Canllawiau i Rieni/Gwarchodwyr

Guidelines for Parents/Guardians

Ail-Agor Ysgol Pentreuchaf ar 29ain o Fehefin

Re-opening Ysgol Pentreuchaf on 29th of June

Diolch

STAFF ADDYSGU CYMRU SCHOOL STAFF

Canllawiau i Rieni/Gwarchodwyr
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Yn dilyn canllawiau Llywodraeth Cymru ac Awdurdod Lleol, mae'r trefniadau isod wedi eu cynllunio i sicrhau diogelwch plant, staff a rhieni ar safle'r ysgol pan yn ail-agor yn rhannol ar Fehefin 29ain. Os nad ydych yn weithwyr allweddol sydd angen y ddarpariaeth gofal brys, byddwn yn anelu i'ch plentyn fynychu'r ysgol **ddwywaith ar y mwyaf** cyn gwyliau'r haf os ydych yn dymuno. (Bydd y dyddiadau yma yn cael eu trefnu o amgylch plant gweithwyr allweddol). Bydd yr athrawon yn cysylltu gyda rhieni eu dosbarth bob dydd Gwener i'w gwahodd i'r ysgol yr wythnos ganlynol ar ddiwrnodau penodol.

*Following national and local government guidelines, the arrangements below have been put in place to ensure the safety of children, staff and parents at school when it re-opens partly on June 29th. If you are not a key worker using the emergency childminding provision for your child/children, we will be aiming for your child to attend school **twice at most**, before the summer holidays if you wish. (These dates will be arranged around the children of key workers). The class teachers will be contacting parents every Friday to invite their children to school the following week on specific days.*

Oes rhaid i fy mhlentyn fynd i'r ysgol?
Nagoes. Nid oes gorfodaeth ar hyn o bryd. Rydym yn parchu penderfyniad pob teulu unigol yn ystod y cyfnod 29 Mehefin i 24 Gorffennaf. Ni fydd yr ysgol ar agor i'r plant Meithrin.
Does my child have to go to school?
No. Your child does not have to attend at the moment. We respect the decision of each family during the period June 29 - July 24. The school won't be open for the Nursery class children.

Beth os ydw i wedi dweud nad yw fy mhlentyn yn mynd i fynychu'r ysgol ac yna'n newid fy meddwl ymhellach ymlaen?
Bydd yn rhaid i chi roi wythnos o rybudd i'r ysgol bod eich plentyn yn dymuno dychwelyd i'r ysgol.
What if I decide now that my child will not be returning to school, but I later change my mind?
You must give a week's notice if you wish for your child to return to school.

Fydd fy mhlentyn yn yr ysgol bob dydd?
Na fydd. Gan fod angen cadw 2 fetr rhwng pawb, mae cynhwysedd yr ysgol yn lleihau yn sylweddol. Ni fydd mwy na 5 plentyn yn yr un dosbarth ar y tro. Oherwydd hyn, byddwn yn anelu i'ch plentyn fynychu'r ysgol **ddwywaith ar y mwyaf** cyn gwyliau'r haf os ydych yn dymuno. Ni fydd mwy na traean o'r plant yn yr ysgol ar yr un diwrnod.
Will my child be in school every day?
No. As we need to ensure 2 metres distancing between everyone, the school's capacity is greatly reduced. There won't be more than 5 children in any class at any one time. Therefore, we will be aiming for your child to attend school twice at most, before the summer holidays. There won't be more than one third of the children in the school at one time.

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Beth fydd oriau'r diwrnod?
Bydd pob dosbarth yn dechrau a gorffen eu diwrnod ysgol ar amseroedd gwahanol. Ni fydd y clwb brecwast na'r clwb ar ôl ysgol yn cael ei gynnal. Bydd y Ddarpariaeth Gwarchod Plant Gweithwyr Allweddol yn parhau i fod ar gael o 8:00yb hyd at 5:00yp yn neuadd yr ysgol. Mae'n HANFODOL i bawb fod yn brydlon gyda'r amseroedd. Dyma fydd oriau'r ysgol ar gyfer y gwahanol ddosbarthiadau:

What are the school hours?
Every class will start and finish their day on different times. The breakfast club and after school club will not be open. The Keyworker Childcare Provision will continue to be available from 8:00am until 5:00pm in the school hall. It is IMPORTANT for everyone to be punctual with these times. The school hours for the different classes will be as follows:

Dosbarth/Class	Cyrraedd/Start	Gadael/Finish
Bl.5/6 – Mrs Fflur Griffith	09:00	15:00
Bl.3/4 – Mrs Einir Humphreys	09:15	15:15
CS/Foundation Phase – Mrs Delyth Roberts	09:30	15:30
Neuadd/Hall – Darpariaeth Gwarchod Plant/Childcare Provision	08:00	17:00

Beth fydd y drefn danfon a chasglu fy mhlentyn o'r ysgol?

