

2018-19



PROSPECTWS
DROS DRO YSGOL
CAER ELEN
TEMPORARY
PROSPECTUS

Rhowch le cynnes i'r fesen – a'i dwrhau
Ar dir hael Caer Elen
A ddyry, pan dry'n dderwen,
Rin y pridd yng ngraen y pren.

Give the acorn a warm place – and water it
On Caer Elen's generous land
And it will yield, when it becomes an oak,
The soil's virtue in the wood's grain.



'Daw derwen o fesen fach'

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GAIR GAN Y PENNAETH GWEITHREDOL

Pleser yw cael cyflwyno'r Prosbectws Ysgol at wasanaeth darpar ddisgyblion a rhieni/gwarchodwyr Ysgol Caer Elen.

Braint ac anrhydedd yw ysgrifennu atoch fel Pennaeth cyntaf Ysgol Caer Elen. Rwy'n edrych ymlaen yn fawr at y sialens o sefydlu a datblygu un o Ysgolion 3-16 gyntaf Sir Benfro. Mae agor Ysgol Caer Elen yn ddathliad o lwyddiant addysg cyfrwng Cymraeg yn y sir. Ein nod yw i ddatblygu ysgol arloesol 3-16 a fydd yn darparu addysg cyfrwng Cymraeg o'r radd flaenaf mewn partneriaeth â'n hysgolion clwstwr ac Ysgol y Preseli.

Credwn mewn paratoi disgyblion trwy ddatblygu eu sgiliau a'u gwerthoedd ar gyfer bywyd tu hwnt i'r ystafell ddosbarth ac i wynebu sialensiau'r unfed ganrif ar hugain.

Disgwyliwn y safon orau posibl gan ein disgyblion ac fe wnawn ein gorau i roi pob cyfle ac arweiniad iddynt hwy. Bydd cyfoeth ac ehangder y gweithgareddau allgyrsiol yn nodwedd bwysig o fywyd a diwylliant yr ysgol o'r cychwyn. Anelwn at sicrhau llwyddiannau academaidd, diwylliannol a chwaraeon gan anelu bod pob disgybl beth bynnag o'i ddawn a'i ddiddordeb.

Un o gryfderau ein hysgol newydd fydd ei hethos Gymraeg, ei chymuned ofalgar, agored a hapus lle bydd disgyblion yn teimlo'n gartrefol ac yn mwynhau eu haddysg. Anelwn at wneud dysgu yn brofiad cyffrous a phleserus a hynny yn bennaf trwy ddefnyddio dulliau dysgu diddorol a gweithredol yn ein gwersi.

Bydd pob disgybl yn bwysig fel unigolyn, a phob unigolyn yn bwysig fel aelod o 'deulu' Ysgol Caer Elen. Yr egwyddor hon o barchu'r unigolyn a gosod anghenion yr unigolyn yn y canol fydd wrth wraidd ethos, gwerthoedd a llwyddiant ein hysgol newydd.

Hyderwn y bydd ein disgyblion yn falch o'u hysgol newydd, yn falch o'u Cymreictod a'u dwyieithrwydd ac yn medru cyfrannu yn gadarnhaol at gymdeithas aml-ieithog ac aml-ddiwylliant Cymru, Ewrop a'u Byd.



Mr Michael Davies

Pennaeth Gweithredol Ysgol Caer Elen

FOREWORD

It is a pleasure to present our new Prospectus designed for the benefit of prospective pupils and parents/carers of Ysgol Caer Elen.

It is an honour and a privilege to write to you as the first Head teacher of Ysgol Caer Elen. I am looking forward to the challenge of establishing and developing one of Pembrokeshire's first 3-16 schools. The establishment of Ysgol Caer Elen is a celebration of the success of Welsh medium education in the county. Our aim will be to develop a pioneering 3-16 school which will deliver Welsh medium education of the highest quality in partnership with the feeder primary schools and Ysgol y Preseli.

We believe in preparing pupils by developing their skills and values in preparation for life beyond the classroom and in anticipation of facing the challenges of the 21st century.

We will expect the highest possible standards from our pupils and we will do our utmost to give them every opportunity and guidance. The wide ranging and vibrant extra-curricular life of the school will be a notable feature of the school's life and culture from the outset. We will celebrate our cultural and sporting achievements and take pride in the personal progress of all our pupils whatever their talents and interests.

One of the main strengths of our school will be its caring, open and happy ethos where pupils feel at home and enjoy their education in a totally Welsh environment. One of our main aims will be to make learning an exciting and pleasurable experience, mainly by ensuring that we use teaching and learning methods which are interesting and actively involve our pupils.

Every pupil will be regarded as an individual who will be an important member of the 'family' of Ysgol Caer Elen. This fundamental principle of respecting each individual and placing the individual's needs at the centre will form the basis of the new school's ethos, values and success.

We are confident that our pupils will be proud of their new school, proud of their Welshness and their bilingualism, and able to contribute to the multi-lingual and multi-cultural Wales, Europe and the World.



Mr Michael Davies

Executive Head, Ysgol Caer Elen

STAFFIO

Tîm Rheoli

Pennaeth – Mr Michael Davies

Penaethiaid Cynorthwyol – Mrs Samantha Morris a Mr Gareth Owens

Staff Dysgu

Meithrin – Mrs Ann Owen

Derbyn – Mrs Anwen Woodhouse

Blwyddyn 1/Derbyn – Mrs Bethan Evans

Blwyddyn 1 – Miss Rebecca Thomas-Barrah

Blwyddyn 1/2 - Mrs Jane Davies (ALNCo)

Blwyddyn 2 – Mrs Heather Jenkins

Blwyddyn 3: Miss Rhian Bowen / Mrs Catrin Williams

Blwyddyn 4/3: Mrs Teleri James

Blwyddyn 4: Mr Dyfan Dafydd

Blwyddyn 5: Mrs Samantha Morris + Mrs Claire Likeman

Blwyddyn 6: Mrs Manon Iorwerth + Mrs Elen Mai Griffiths/Mr G Owens/Mr Tristian Lewis

Blwyddyn 7: Mr G Owens/Mrs E M Griffiths / Mr T Lewis / Mrs M Iorwerth

Staff atodol

Cynorthwywyr Glan Cleddau

Mrs Judith Evans – Swyddog Gweinyddol

Miss Sioned Devonald – Uwch Swyddog Gweinyddol

Mr Robert Thomas – Rheolwr Rhwydwaith

Mrs Mari Phillips – Gweithiwr Ieuenctid

ANO – Rheolwr Safle

ANO – Cwnselydd

CORFF LLYWODRAETHOL

Ar hyn o bryd, mae Corff Llywodraethol Dros Dro mewn lle. Yng nghanol tymor yr Hydref caiff corff llywodraethol parhaol Caer Elen ei greu.

Ein Cadeirydd presennol yw Mr Tegryn Jones. Os hoffech gysylltu â Mr Jones, ysgrifennwch iddo gan ddefnyddio cyfeiriad yr ysgol (o Medi 2018).

STAFFING

Senior Leadership Team

Headteacher – Mr Michael Davies

Assistant Heads – Mrs Samantha Morris & Mr Gareth Owens

Teaching Staff

Nursery: Mrs Ann Owen

Reception: Mrs Anwen Woodhouse

Year 1/ Reception: Mrs Bethan Evans

Year 1: Miss Rebecca Thomas-Barrach

Year 1/2: Mrs Jane Davies (ALNCo)

Year 2: Mrs Heather Jenkins

Year 3: Miss Rhian Bowen / Mrs Catrin Williams

Year 4/3: Mrs Teleri James

Year 4: Mr Dyfan Dafydd

Year 5: Mrs Samantha Morris + Mrs Claire Likeman

Year 6: Mrs Manon Iorwerth + Mrs Elen Mai Griffiths/Mr G Owens/Mr Tristan Lewis

Year 7: Mr G Owens/Mrs E M Griffiths/Mr T Lewis/Mrs M Iorwerth

Support Staff

Glan Cleddau LSAs

Mrs Judith Evans – Admin Officer

Miss Sioned Devonald – Senior Admin Officer

Mr Robert Thomas – Network Manager

Mrs Mari Phillips – Youth Worker

ANO – Site Manager

ANO – Counsellor

GOVERNING BODY

A temporary governing body is currently in place. During the autumn term, a new governing body will be created. The current Chair of Governors is Mr Tegryn Jones; if you wish to contact the Chair, please write by using the school address (from September 2018).

