protection Regulation (GDPR).

Ysgol Hafan y Môr is the data controller of the information you provide to us.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility, including contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure children are kept safe and their medical needs are met
- to communicate with parents

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Welsh Government (WG).

The lawful basis on which we use this information

We collect and use pupil information to:

- Comply with a legal obligation
- To perform an official task in the public interest
- For reasons of public interest in the area of public health
- Collecting pupil information

While the majority of information we collect about pupils is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection legislation, we will

inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Pupil Data

We hold pupil data for as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. The information we hold is stored on computer and also on paper. These records are held securely until your child leaves Ysgol Hafan y Môr. Your child's records will then be securely transferred to their new school. If you would like further information on retention guidelines please speak to **Mrs S King, Acting Head teacher**.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- other local authorities (e.g. looked after children or if required for safeguarding)
- the Welsh Government (WG)
- examining bodies
- health providers
- educational software providers

Why we share pupil information

- We share pupils' data with the Welsh Government (WG) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with our local authority (LA) and the Welsh Government (WG).
- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Welsh Government (WG) (for example; via the school census) go to <https://gov.wales/statistics-and-research/schools-census>

The National Pupil Database (NPD)

The development of a National Pupil Database for Wales was a central objective of the Assembly's Information Management Strategy (IMS) for schools, Local Education Authorities, and Post 16 providers. The National Pupil Database plays an important role in raising educational standards in Wales and is a key project within the Individual Learner Data Programme. The database holds individual pupil records collected via the Pupil Level Annual School Census (PLASC) linked to the pupil's attainment data relating to both statutory key stage assessments and external examinations such as GCSEs. The National Pupil Database utilises the Unique Pupil Number (UPN) to increase the accuracy of data matching. The

database has enormous value as the key reporting element of the database is web based, thus allowing individuals to access data without the need for sophisticated statistical packages.

We are required by law, to provide information about our pupils to the Welsh Government (WG) as part of statutory data collections such as Pupil Level Annual School Census (PLASC). Some of this information is then stored in the NPD.

To find out more about the NPD, go to <https://beta.gov.wales/sites/default/files/publications/2018-03/section-6-national-pupil-database-npd-english-only.pdf>

The database provides the facility for comparison at both school and local authority level, together with a range of summary information reports. Schools have the facility to compare themselves against other statistically similar schools across Wales, using more detailed comparator factors such as language and ethnic mix. In addition the database allows users to identify statistically similar schools or LEAs and liaise anonymously via email to share examples of good practice. The National Pupil Database provides schools a powerful tool in the self evaluation process.

In addition to on-screen reporting via the Internet, the package allows downloading of data for detailed analysis.

The database provides an invaluable analysis tool for LEAs and stakeholders, removing some of the “number crunching” enabling them to focus more closely on the use of data and on helping schools to use management information effectively to the benefit of pupils.

For all users there are benefits in terms of reducing duplication of effort and data collection by making data readily available in formats that users need, for example national curriculum results presented in formats for use in Governors Annual Reports and School Prospectuses, Estyn pre-inspection reports, and comparative analysis for LEAs.

Recent developments have seen a selection of key performance indicators, already in the public domain made available to the public via the NPD on pages that do not require a login to the main site. In this way an individual can access a limited selection of information about a single specific school in a straight forward manner via the NPD, one school at a time.

Guidance on appropriate use of the data is also available.

The range of reports and analysis available on the NPD is continually reviewed; responding to feedback, ensuring the database meets the need of the end user. For example, Benchmark Tables for schools have been made available on the site since 2006 allowing schools to download tables prepopulated with their own school performance.

The NPD is a secure website, with access restricted to authorised users only. Access to the database is strictly controlled via allocated User IDs and passwords. Individuals wishing to apply for access to the NPD will be required to complete an application form to determine their level of permissions.

- School staff can have access to the database on the authorisation of their Headteacher. Local Authority staff may also have access to the database co-coordinated by the authority's National Pupil Database representative.

- Stakeholders such as the Welsh Assembly Government and Her Majesty's Inspectorate for Education and Training in Wales (ESTYN), together with researchers can have access to the National Pupil Database. The level of access is dependant upon the Protocol produced by the Assembly.

To apply for access to the NPD please complete the application form on the NPD website at the following address: www.npd-wales.gov.uk An example is provided for your information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information (**Subject Access Request**), contact **Mrs S King, Acting Head teacher**.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at:-

<https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs S King, Headteacher
Ysgol Hafan y Môr
Heywood Lane
Tenby
SA70 8BZ

Email: admin.ysgolhafanymor@pembrokeshire.gov.uk

Ffurflenni a dolenni defnyddiol – Useful forms and links

[Gwefan Ysgol Hafan y Mor School Website](#)

[Calendr Ysgol Hafan y Mor Calendar Dates](#)

[Ffurflen Gweinyddu Meddygaeth yn yr Ysgol - Administating Medicine in School form](#)

[Ffurflen Gais am Absenoldeb – Absence Request form](#)

**Noder – rhaid llenwi oleiaf pythefnos cyn yr absenoldeb*

**Please note – the form must be completed at least a fortnight before the absence*

[Ffurflen ganiatad am dynnu lluniau - Image consent form](#)

[Ffurflen Ganiatad Cyffredinol – General Consent form](#)

[Ffurflen Disgyblion Newydd – New Student Form](#)

[Safle Derbyniadau Ysgolion Sir Benfro – Pembrokeshire School Admissions Site](#)

[Cinio Ysgol – School Meals](#)

[Dyddiadau Tymor Sir Benfro – Pembrokeshire Term Dates](#)

[Rhestr Ysgolion ar Gau – School Closure List](#)

Gwisg Ysgol / Addysg Gorfforol – School Uniform/ PE kit

[TeeRus](#)

[KoolSkools](#) (Fairtrade Uniform)

[Myclothing](#)