- Gofynnwn i chi fod yn brydlon os gwelwch yn dda, gan beidio bod ar yr iard yn rhy gynnar nac ymgynnull o gwbl. Fe fydd yr athrawon yn agor y drysau ar yr amseroedd penodol ac yn galw'r plant i mewn fesul un.
- Dim ond **UN** rhiant fydd yn cael dod ar iard yr ysgol i hebrwng eu plant.
- Bydd angen un rhiant i ddanfon a chasglu eu plant o ddrws y dosbarth. Ni chaiff unrhyw blentyn ddod ar iard yr ysgol eu hunain.
- Ni chaniateir sgwters na beiciau ar dir yr ysgol.
- Ni fydd prif fynedfa'r ysgol yn cael ei ddefnyddio a fe ddylech ebostio neu ffonio'r ysgol ar gyfer unrhyw ymholiad.
- Bydd angen i rieni ddanfon a chasglu eu plant o ddrysau penodol fel a nodir ar y cynllun isod. Bydd cylchoedd ar y llawr yn dangos 2 fetr o hyd er mwyn i chi gadw pellter cymdeithasol. Gofynnwn yn garedig i chi barchu hyn a pheidio croesi'r linell felyn nes fydd yr athro/wes wedi galw eich plentyn i mewn i'r ysgol. Yna, bydd disgwyl i'r rhiant adael tir yr ysgol gan ddilyn y system unffordd.
- Bydd diheintydd ar gael wrth bob drws ar gyfer y plant ar eu ffordd i mewn i'r dosbarth, nes y cânt gyfle i olchi eu dwylo unwaith yn y dosbarth.
- Bydd system unffordd o amgylch maes parcio'r ysgol wedi ei farcio'n glir gyda saethau gwyn.
- Rhaid defnyddio'r giât fach ger y compownd biniau i gael mynediad i'r ysgol a'r giât ger yr ardd i adael. **Dylai bob rhiant ddilyn rheolau ymbellhau cymdeithasol wrth ddanfon a chasglu eu plant o'r ysgol.**

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What will be the routine for bringing and collecting my child from school?

- *We kindly ask you to be prompt, but not on the yard too early or to congregate at all. The teachers will open the classroom doors at the specified times and will call the children in one at a time.*
- *Only **ONE** parent will be allowed on the school yard to accompany their children.*
- *One parent will be required to accompany their children to/from the classroom door. No child will be allowed onto the school yard on their own.*
- *Scooters and bikes will not permitted on the school grounds.*
- *The main school entrance will not be used and you should email or phone the school with any queries.*
- *We ask parents to drop off and collect their children from specified doors as shown on the plan below. There will be circles on the floor to show 2 metres apart so that you can keep social distance. We kindly ask you to respect this and not to cross the yellow line until the teacher has called your child into the school. The parent will then be expected to leave the school grounds following the one-way system.*
- *A hand sanitizer will be available at each door for the children on their way into the classroom, until they have the opportunity to wash their hands once in class.*
- *There will be a one way system around the school car park clearly marked with white arrows.*
- *The small gate near the bin compound must be used to access the school and the gate next to the garden to leave.* ***All parents should follow social distancing rules when accompanying their children to/from school.***

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Mynediad i'r Ysgol / *Entering the School*
Gofynnwn i ddosbarthiadau ddefnyddio'r drysau canlynol:
We ask classes to use the following doors:

Dosbarth / *Class*	**Drws / *Door***
Bl.3/4 – Mrs Einir Humphreys	1
Bl.5/6 – Mrs Fflur Griffith	2
Cyfnod Sylfaen/*Foundation Phase* – Mrs Delyth Roberts	3
Darpariaeth Gwarchod Plant/Childcare Provision	4

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Gadael yr Ysgol / *Leaving the School*

- Gofynnwn i UN rhiant sefyll ar gylch tu allan i'r un drws ar yr amser cywir. Bydd y plant yn cael eu rhyddhau yn ôl trefn y rhieni ar y cylchoedd.
- Bydd angen gwneud trefniadau o flaen llaw gyda'r ysgol os ydych yn dymuno nôl plentyn o fwy nag un dosbarth yr un pryd.
- *We ask for ONE parent to wait on the circles outside the same door on the correct time. The children will be released in the order of the parents on the circles.*
- *Arrangements will need to be made with the school in advance if you wish to collect children from more than one classroom at the same time.*