ETHOS YR YSGOL

Gan fod yr ysgol yn ysgol swyddogol ddwyieithog, disgwylir i rieni a disgyblion fod yn frwd dros addysg trwy gyfrwng y Gymraeg. Disgwylwn i'r disgyblion ddangos parch a balchder yn yr iaith Gymraeg drwy ddefnyddio'r iaith yn rheolaidd tu mewn a thu allan i'r ystafell ddosbarth. Ceisiwn ennyn balchder yn y disgyblion tuag at iaith, diwylliant, hanes a threftadaeth Cymru.

Byddwn yn gwneud ein gorau i feithrin ymdeimlad o barch yn y disgyblion at bobl ac at eiddo pobl fel bod gennym gymdeithas wâr a goddefgar. Ceisiwn hefyd feithrin rhinweddau personol yn y disgyblion megis cwrteisi, gonestrwydd, dyfalbarhad ac ymdeimlad o gydwybod.

Pwysleisir y pwysigrwydd o ddarparu cyfleoedd i bob plentyn beth bynnag ei allu, ei ryw, ei oedran neu ei gefndir ieithyddol.

Cynhelir safonau disgyblaeth uchel yn yr ysgol a chaiff hyn ei adlewyrchu yn ymddangosiad ac ymddygiad disgyblion. Credwn mai'r ffordd fwyaf effeithiol o ddisgyblu yw drwy feithrin hunanddisgyblaeth ac agwedd gyfrifol ymhlith disgyblion.

Bydd awyrgylch deuluol yn perthyn i'r ysgol gyda chydweithrediad a chyddynnu agos rhwng y staff (yn athrawon, staff gweinyddol, staff y gegin), y disgyblion a'r rhieni/gwarchodwyr. Byddwn yn sefydlu Cymdeithas Rieni gref.

Rwy'n gobeithio gweld yr ysgol yn datblygu'n ysgol gymunedol gyda'r gymuned yn gwneud defnydd helaeth o'r ysgol yn yr hwyr a'r ysgol yn defnyddio'r gymuned fel ffynhonnell i gyfoethogi addysg y plant.



THE SCHOOL ETHOS

Since the school is an official bilingual school, it is expected that both parents/carers and pupils are enthusiastic about educating through the medium of Welsh. It will be expected that pupils show respect and pride in the Welsh Language by using it constantly; inside and outside the classroom. We will strive to engender pride in the pupils for the language, culture, history and heritage of Wales.

We will do our best to instil in the pupils respect for people and property so that we live in a civilized and tolerant society. We will also try to nurture personal virtues in the pupils, such as courtesy, honesty, perseverance and conscientiousness amongst others.

The importance of providing equal opportunities for every child regardless of his/her ability, sex, age or linguistic background will be emphasized.

High standards of discipline will be set in the school which will be reflected in the appearance and behaviour of the pupils. We believe that the most effective way of maintaining discipline is by fostering self-discipline and a responsible attitude among the pupils.

We will develop a family atmosphere in the school with close co-operation between the staff (teachers, administration staff, and kitchen staff), pupils and parents/carers. We will aim to establish a successful Parents Association.

We hope to see the school evolve into a community school with the community using the facilities of the school extensively in the evening and in a reciprocal manner, the school using the community as a resource to enrich the education of the children.



POLISI IAITH YR YSGOL

Nod yr ysgol fydd i sicrhau bod ein disgyblion yn rhugl yn y ddwy iaith – Cymraeg a Saesneg, ar lafar ac yn ysgrifenedig.

Addysgir Mathemateg drwy gyfrwng y Gymraeg a Gwyddoniaeth trwy gyfrwng y Saesneg.

Disgwylir i'r disgyblion siarad ac ysgrifennu trwy gyfrwng y Gymraeg ym mhob pwnc oni bai pan yn astudio Gwyddoniaeth trwy gyfrwng y Saesneg.

Cymraeg fydd iaith weinyddol yr ysgol o ran cyhoeddiadau mewnol, gwybodaeth fewnol, gwasanaethau ysgol ac ati. Hefyd, cynhelir gweithgareddau allgyrsiol drwy gyfrwng y Gymraeg. Yn ogystal, disgwylir i ddisgyblion i siarad Cymraeg â'i gilydd tu allan i'r dosbarth. Gwneid hyn er mwyn sicrhau bod bob plentyn yn rhugl ar lafar yn y Gymraeg erbyn iddynt adael yr ysgol.

Bydd pob gohebiaeth allanol a dderbyniwch oddi wrth yr ysgol yn y ddwy iaith – y Gymraeg a'r Saesneg. Danfonir adroddiadau ar ddisgyblion i rieni trwy gyfrwng y Gymraeg oni fydd y rhieni/gwarchodwyr yn gwneud cais i'w derbyn trwy gyfrwng y Saesneg.

Disgwylir i rieni/gwarchodwyr sy'n danfon eu plant i Ysgol Caer Elen fod yn frwd i'w plant gael eu dysgu yn y Gymraeg. Mae agwedd bositif tuag at addysg ddwyieithog yn hanfodol bwysig.



THE SCHOOL LANGUAGE POLICY

The aim of the school will be to ensure that all of our pupils are fluent in both languages – Welsh and English, orally and in writing.

Mathematics will be taught through the medium of Welsh to all pupils and Science through the medium of English.

Pupils will be expected to speak and write through the medium of Welsh in every subject, unless when studying Science through the medium of English.

Welsh will be the administrative language of the school in respect of internal announcements, internal information, school assemblies etc. All extra-curricular activities are also conducted through the medium of Welsh. In addition, pupils will be expected to speak Welsh to each other outside of the classroom. We insist on this in order to ensure that all pupils become fluent orally in Welsh by the time that they leave school.

All external communication that you receive from the school will be bilingual – in Welsh and English. School reports on pupil progress will be sent to parents/carers in Welsh unless parents/carers make a request to receive them in English.

We will expect parents/carers who send their children to Ysgol Caer Elen to be enthusiastic for their children to pursue their learning through the medium of Welsh. A positive and supportive attitude towards bilingual education is essential.



ORIAU YSGOL

Gofynnir i'r disgyblion cynradd gyrraedd erbyn 8:55yb.

Gofynnir i'r disgyblion uwchradd gyrraedd erbyn 8:50yb.

Cyfnod Sylfaen (Meithrin, Derbyn, Bl 1 a 2)	Cyfnod Allweddol 2 (Blwyddyn 3 a 4)	Cyfnod Allweddol 2 (Blwyddyn 5 a 6)	Blwyddyn 7
8:55 – 10:30yb	8:55 – 10:30yb	8:55-10:10yb	8:50-10:10yb
10:50 -11:45yb	10:50 – 12:10yp	10:30-12:30yp	10:30-12:30yp
1:00 - 2:00yp	1:00 – 2:00yp	1:20-2:20yp	1:20-3:20yp
2:15 – 3:15yp	2:15 – 3:20yp	2:30-3:20yp	

MEITHRIN

Bydd y sesiwn boreol yn cychwyn am 9:00yb ac yn gorffen am 11:30yb a'r sesiwn prynhawn yn cychwyn am 1:00yp ac yn gorffen am 3:15yp. Gofynnir i beidio cyrraedd cyn 12:50yp am y sesiwn prynhawn.

Ar ddiwedd y ddau sesiwn gofynnir i'r rhieni/gwarchodwyr gasglu eu plant o ofal yr athrawon.



DISGYBLION YN TEITHIO AR Y BWS

Gofynnir i'r disgyblion fynd at yr aelod staff sydd ar ddyletswydd yn safle ymadawiad y bws.

SCHOOL HOURS

Primary aged pupils are asked to arrive promptly by 8:55am.

Secondary aged pupils are asked to arrive promptly by 8:50am.

Foundation Phase (Nursery, Reception, Yr 1 & 2)	Key Stage 2 (Years 3 & 4)	Key Stage 2 (Years 5 & 6)	Year 7
8:55 – 10:30am	8:55 – 10:30am	8:55-10:10am	8:50-10:10am
10:50 -11:45am	10:50 – 12:10pm	10:30-12:30pm	10:30-12:30pm
1:00 - 2:00pm	1:00 – 2:00pm	1:20-2:20pm	1:20-3:20pm
2:15 – 3:15pm	2:15 – 3:20pm	2:30-3:20pm	

NURSERY

The morning session will start at 9:00am and finish at 11:30am and the afternoon session will start at 1:00pm and finish at 3:15pm. We ask for you not to arrive before 12:50pm for the afternoon session.

At the end of both sessions, parents/carers are asked to collect their child from the teacher's care.



PUPILS TRAVELLING BY BUS

Pupils should report to the member of staff on duty at the bus departure point.

GWISG YSGOL

Disgwylir i'r holl ddisgyblion wisgo gwisg yr ysgol a rhaid parchu'r holl reolau ynglŷn â'r wisg honno. Dylid gosod enw eich plentyn yn glir ar y dillad er mwyn i bob disgybl allu adnabod ei ddillad ei hun. Mae llyfryn o'r cynnwys ar costau ar gyfer y wisg ar gael.

Meithrin – Blwyddyn 6	Blwyddyn 7
Siwmpwr las gyda bathodyn ysgol	Siwmpwr gwdddf "V" glas tywyll gyda bathodyn ysgol (trutex – merch, BMB – bachgen)
Crys polo glas saffir gyda bathodyn ysgol	Blowsen gotwm wen blaen, llewys hir (nid blowsen dynn) - merched Crys gwyn llewys hir - bechgyn Crys polo gwyn gyda bathodyn ysgol (tymor yr haf yn unig)
Sgert llwyd tywyll (pletiog) - merched	Tei ysgol â chlip
Trowsus llwyd tywyll – merched a bechgyn	Sgert llinell 'A' glas tywyll (David Luke brand)
Cardigan llwyd tywyll	Trowsus llwyd tywyll ysgol (Argymhellir M&S 'regular fit slim leg' – merched, Banner Slim Ridge – bachgen) Dim jins, 'leggings' na throwsus ffit tenau
Teits neu sanau llwyd tywyll	Teits glas tywyll neu sanau hir glas tywyll gyda sgert Sanau du byr gyda throwsus
Esgidiau ysgol du sodlau isel (dim esgidiau bale na threinyrs)	Cot ddu
GWISG ADDYSG GORFFOROL: Crys T polo gwyn Siorts du ymarfer corff	Hwddi ysgol – dewisol, ond nid yn lle siwmpwr
GWISG YSGOL TYMOR YR HAF (OPSIYNOL): Ffrog haf gingham glas tywyll a gwyn Siorts llwyd tywyll Sanau gwyn	Esgidiau du sodlau isel yn unig (dim esgidiau bale, treinyrs na chynfas)
<i>Noder: gellir prynu dillad sydd heb fathodyn trwy gwmnïau amrywiol. Bydd dillad sydd â bathodyn arnynt ar gael i brynu o Tees R Us o 1af o Orffennaf, 2018.</i>	GWISG ADDYSG GORFFOROL: Crys polo saffir a glas tywyll / crys rygbi Sgyrt glas tywyll Siorts rygbi glas tywyll Sanau rygbi glas tywyll a saffir Esgidiau pêl droed/rygbi ar gyfer y cae 3G



'Daw derwen o fesen fach'

SCHOOL UNIFORM

School uniform will be compulsory for all pupils, and the rules appertaining to uniform must be strictly adhered to. The pupil's names should be clearly marked on all clothing for ease of identification. A booklet is available with full information and costs.

Nursery – Year 6	Year 7
Sapphire blue jumper with school logo	Navy blue "V" neck jumper with school crest (Trutex – girl, BMB – boys)
Sapphire blue polo shirt with school logo	Plain white cotton blouse, long sleeved (not fitted) – girls White long sleeve shirt – boys White polo shirt with school logo (summer term only)
Dark grey skirt (pleated) – girls	School clip-on tie
Dark grey trousers – girls & boys	Navy A line skirt, plain (David Luke brand)
Dark grey cardigan	Plain dark grey trousers (M&S regular fit slim leg – girls, Banner Slim Ridge – boys recommended) No jeans, leggings or skinny fit trousers
Dark grey tights	Navy tights or long navy socks with skirt Short black socks with trousers
Flat black school shoes (no ballet shoes or trainers)	Black coat
PE UNIFORM: White PE polo t-shirt Black PE shorts	School hoodie – optional, but not instead of school jumper
OPTIONAL SUMMER TERM UNIFORM: Gingham navy and white summer dress Dark grey shorts White socks	Flat black shoes (no ballet, canvas or trainers)
<i>Please note: non-crested school uniform can be purchased from various outlets. Items of clothing with the school crest will be available from Tees R Us from 1 July 2018.</i>	PE UNIFORM: Sapphire and navy polo / rugby shirt Navy skirt Navy rugby shorts Navy and sapphire blue rugby socks Rugby/football boots for the 3G pitch



POLISI DERBYN

Mae polisi mynediad Cyngor Sir Penfro yn defnyddio meini prawf penodol i osod llefydd i ddisgyblion yn Ysgol Caer Elen.

Dylai unrhyw gais am fynediad i'r ysgol fynd yn syth at y Cyngor Sir gan mai'r awdurdod sy'n gyfrifol am fynediad i ysgolion. Mae cofrestru eich plentyn yn gynnwys yn ein caniatáu i gynllunio grwpiau blynyddol i'r dyfodol.

Derbynnir y plant i'r dosbarth meithrin ar ddechrau'r tymor sydd yn dilyn eu pen-blwydd yn dair oed. Nodwyd Medi 1af, Ionawr 1af ac Ebrill 1af i fod yn ddiwrnodau cychwyn y tymor. Cânt gyfnod o addysg rhan amser cyn trosglwyddo i addysg llawn amser y tymor yn dilyn ei pedwerydd pen-blwydd.

Gwahoddir rhieni/gwarchodwyr a phlant i ymweld ag Ysgol Caer Elen yn ystod y tymor cyn i'w plant gychwyn, er mwyn rhoi cyfle i'r plant weld yr ysgol ar waith ac i rieni/gwarchodwyr gael cyfle i ofyn cwestiynau. Yn ogystal, cynhelir ymweliadau cartref gan staff y dosbarth meithrin ar ddechrau'r tymor cyn i'w plant ddechrau yn dair oed.



ADMISSIONS POLICY

The Pembrokeshire County Council Admissions Policy takes into account of certain criteria in allocating a place at Ysgol Caer Elen.

Any request must be made directly to the authority as it is the admitting authority. Early registration of your child at the school enables us to plan future year groups.

Pupils are admitted to the nursery class during the term after their third birthday. Term starting dates are deemed to be September 1st, January 1st and April 1st. Pupils will receive a period of part-time education before transferring to full-time education the term following their fourth birthday.

Parents/carers and pupils are invited to visit Ysgol Caer Elen prior to admission so that they can see the school at work and parents/carers can have any questions answered. In addition, home visits will be held by nursery staff at the beginning of the term prior to their child beginning at three years old.



CÔD YMDDYGIAD

Seilir disgyblaeth Ysgol Caer Elen ar hunan barch, parch at eraill a pharch at yr amgylchedd ac eiddo. Rhown bwyslais ar werth pob unigolyn a'r bwriad fydd creu awyrgylch addas i alluogi athrawon a phlant i gydweithio'n effeithiol a hapus. Disgwylir i ddisgyblion gadw at reolau'r ysgol. Bydd Ysgol Caer Elen yn hyrwyddo Arferion Adferol. Bwriad Arferion Adferol yw i ddatblygu cymuned, datblygu perthnasoedd ac i reoli gwrthdaro drwy atgyweirio'r drwg a wnaed.

Gall disgybl sy'n camymddwyn yn gyson gael ei roi ar 'adroddiad' am gyfnod a gall y Llywodraethwyr ystyried mewn achosion difrifol wahardd y disgybl o'r ysgol neu ei ddiarddel o'r ysgol. Mae'n bwysig bod athrawon yn cael y cyfle i addysgu, a'r disgyblion yn cael cyfle i ddysgu heb i neb darfu ar hynny.