Beth fydd fy mhlentyn angen ei wisgo i ddod i'r ysgol?
Nid oes rhaid i'ch plentyn wisgo gwisg ysgol. Mae'n bwysig bod eich plentyn yn gwisgo dillad glân bob dydd. Gan fydd y staff yn manteisio ar yr awyr agored a'r ardaloedd tu allan ym mhob tywydd am gyfnodau hir, mae'n bwysig eich bod yn gyrru eich plentyn yn gwisgo côt a thrainers i wneud ymarfer corff (dim sandalau).
What will my child need to wear to school?
Your child does not have to wear school uniform. It is important that the children wear clean clothes each day. As the staff will be taking advantage of the outdoor areas in all weathers for long periods of time, it is important that you send your child to school wearing a coat and trainers for sports activities (no sandals).

Beth fydd fy mhlentyn angen yn ei fag ysgol?
Bydd eich plentyn angen côt, eli haul, cap haul, ffrwyth, potel ddŵr a bocs bwyd. Peidiwch â gyrru dim byd mwy na hyn os gwelwch yn dda. Ni fydd angen cês pensiliau. Dylid paratoi bocs bwyd lle nad oes angen i aelod o staff gynorthwyo'r plant i'w agor. Dylid osgoi cynhwysion all arwain i blant dagu megis grawnwin. Bydd y plant yn cario unrhyw sbwriel adref gyda nhw. Ni fyddant yn gallu rhannu eu hadnoddau gyda phlant eraill na'r staff.
What will my child need to bring with him/her to school?
Your child will need to bring a coat, sun cream, sun cap, fruit, water bottle and a packed lunch. Please do not send anything else. There will be no need to bring a pencil case. A packed lunch should be prepared for which a member of staff will not be required to assist children to open it. Items that may lead to children choking, such as grapes, should be avoided. The children will need to carry any rubbish home with them. They won't be sharing their equipment with any other children or staff.

Beth fydd fy mhlentyn yn wneud yn yr ysgol?
Bydd lles personol y plant yn cael y prif flaenoriaeth. Ffocws y gwaith yn y dosbarthiadau fydd ymarfer a datblygu'r gwaith a osodir ar lein ar Google Classrooms. Oherwydd hyn, ni fydd y plant sydd yn aros adref yn 'colli allan' ar unrhyw addysg fydd y plant sydd yn yr ysgol yn ei gael.
What will my child do in school?
The well-being of the children will be our main priority. The focus in class will be on practicing and developing the online work on Google Classrooms. Therefore, the children that are at home won't be 'missing out' on anything that the children in the school will be doing.

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Sut fydd yr ysgol yn cadw fy mhlentyn yn ddiogel?
Mae gan yr ysgol nifer o weithdrefnau yn eu lle i ddiogelu eich plentyn, dyma'r prif bwyntiau:

- Bydd staff yn annog plant i gadw at reolau ymbellhau cymdeithasol drwy gydol eu hamser yn yr ysgol.
- Golchi dwylo wrth gyrraedd/gadael ac yn rheolaidd yn ystod eu hamser yn yr ysgol.
- Dim rhieni i gael mynediad i'r ysgol i leihau risg o unrhyw ledaenu.
- Un rhiant yn unig i hebrwng eu plant i/o'r ysgol.
- Ni fyddant yn cymysgu gyda dosbarthiadau eraill o gwbl.
- Bydd y plant yn golchi eu dwylo cyn ac ar ôl defnyddio unrhyw offer sydd yn cael ei rannu, e.e. pêl, a bydd yr offer yn cael ei lanhau ar ddiwedd bob sesiwn.
- Pob dosbarth gyda toiledau dynodedig ac un plentyn i'w defnyddio ar y tro.
- Amseroedd cyrraedd a gadael gwahanol ddosbarthiadau wedi eu gwasgaru.
- Glanhau cyson yn ystod y dydd ac ar ddiwedd pob diwrnod.
- Bwrdd a chadair dynodedig ar gyfer pob plentyn.

How will the school keep my child safe?
The school has a number of procedures in place to protect your child, the main points are:
• Staff will encourage children to adhere to social distancing rules throughout their time in school.
• Children will wash their hands when arriving/leaving and regularly during the day.
• No parent will be allowed inside the school to reduce the risk of spreading the virus.
• Only ONE parent will be allowed to accompany the children to/from school.
• Different classes will not mix with each other at any time.
• The children will wash their hands before and after using any shared equipment, e.g. a ball, and the equipment will be cleaned at the end of each session.
• Designated toilets for each class, and only one child allowed into the toilets at a time.
• Staggered arriving/leaving times for different classrooms.
• Regular cleaning throughout the day and at the end of each day.
• Each child will have his/her designated table and chair.