Y canlynol yw rhai o'r agweddau byddwn yn hoffi gweld y plant yn mabwysiadu yn Ysgol Caer Elen:

- Dangos parch at eraill boed yn oedolion neu yn blant
- Peidio â defnyddio iaith sydd yn anwedus
- Dangos gofal am blant sydd yn llai
- Bod yn ofalus am eu diogelwch personol ac am ddiogelwch eraill
- Bod yn hwylus ac yn gyfeillgar yn eu hagwedd
- Dangos parch at eiddo eraill
- Ymateb yn gadarnhaol i ddymuniadau'r athrawon
- Gweithredu mewn ysbryd o wirionedd a gonestrwydd.

GWOBRYO A SANCSIYNAU

Bwriad Ysgol Caer Elen yw creu perthnasoedd cadarnhaol gyda phawb a gwobrwyo'r holl aelodau am eu cyfraniad academiaidd ac allgyrsiol. Bydd gwobrwyo'n cynnwys:

- gwobrwyo ar lafar
- sticeri neu sylwadau sy'n canmol
- tystysgrifau

Canlyniad ymddygiad annerbyniol:

- cadw i mewn ar ataliad amser egwyl neu ginio
- adroddiad ymddygiad
- gwaharddiad mewnol
- gwaharddiad cyfnod penodol neu waharddiad parhaol.

BEHAVIOUR CODE

The discipline at Ysgol Caer Elen will be based on self-respect, respect for other people and respect for the environment and property. We emphasize the value of every individual and it is our intention to create a happy atmosphere where pupils and staff work together effectively. Pupils will be expected to observe the school rules. Ysgol Caer Elen will promote Restorative Practices. The aim of the Restorative Practices will be to develop a community, develop relationships and to control conflict through restoring any bad done.

A pupil who misbehaves consistently may be placed on 'report' for a period of time and in extreme cases the Governors may need to consider suspension or the exclusion of a pupil from school. It is important that teachers are allowed the opportunity to teach all pupils without disruption by any individual.

The following are some of the attitudes we would wish to see the pupils adopt:

- Show respect for others, both adults and children
- Do not use unseemly language
- Show care for younger children
- Be careful of their own safety and the safety of others
- Be friendly and cheerful in their attitude
- Show respect for the property of others
- Respond positively to teachers' wishes
- Act in a spirit of honesty and truthfulness.

PRAISE AND SANCTIONS

Ysgol Caer Elen will promote positive relationships and will praise pupils for their contributions – both academic and extra-curricular. This will include:

- being praised orally
- stickers or comments
- certificates

The result of unacceptable behaviour:

- being kept in during break and lunchtimes
- behaviour report
- internal exclusion
- fixed exclusion or permanent exclusion.

PRESENOLDEB

Ystyrir bydd presenoldeb rheolaidd yn bwysig iawn yn Ysgol Caer Elen. Hebdo, ofer byddai ein holl ymdrechion i ddarparu addysg o safon uchel. Os nad yw disgybl yn bresennol yn yr ysgol, ni all ddysgu na chyrraedd ei wir botensial. Am y rhesymau hyn, byddwn yn annog rhieni/gwarchodwyr i beidio â threfnu gwyliau yn ystod tymor yr ysgol. Ein nod fydd cael y graddau presenoldeb uchaf posib ar gyfer ein disgyblion. Ceir rhesymau dilys a chyfiawn ar adegau wrth gwrs pan na all disgybl fynychu'r ysgol, ond bydd gennym systemau yn eu lle i fonitro ac ymchwilio i absenoldebau ar draws yr ysgol. Bydd ein polisi presenoldeb yn amlinellu ein hymarfer a'n trefniadau er mwyn cynnal lefel uchel o bresenoldeb. Os yw eich plentyn yn absennol, cysylltwch â'r Swyddog Presenoldeb yn yr ysgol.

Disgwyliwn i rieni/gwarchodwyr:

- annog eu plant i fynychu'r ysgol yn rheolaidd
- sicrhau eu bod yn cysylltu â'r ysgol pan fo'u plentyn yn/wedi methu mynychu'r ysgol
- sicrhau bod eu plentyn yn cyrraedd yr ysgol ar amser ac wedi paratoi'n addas ar gyfer y dydd
- cysylltu â'r ysgol pan fydd unrhyw broblem a allai gadw eu plentyn o'r ysgol.

Disgwyliwn y canlynol gan ein disgyblion:

- y byddant yn mynychu'r ysgol yn rheolaidd
- y byddant yn cyrraedd ar amser ac wedi paratoi yn addas ar gyfer y dydd
- y byddant yn hysbysu aelod o'r staff o unrhyw broblem a all eu rhwystro rhag mynychu'r ysgol.



'Daw derwen o fesen fach'

ATTENDANCE

Regular school attendance will be considered to be of great importance at Ysgol Caer Elen. Without it, all our efforts to provide high quality education come to nothing. If a child is not present at school, they cannot learn or reach their true potential. For these reasons, we will discourage parents/carers from taking their children on holiday during term time. We aim to have the maximum attendance rates possible for our pupils. There will of course be just as valid reasons why pupils cannot attend school on occasions, but we will have systems in place to monitor and investigate absences across the school. The School Attendance Policy outlines our practice and procedures for maintaining a high level of pupil attendance. If your child is absent, even for one day, you can contact the Attendance Officer by contacting the school.

We will expect parents/carers to:

- encourage their children to attend school regularly
- ensure that they contact school when their child is/has been unable to attend
- ensure that their children arrive at school on time and well prepared for the day ahead
- contact the school whenever problems occur which may keep their child away from school.

We will expect the following from all pupils:

- that they will attend school regularly
- that they will arrive on time and appropriately prepared for the day
- that they will inform a member of staff of any problem that may prevent them from attending.



'Daw derwen o fesen fach'

CWRICWLWM

CYNRADD

Bydd Ysgol Caer Elen yn anelu at gynnwys cwricwlwm eang ac amrywiol a fydd yn cynnwys pynciau cwricwlwm statudol fel y dynodwyd gan y ddeddf addysg grefyddol. Y mae hefyd yn ymgorffori addysg bersonol a chymdeithasol y plentyn. Byddwn hefyd fel ysgol yn cynllunio ar gyfer cyflwyno Cwricwlwm Dyfodol Llwyddiannus sy'n cael ei hyrwyddo gan Yr Athro Graham Donaldson a Chynulliad Cymru. Caiff y cwricwlwm newydd ei gyflwyno ar gyfer disgyblion ym Medi 2022.

Craidd

Cymraeg

Saesneg

Mathemateg

Gwyddoniaeth

Pynciau Sylfaen

Daearyddiaeth

Hanes

Addysg Grefyddol

Celf

Cerdd

ABCh

Addysg Gorfforol

Dylunio a Thechnoleg

TGCh



UWCHRADD



Bydd yr ysgol yn sicrhau fod y cwricwlwm yn ateb gofynion y cwricwlwm cenedlaethol ond wedi'i gynllunio i gwrdd ag anghenion pob disgybl. Bydd yn adlewyrchu cymeriad, amgylchiadau ac ethos unigryw'r ysgol a'r gymuned. Byddwn hefyd fel ysgol yn cynllunio ar gyfer cyflwyno Cwricwlwm Dyfodol Llwyddiannus sy'n cael ei hyrwyddo gan Yr Athro Graham Donaldson a Chynulliad Cymru. Caiff y cwricwlwm newydd ei gyflwyno ar gyfer y disgyblion ym Medi 2022.

Patrwm y Cwricwlwm 2018-19 (Blwyddyn 7)

Yn 2018-19, astudir y pynciau canlynol:

Cymraeg

Sbaeneg

Drama

Hanes

Saesneg

Dylunio a Thechnoleg

Addysg Gorfforol

TGCh

Mathemateg

Celf

Daearyddiaeth

ABCh

Gwyddoniaeth

Cerdd

Addysg Grefyddol

Caiff y Fframweithiau Llythrennedd, Rhifedd a Chymwysedd Digidol eu cynnwys yn y cynlluniau gwaith gwahanol.

CURRICULUM

PRIMARY

At Ysgol Caer Elen, we will have a varied curriculum that incorporates the statutory curricular subjects as prescribed by the relevant education act. It also includes the personal and social development of pupils. The school will also strive to gradually introduce the Successful Futures curriculum recommended by Professor Graham Donaldson and the Welsh Assembly Government. The new curriculum is due to be introduced in schools from September 2022.