Beth os fydd fy mhlentyn yn sâl neu'n brifo tra yn yr ysgol?
Os bydd eich plentyn yn mynd yn sâl yn yr ysgol byddwn yn dilyn y drefn arferol drwy gysylltu a chi i'w casglu. Pan fyddwch yn dod i gasglu'ch plentyn, bydd angen i chi ganu gloch y brif fynedfa ac aros y tu ôl i'r linell felyn nes bydd rhywun yn rhyddhau eich plentyn.
Os fydd eich plentyn angen cymorth cyntaf, bydd gofyn i'r staff wisgo cyfarpar diogelu personol (PPE) cyn torri rheolau ymbellhau cymdeithasol a rhoi sylw i'ch plentyn.
What if my child is ill or is injured while in school?
If your child falls ill at school, we will follow the usual procedures of contacting you to collect your child. You should collect your child at the main entrance by ringing the bell and wait behind the yellow line until a member of staff releases your child.
If your child requires first aid, staff will need to wear PPE before attending to your child as they will be breaking social distancing rules.

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A fydd angen cyfarpar diogelu personol (PPE) ar fy mhlentyn i fynd i'r ysgol?
Mae hi'n bwysig cofio bod tystiolaeth gref sy'n dangos mai cadw pellter corfforol, hylendid dwylo trylwyr a hylendid resbiradol (dal peswch neu disian mewn hances bapur a chuddio'r geg a'r trwyn gyda phenelin neu lawes) yw'r ffyrdd mwyaf effeithiol o atal y coronafeirws rhag lledaenu, felly nid oes angen defnyddio cyfarfpar diogelu personol (PPE) yn yr ysgol.

Will my child require personal protective equipment (PPE)?
It is important to remember that physical distancing, thorough hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Therefore, there is no need to use PPE in school.

Fydd y ddarpariaeth gofal brys ar gyfer gweithwyr allweddol dal ar gael?
Bydd, os mai dyma yw eich opsiwn olaf ar gyfer gofal. **Dylai rhieni ystyried pob opsiwn posibl cyn gwneud defnydd o'r ddarpariaeth gofal.** Mi fydd y ddarpariaeth gofal yma yn parhau yn y Neuadd 08:00-17:00 ac mewn un dosbarth arall os bydd angen.

Os byddwch angen y ddarpariaeth gofal, bydd **RHAID** i chi archebu lle o flaen llaw ar-lein drwy safle Wê Cyngor Gwynedd neu App School Gateway erbyn 12:00yp amser cinio dydd Iau yr wythnos blaenorol. Bydd y system archebu yn agor bob bore dydd Llun. Mi fydd y nifer o blant yn y ddarpariaeth gofal yn cael effaith ar faint o le fydd yna i blant ddod i'r ysgol i'w dosbarthiadau.

Bydd angen i chi ddefnyddio drws rhif 4 i ollwng a chasglu eich plentyn, nid y brif fynedfa os gwelwch yn dda. Mae'n bwysig eich bod yn cadw i'r amseroedd cyrraedd/gadael hyn o fewn rheswm.

Bydd eich plentyn angen côt, trainers, eli haul, cap haul, ffrwyth, potel ddŵr a bocs bwyd. Peidiwch â gyrru dim byd mwy na hyn os gwelwch yn dda. Mae'n bwysig bod eich plentyn yn gwisgo dillad glân bob dydd.

Will the emergency childcare provision still be available for children of key workers?
*Yes, if this is your last resort for childcare. **You should consider every possible option before using this service**. The childcare will continue to be provided 08:00-17:00 in the school hall and in one classroom if necessary.*

*If you require the childcare provision, you **MUST** book a place in advance through the Gwynedd Council website or the School Gateway App by 12:00pm Thursday lunchtime for the following week. The booking system will open every Monday morning. The number of children in the childcare provision will influence the number of children we will be able to receive in the classrooms.*

You will need to use door number 4 to drop off and collect your child, not the main entrance please. It is important that you keep to your arrival/leaving times within reason.

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Your child will need a coat, trainers, sun cream, sun cap, fruit, water bottle and a packed lunch. Please do not send anything else. They will need to wear clean clothes every day.

Diolch am eich cydweithrediad,
Thank you for your continued support,

Helen Vaughan-Jones

(Pennaeth / *Headteacher*)

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