Core

Welsh

English

Mathematics

Science

Foundation Subjects

Geography

History

Religious Education

Art

Music

PSE

Physical Education

Design and Technology

ICT



SECONDARY

The school will ensure that the curriculum meets the requirements of the national curriculum but will also be tailored to meet the requirements of each pupil. It will reflect the unique character, circumstances and ethos of the school and the community it serves. The school will also strive to gradually introduce the Successful Futures curriculum recommended by Professor Graham Donaldson and the Welsh Assembly Government. The new curriculum is due to be introduced in schools from September 2022.

Curriculum Pattern for KS3 2018-19 (Year 7)

In 2018-19, the following subjects will be studied:

Welsh

Spanish

Drama

History

English

Design and Technology

Physical Education

ICT

Mathematics

Art

Geography

PSE

Science

Music

Religious Education

The Literacy, Numeracy and the Digital Competency Frameworks will be incorporated in the schemes of work.

DULLIAU ADDYSGU – CYNRADD

Yn yr ysgol defnyddir amrywiaeth o ddulliau addysgu o fewn fframwaith y dosbarth. Mae'r gwaith wedi'i seilio ar gyfres o themâu sydd yn ymgorffori holl elfennau'r cynlluniau cwricwlaid a osodwyd yng nghynlluniau gwaith yr ysgol mewn cylchrediad dwy flynedd neu chwe thymor.



Ar draws yr ysgol gyfan byddwn yn ymgymryd â dysgu dosbarthiadau cyfan yn ogystal â dysgu fesul grwpiau, dysgu pâr ac unigol. Mae'r dull a ddefnyddir yn ddibynnol ar oedran a gallu'r disgyblion dan sylw.

Trefnwyd y dosbarthiadau yn unol â fformiwla cyllido ysgolion. Ar adegau, am fod niferoedd mewn blwyddyn ysgol yn amrywio, bydd y dosbarthiadau yn cynnwys disgyblion o wahanol oed. Un egwyddor yr ydym yn ceisio amddiffyn yw peidio cymysgu dau gyfnod allweddol gan fyddai hynny'n dylanwadu'n negyddol ar gwricwlwm y ddau gyfnod allweddol.

Mae sefydlu'r Cyfnod Sylfaen wedi arwain at sicrhau dulliau addysgu arloesol.

DULLIAU ADDYSGU – UWCHRADD

Defnyddir amrywiaeth eang o ddulliau addysgu yn ôl anghenion y pwnc a'r grŵp dysgu penodol. Ceir defnydd o waith grŵp, gwaith ymchwil, gwaith llafar, gwrando a gwaith ymarferol gyda'r athrawon yn symud o ddysgu dosbarth cyfan i drefnu gwaith grŵp ar lefelau gwahanol a rhoi sylw i unigolion.

Hyrwyddir dysgu digidol ar draws yr ysgol yn unol â chynnwys y Fframwaith Cymhwysedd Digidol.

ASESU AR GYFER DYSGU

Bydd Ysgol Caer Elen yn mabwysiadu dulliau dysgu Asesu ar Gyfer Dysgu e.e. sgiliau meddwl, hunan asesu ac asesu cyfoedion. Mae'r strategaethau newydd hyn yn annog athrawon i baratoi gwersi sy'n ystyried gwahanol ddulliau dysgu disgyblion e.e. clywedol/cinesthetig ac ati. Ein nod maes o law yw creu dysgwr annibynnol, effeithiol o ansawdd uchel.

TEACHING METHODS – PRIMARY

At Ysgol Caer Elen we will employ a variety of teaching methods within a class framework. Work is related to a theme, which rotates over a period of two years/six terms. All elements of the curricular plans are included in the school's schemes of work.



Throughout the school, teaching is undertaken on a whole class basis, teaching groups, paired learning and individual tuition. The method used will depend on the age and ability of the pupils concerned.

Classes are organised according to staffing as funded by the LEA formula. Sometimes, year groups will vary in number and split year groups will form classes. One principle that we will aim to safeguard is that Key Stages are not mixed within one class as this would compromise the curriculum for both key stages.

Implementing the Foundation Phase will lead to introducing pioneering teaching methods.

TEACHING METHODS – SECONDARY

A wide range of teaching methods are used according to the needs of the subject and the specific group being taught. Group work, investigation work, oral work, listening as well as practical work will all be used. Teachers will move from teaching the whole class to arranging group work at varying levels and giving attention to individuals.

Digital learning will be promoted throughout the school in conjunction with the Digital Competency Framework.

ASSESSMENT FOR LEARNING

Ysgol Caer Elen will be adopting the Assessment for Learning strategy e.g. thinking skills, self-assessment and peer assessment techniques. These new techniques encourage teachers to prepare lessons that incorporate a range of teaching methods e.g. listening/kinaesthetic etc. Our aim will be to create an independent, effective learner of a high standard.

ANGHENION DYSGU YCHWANEGOL

Anelwn at gynnig addysg gynhwysol o safon i bob disgybl yn ogystal â chyfleoedd addysgol cyfartal i bob unigolyn.

Bydd gan nifer o blant, ar ryw gyfnod yn eu gyrfaeodd ysgol, anghenion dysgu ychwanegol o ryw ddisgrifiad. Bydd yr ysgol yn ymdrechu i adnabod y gofynion yma, ac i lunio rhaglen berthnasol mewn cysylltiad â'r rhieni/gwarchodwyr ar gyfer amgylchiadau arbennig y plentyn. Bydd aelod o'r staff wedi ei benodi i fonitro ac i asesu anghenion dysgu ychwanegol yn yr ysgol. Bydd yr asesu yn gymorth i adnabod y plant mwy abl a thalentog yn ogystal â phlant sydd yn cael anghenion dysgu.

Os oes anghenion dysgu ychwanegol gan blentyn byddwn yn trafod hyn gyda'r rhieni/gwarchodwyr. Bydd yr ysgol yn darparu rhaglen i'r plentyn a all fod yn gyfnodau o sylw unigol, neu grŵp.

Bydd copi o'r Polisi Anghenion Dysgu Ychwanegol ar gael o swyddfa'r ysgol. Nodi'r anawsterau disgyblion trwy adroddiadau manwl naill ai o Ysgol Glan Cleddau neu o'r ysgolion blaenorol.

Bydd gan Ysgol Caer Elen adnoddau pwrpasol a chyfarpar addas i ddysgu disgyblion mewn grwpiau bach ac i roi sylw i'r unigolion. Yn yr un modd bydd disgyblion galluog iawn yn cael eu hadnabod a'u hymestyn. Bydd gan yr ysgol berthnasoledd arbennig o dda rhwng yr asiantaethau allanol sef y Seicolegydd Addysgol, Gwasanaethau Cymdeithasol ac ati.

DISGYBLION AG ANABLEDDAU

Ein bwriad fel ysgol bydd gwneud ein gorau glas i sicrhau mynediad i Ysgol Caer Elen i blant sy'n dioddef o unrhyw anableddau – corfforol, feddyliol neu anabledd dysgu.

Credwn yn gryf mewn mynediad cyfartal i'r cwricwlwm yn ogystal â chyfle cyfartal i ddisgyblion ag anableddau corfforol a meddyliol yn ogystal ag anableddau dysgu. Er mwyn gwireddu hyn byddwn yn trafod gyda rhieni/gwarchodwyr yr disgyblion a'r Awdurdod Addysg i benderfynu pa fath o raglen ddysgu sydd orau i bob plentyn yn unigol.

Caiff llwyddiant y rhaglen a ddarparir ei fonitro yn flynyddol gan addasu'r rhaglen fel bo angen. Gwneir hyn drwy drafod â'r rhieni/gwarchodwyr yn y Cyfarfod Adolygu Reolaidd.

Ystyrir cydraddoldeb fel yr hawl sydd gan bob disgybl i dderbyn addysg gyda'i gyfoedion, i dderbyn addysg sy'n diwallu ei anghenion unigol ac i eraill ystyried cyfraniad pob disgybl yn gydradd â chyfraniadau unigolion eraill. Bydd disgyblion ADY yn rhan annatod o gynllunio'r cwricwlwm ar draws yr ysgol.

Mae Deddf Gwahaniaethu ar sail anabledd yn gwneud hi'n orfodol i ysgolion baratoi Cynllun Cydraddoldeb Anabledd sy'n cynnwys y camau bydd yr ysgol yn bwriadu eu cymryd i hyrwyddo cydraddoldeb anabledd a chynllun gweithredu cysylltiedig dros gyfnod o dri mis.

ADDITIONAL LEARNING NEEDS

The school will aim to offer a high standard of inclusive education and equality of opportunity to all individuals.

Many children, at some stage in their school careers, will have additional learning needs of some description. The school will endeavour to identify these needs, and to formulate a relevant programme, in cooperation with parents/carers for each child's particular circumstances. A member of staff will be nominated to monitor and assess additional learning needs at the school. The assessment will aid in recognizing the needs of able and talented children as well as those having learning needs.

If a child has additional learning needs, then the extent of the child's need is discussed with the parents/carers. The school will then produce a programme for the pupil that can lead to individual teaching or group.

A copy of the school's Additional Learning Needs Policy will be available from the school office. Pupils will be identified before entering Ysgol Caer Elen by detailed information from either Ysgol Glan Cleddau or their previous schools.

Ysgol Caer Elen will have a well-resourced department for teaching small groups and for individual pupil support. An exceptionally able child will be identified using the same process. We will have excellent working relationships with external agencies such as the Educational Psychologist, Social Services etc.

PUPILS WITH DISABILITIES

Our aim will be to do our utmost to ensure that pupils who suffer from any disability – physical, mental or with a learning disability - will be admitted to Ysgol Caer Elen.

We firmly believe in equal access to the curriculum as well as equal opportunity to children with physical, mental or learning disabilities. In order to achieve this we will liaise with the parents/carers and the Local Education Authority to decide on the best programme of study for each individual child. The success of the programme provided will be monitored as necessary. This will be done in consultation with the parents/carers at a regular Review Meeting.

Equality of opportunity means that as a school, we believe that every individual should have the opportunity to be educated with his/her peers and that the education offered is suited to each individual's needs. Every young person's contribution is of equal worth. ALN pupils will be an integral part of the curriculum across all areas.

The Disability Discrimination Act places a duty on schools to prepare a Disability Equality Scheme outlining the steps a school intends to take to promote disability equality and a related action plan for a three month period.

PLANT MEWN GOFAL

Bydd gan Ysgol Caer Elen aelod o staff â chyfrifoldeb penodol dros blant mewn gofal. Fe all y bobl ifanc hyn fod yn unigolion bregus. Anelir at gynnig cynhaliaeth sensitif a safonol i'r plant sydd mewn gofal drwy gydweithio'n agos ag asiantaethau allanol a chynnal cyswllt cyson â'r rhieni/gwarchodwyr maeth. Mae gan bob disgybl mewn gofal Gynllun Addysg Bersonol a gweithredir hwn ar y cyd gan yr ysgol a'r Awdurdod Lleol perthnasol.

AMDDIFFYN PLANT

Bydd pob aelod o staff Ysgol Caer Elen yn gyfrifol am ddiogelu ac amddiffyn y plant sy'n ei mynychu. Os ceir pryderon ynglŷn ag esgeulustra neu gam-drin corfforol, emosiynol neu rywiol, yna mae'n ddyletswydd ar y staff, yn unol â Threfn Diogelu Plant Cymru Gyfan, i sôn am y mater wrth y Swyddog Amddiffyn Plant. Bydd y Swyddog Amddiffyn Plant yn ymgynghori â chydweithwyr proffesiynol yn ogystal ag asiantaethau perthnasol megis y Gwasanaethau Iechyd a Chymdeithasol, yn unol â chanllawiau Cymru Gyfan a phrotocol lleol. Yr Adran Gwasanaethau Cymdeithasol sy'n penderfynu a oes angen gweithredu neu beidio. Oherwydd natur y cyhuddiadau, ni fydd bob amser yn briodol i drafod materion gyda'r rhieni/gwarchodwyr cyn cyfeirio'r plentyn. Y Gwasanaethau Cymdeithasol a'r Heddlu sy'n gyfrifol am ymchwilio i gyhuddiadau.

Am fanylion llawn neu gopi o'r polisi cysylltwch â'r ysgol neu ewch i wefan yr ysgol. Bydd yr ysgol hefyd yn mabwysiadu Polisi Atal Eithafiaeth a Radicaleiddio a fydd yn rhan o'r Polisi Amddiffyn Plant.



LOOKED AFTER CHILDREN

Ysgol Caer Elen will have a designated LAC Officer. Looked After Children can be vulnerable individuals. The school will aim to support these individuals in a sensitive and nurturing manner by discussing effectively with external agencies and by maintaining a close link with the foster parents. Every looked after child will have a Personal Education Plan which will be agreed upon by both the school and the relevant Local Authority in conjunction with the looked after child and the foster family.

CHILD PROTECTION

All members of staff at Ysgol Caer Elen will be responsible for the safety and protection of the children who attend. If there are concerns regarding neglect or physical, emotional or sexual abuse then under the All Wales Child Protection Procedures staff are duty bound to report the concern to the Child Protection Officer. The Child Protection Officer may consult with professional colleagues as well as other relevant agencies such as Health and Social Services. Following these discussions we may be obliged to make a referral to the Social Services Department who will decide on the next course of action. Due to the nature of the allegations it may not always be appropriate to discuss matters with parents/carers prior to making a referral. The responsibility for investigating allegations lies with Social Services and the Police.

For further details or to view a copy of Ysgol Caer Elen's policy please contact the school's main office or visit the school website. The school will also adopt an additional policy entitled Preventing Extremism and Radicalisation which will form part of our Child Protection Procedures.



ADDYSG RHYW

Fel rhan o bolisi addysg rhyw yr ysgol bydd yr athrawon yn ymateb i gwestiynau disgyblion mewn ffordd agored a theimladwy, yn mesur eu hatebion yn ôl oed a deallusrwydd y plentyn. Cyflwynir Addysg Rhyw fel rhan o wersi Addysg Personol a Chymdeithasol, Gwyddoniaeth ac Addysg Grefyddol. Byddwn yn ymdrin â'r pwnc mewn ffordd sensitif felly nid ydym yn rhagweld fod angen i unrhyw ddisgybl gael ei eithrio o'r gwersi er ein bod yn cydnabod hawl rhieni/gwarchodwyr i wneud hynny. Gwahoddir y Nyrs Ysgol i siarad gyda disgyblion blwyddyn 5, 6 a 7 am ddatblygiad personol a rhoddir gwybodaeth ymlaen llaw i'r rhieni/gwarchodwyr.

ADDYSG GREFYDDOL / GWASANAETHAU

Dilynir gofynion statudol Deddf Addysg 1944. Cynhelir gwasanaethau a 'munud i feddwl' yn ddyddiol a darperir manylion pellach pan fydd yr amserlen ysgol wedi cael ei gytuno'n derfynol. Bydd pob disgybl yn derbyn gwersi addysg grefyddol gan ddilyn maes llafur yr awdurdod. Gall rhieni/gwarchodwyr sy'n dymuno eithrio eu plant o wersi Addysg Grefyddol neu o wasanaethau wneud cais ysgrifenedig am hynny. Ym marn y Pennaeth nid oes angen gwahardd unrhyw ddisgybl o'r agweddau hyn o fywyd ysgol, ond, er hynny, mae ef yn cydnabod hawl y rhieni/gwarchodwyr i wneud hyn.

YMWELIADAU ADDYSGOL

Trefnir ymweliadau addysgiadol yn rheolaidd er mwyn cyfoethogi profiadau dysgu'r disgyblion ac ychwanegu diddordeb a pherthnasedd i'r cwricwlwm. Gall yr ymweliadau yma fod fesul blwyddyn, grŵp neu ddosbarth llawn.

Darperir ymweliadau o natur gymdeithasol hefyd i ysgolion eraill neu i sefydliadau eraill. Pwrpas yr ymweliadau hyn fydd datblygu ymwybyddiaeth gymdeithasol y plant.

Ein nod fydd cynnig ymweliadau preswyl i holl ddisgyblion CA2 a CA3 yn flynyddol. Bydd rhieni/gwarchodwyr yn derbyn gwybodaeth am gost yr ymweliadau hyn.

SEX EDUCATION

As part of the school sex education policy, teachers will respond to pupil's questions in an open and constructive way, tempering their response to the child's age and understanding. Sex education is explored through various disciplines such as Personal and Social Education, Science and Religious Education. Each topic will be dealt with in a sensitive manner and therefore we do not foresee the need to exclude any pupils from these lessons, although we recognise the right of parents/carers to do so. The School Nurse will be invited to talk to years 5, 6 and 7 pupils. Parents/carers will be informed prior to this.

RELIGIOUS EDUCATION/ASSEMBLIES

The statutory requirements of the 1944 Education Act will be met. Assemblies and 'Thoughts for the Day' will take place every day and further details will be provided when the school timetable has been finalised. Every pupil will receive lessons in Religious Education and will be taught in accordance with the authority's agreed syllabus. Parents/carers who wish to withdraw their children from Religious Education lessons or from the school assembly must make such a request in writing. The Headteacher believes that no parent/carer needs to feel it necessary to exclude their children from these aspects of school life, but does acknowledge the parental right to do so.

EDUCATIONAL VISITS

Educational visits will be made regularly to enhance learning opportunities and add interest and relevance to the curriculum studied by the pupils. These visits will be year, class and group orientated.

Visits of a social nature will also be made to other schools and institutions. These visits are intended to develop the children's social awareness.

Our aim will be to offer residential visits to each pupil in KS2 and KS3 on an annual basis. Parents/carers will be informed of the costs of such visits.

CYFLE CYFARTAL

Cred y Corff Llywodraethol Dros Dro a'r Pennaeth yn gref mewn hyrwyddo cyfle cyfartal i bob disgybl a pheidio â gwahaniaethu ar sail hil, rhyw nac anabledd. Os credwch fod eich plentyn yn dioddef o wahaniaethu ar sail hil, rhyw neu anabledd, yna cysylltwch â'r Pennaeth yn syth.

LLAIS Y DISGYBL

Byddwn yn gwranddo'n gyson ar farn a safbwyntiau ein disgyblion trwy gyfrwng fforymau blwyddyn, y cyngor ysgol a holiaduron penodol. Bydd y Cyngor Ysgol yn cwrdd o leiaf chwe gwaith y flwyddyn. Dewisir dau gynrychiolydd o bob dosbarth trwy etholiad o bobl blwyddyn ym mis Medi. Bydd un aelod o staff yn gyfrifol am gydlynw gwaith y cyngor ac fe fydd un llywodraethwr hefyd yn sefyll ar y Cyngor.

STRATEGAETH ANTI-BWLIAN

Bydd Ysgol Caer Elen yn cyflwyno polisi strategaeth Atal-Bwlian pendant a chynhwysfawr yn dilyn ymgynghoriad gyda'r Cyngor Ysgol. Byddwn yn cymryd unrhyw achos o fwlio o ddifrif, yn ei gofnodi ac yn gweithredu'n gyflym.

IECHYD A LLES

Bydd nifer o wasanaethau cynorthwyl yn cadw mewn cysylltiad agos â'r ysgol. Gallwn alw ar wasanaeth y Swyddog Lles, gwasanaeth Meddygol a Deintyddol, Therapydd Lleferydd, Cwnselydd Ysgol a'r Gwasanaeth Seicolegol i'r ysgol. Cyn i'r meddyg, nyrs, y deintydd neu'r therapydd lleferydd ymweld â'r ysgol, gofynnir am ganiatâd oddi wrth rieni/gwarchodwyr.



'Daw derwen o fesen fach'

EQUAL OPPORTUNITIES

The Temporary Governing Body and the Headteacher firmly believe in promoting equal opportunities for all pupils and not to discriminate on the grounds of race, sex or disability. If you believe that your child is suffering from discrimination according to race, gender or disability you should inform the Headteacher immediately.

PUPIL VOICE

We will listen to pupils' opinions and viewpoints regularly by means of forums, the school council and questionnaires. The School Council will meet at least six times a year. Two representatives will be elected from each class in September. A nominated member of staff will be responsible with the pupils for coordinating the work and one governor will also sit on the school council.

ANTI-BULLYING STRATEGY

Ysgol Caer Elen will be implementing a positive and comprehensive 'Anti-Bullying' policy in consultation with the School Council. Any incidents of bullying will be taken seriously, recorded and dealt with swiftly.

HEALTH & WELLBEING

There will be numerous supporting services in close contact with the school. We will call upon the Wellbeing Officer, Medical and Dental service, Speech Therapist, School Counsellor and the Psychological Service to the school. Before the doctor, nurse, dentist or speech therapist visits the school, we will ask for permission from parents/carers.



'Daw derwen o fesen fach'

CHWARAEON YN YSGOL CAER ELEN

Byddwn yn ceisio sicrhau fod plentyn yn cael y cyfle i gymryd rhan mewn gwahanol weithgareddau chwaraeon, beth bynnag fo'u gallu a'u cyflawniad. Trwy chwaraeon byddant yn datblygu hunanddisgyblaeth, goddefgarwch, cydweithrediad a gweithio mewn tîm; sgiliau hanfodol sy'n cael eu hannog gan gyflogwyr.

Canmolir pob ymdrech i wella perfformiad. Anelwn at ddatblygu sgiliau'r disgyblion mewn cynifer o chwaraeon â phosibl wrth gynnig rhaglen eang a chytbwys drwy weithgareddau cwricwlaidd ac allgyrsiol. Bydd Ysgol Caer Elen yn derbyn gwasanaeth Swyddog 5x60 a fydd yn gweithio'n agos gyda staff yr ysgol er mwyn trefnu clybiau amrywiol yn ystod yr awr ginio ac ar ôl ysgol.

CYFLEUSTERAU

Bydd gan Ysgol Caer Elen cyfleusterau rhagorol gan gynnwys dau gae chwaraeon, trac athletau, cae pob tywydd 3G, ardal chwaraeon aml-ddefnydd a neuadd chwaraeon.

Gobeithiwn ddatblygu cysylltiadau positif â chlybiau yn y gymuned leol.

PRIF NODAU

- Annog diddordeb a mwynhad y disgyblion mewn Addysg Gorfforol a hybu iechyd a ffitrwydd ar gyfer y presennol a'r dyfodol
- Pwysleisio bod cymryd rhan yn holl bwysig beth bynnag yw gallu'r disgybl
- Hybu disgyblion i gymryd rhan mewn ffitrwydd a chwaraeon wedi iddynt adael yr ysgol.



OFFERYNNAU CERDD

Bydd nifer o athrawon teithiol cerdd yn ymweld ag Ysgol Caer Elen a chaiff y plant y cyfle i ddysgu chwarae offerynnau llinynnol, pres, chwyth a tharo. Caiff y disgyblion sy'n dangos diddordeb mewn chwarae offeryn yn cael eu profi mewn traw a rhythm gan yr athro teithio perthnasol.

Os ydych fel rhieni/gwarchodwyr yn dymuno i'ch plentyn dderbyn hyfforddiant mewn unrhyw un o'r offerynnau uchod, a wnewch gysylltu gyda'r ysgol a byddwn yn cyfeirio eich dymuniad i'r athro penodol. Am fod adnoddau ac amser yr athrawon yn gyfyngedig, cyfyngir yr hyfforddiant i un offeryn i bob plentyn.

Bydd parhad y gwasanaeth yma yn ddibynnol ar sefyllfa ariannol yr ysgol. Ar hyn o bryd, codir tâl o £25 y tymor ar gyfer y gwasanaeth hwn.



SPORT AT YSGOL CAER ELEN

We will aim to ensure that every child will be given an opportunity to take part in sporting events and gain pleasure from these activities whatever their capabilities. Through sport they will develop self-discipline, tolerance, cooperative working as part of a team; essential qualities encouraged by employers.

Every effort to improve performance will be praised. We will aim to develop every child's skills in as wide a range of sports as possible by offering a wide and balanced programme for through curricular and extra-curricular activities. Ysgol Caer Elen will be provided with the services of a 5x60 officer who will work closely with the staff to arrange various clubs during the dinner hours and after school.

FACILITIES

Ysgol Caer Elen will have excellent sporting facilities including two sports pitches, athletics track, 3G ATP, Multi-Use Games Area and sports hall.

We hope to develop positive links with clubs in the local community.

MAIN AIMS

- Encourage the interest and enjoyment of the pupils in Physical Education and to promote health and fitness for the present and the future
- Emphasise that participation is all important whatever the ability of the pupil
- Instil interest in the pupils to take part in fitness and games activities after they have left school.



MUSICAL INSTRUMENTS

Peripatetic music teachers will visit Ysgol Caer Elen and pupils will be given the opportunity to take up instruments in strings, brass, woodwind and percussion. Pupils showing an interest in playing an instrument will be tested in pitch and rhythm by the relevant peripatetic music teacher.

If you wish your child be considered for any of the above instruments, please contact the school and you will be put in touch with the relevant teacher. As financial resources and peripatetic time is limited, pupils are limited to tuition in one instrument.

The continuation of the peripatetic music service is dependent on the school's financial position. At present, a cost of £25 per term will be charged.



CYSYLLTIAD Â RHINI

Gwahoddir rhieni/gwarchodwyr i drafod gyda'r Pennaeth a'r staff unrhyw faterion sydd yn codi ac sydd yn ymwneud â'u plant. Gofynnir yn garedig i rhieni/gwarchodwyr wneud apwyntiad gan gysylltu â'r swyddfa er mwyn hwyluso'r drefn o flaen llaw. Bydd Ysgol Caer Elen yn croesawu perthynas glos gyda'r rhieni/gwarchodwyr, perthynas a all ond fod o les i'r disgyblion yn ein gofal.

Byddwn yn paratoi calendr o ddigwyddiadau'r flwyddyn ynghyd â chylchlythyron tymhorol a fydd yn nodi dyddiadau, digwyddiadau a llwyddiannau ac ati. Bwriedir defnyddio system *Parent Mail* er mwyn trosglwyddo negeseuon i rhieni/gwarchodwyr.

Cynhelir nosweithiau rhieni yn ystod y flwyddyn a fydd yn rhoi cyfle i rhieni/gwarchodwyr drafod cynnydd a datblygiad eu plentyn gyda'r athrawon. Gellir trefnu cyfarfod rhieni a llywodraethwyr trwy gais ffurfiol.

Danfonir adroddiadau blynyddol hir ar ddatblygiad y plant a'u cynnydd yn holl agweddau'r cwricwlwm i'r rhieni/gwarchodwyr yn ystod Tymor yr Haf. Bydd adroddiadau i'r rhieni hefyd yn cynnwys gwybodaeth am asesu'r Cwricwlwm Cenedlaethol ar ddiwedd y cyfnodau allweddol.

DIOGELWCH YR YSGOL

Bydd gan Ysgol Caer Elen bolisi cynhwysfawr ysgol gyfan a pholisïau adrannol o ran hyrwyddo lechyd a Diogelwch i bawb – plant, staff, y cyhoedd ac ymwelwyr – sy'n mynychu'r ysgol a'i thiriogaeth yn gyson ac yn achlysurol. Bydd y polisi yn cynnwys y drefn i ddilyn mynediad i'r ysgol, trefniadau os bydd tân, teithiau ysgol, casglu eich plant, dyletswyddau amser cinio/egwyl ac ati. Bydd gennym aelod o'r staff sy'n gweithredu fel Swyddog lechyd a Diogelwch ar gyfer y campws.

Bwriedir sefydlu Pwyllgor lechyd a Diogelwch a fydd yn cwrdd yn dymhorol er mwyn adolygu ac addasu trefniadau yn ôl y galw.

PWYLLGOR FFRINDIAU YSGOL CAER ELEN

Rydym yn gobeithio sefydlu Cymdeithas Rhieni o'r newydd sef 'Ffrindiau Ysgol Caer Elen'. Bwriad y gymdeithas fydd cefnogi gweithgareddau codi arian yn ogystal â gwella amgylchedd addysgiadol yr ysgol.

COMMUNICATING WITH PARENTS

Parents/carers will be invited to discuss with the Headteacher and staff any queries which may arise concerning their child. It is best to make an appointment beforehand by contacting the school office. Ysgol Caer Elen welcomes a close relationship with parents/carers, which can only benefit the pupils in our care.

We will prepare a detailed school calendar including all events and termly newsletters listing important dates and school activities and successes. We intend to introduce Parent Mail in order to contact parents/carers directly.

Parent's evenings will be held during the year giving you an opportunity to discuss your child's progress and development with staff. A meeting of parents and governors may be arranged on request.

Annual reports of pupil progress will be provided to parents/carers during the summer term informing them of pupils' progress in all aspects of the curriculum. Reports to parents will also give information regarding National Curriculum attainments at the end of key stages.

SCHOOL SECURITY AND SAFETY

We will have a comprehensive whole school policy as well as individual departmental policies in order to promote the Health and Safety of all individuals – pupils, staff, members of the public and visitors who will be in the school building or on the school site regularly or occasionally. The policy includes arrangements to be followed regarding entry to the school, if there is a fire, school visits, day to day arrangements regarding break times and lunchtime and the collection of pupils at the end of the day. We will have a member of staff who will act as Health and Safety Officer for the campus.

We intend to establish a Health and Safety Committee which will meet on a termly basis in order to review and adopt arrangements where necessary.

FRIENDS OF YSGOL CAER ELEN PARENTS' ASSOCIATION

We are hoping to establish a revamped Parent Association called 'The Friends of Ysgol Caer Elen'. The aim of the association will be to support the school with fundraising activities as well as improving the educational environment at the school.

CLWB BRECWAST

Bydd Clwb Brecwast am ddim ar agor o 8:00-8:40yb ac ar gael i ddisgyblion cynradd llawn amser yn unig sydd wedi cofrestru amdano. Fe all y disgyblion ddod am wythnos gyfan neu'n ddyddiol yn ôl eich dewis. Os oes gyda chi ddiddordeb yn y ddarpariaeth yna cysylltwch â'r ysgol.

Darperir bwyd ar gyfer disgyblion blwyddyn 7 i brynu o'r Ffreutur rhwng 8:00-8:40yb.

CINIO YSGOL

Mae cyfleusterau'r gegin a'r ffreutur yn ardderchog a darperir cinio gan staff y gegin. Defnyddir trefn biometrig ar gyfer taliadau cinio (gweler y wybodaeth atodedig). Gellir gwneud cais am ginio am ddim i'r Swyddfa Addysg, Neuadd y Sir (01437 764551).

Darperir ar gyfer plant sydd am ddod a brechdanau i'r ysgol. Er mwyn sicrhau diogelwch y plant ni ddylid defnyddio llestri gwydr os gwelwch yn dda. Byddwn hefyd yn pwysleisio bod yr ysgol yn hybu polisi o fwyta'n iach a byddwn am i rieni/gwarchodwyr sydd yn darparu brechdanau i gadw'r polisi hwn mewn côf.

Alergedd Bwyd – gan fod rhai plant yn dioddef alergedd i fwydydd penodol e.e. cnau, anogir plant i beidio dod â chnau/bwyd sy'n cynnwys cnau neu rhannu bwyd ymysg ei gilydd. Byddwn yn sicrhau bod y rhai sy'n cael cinio ysgol yn eistedd ar wahân i'r rhai sy'n dod â brechdanau.

Darpariaeth Llaeth – gweithredir cynllun gan yr awdurdod o roi llaeth am ddim i blant o dan 7 oed.

BWYTA'N IACH

Bydd Ysgol Caer Elen yn hyrwyddo iechyd da, ymddygiad cadarnhaol a chyflawniad llawn ar draws holl agweddau o fywyd yr ysgol. Bydd modd i ddisgyblion a staff gael dŵr yfed ffres yn ystod y dydd. Bwriedir darparu siop ffrwythau i'r cynradd, ynghyd ag amrywiaeth o fyrbrydau iach yn y ffreutur a bwyd twym iachus bob dydd. Anogir y disgyblion hynny sydd yn dod â phecyn bwyd i'r ysgol fwyta'n iachus hefyd. Byddwn yn hyrwyddo trafodaeth gyson am ddarpariaeth bwyd gyda'r Cyngor Ysgol a swyddogion y gegin. Bwriedir parhau â'r system 'cashless' i'r plant cynradd a chyflwyno system tâl biometrig i'r uwchradd er mwyn talu am ginio.

BREAKFAST CLUB

The free Breakfast Club will be open from 8:00-8:40am. This provision will only be available for children aged 4-11 who are in full time education and have registered for the provision. You will be able to make daily or weekly bookings according to your specific needs. Parents/carers who are interested in this provision may contact the school for further details.

Food will be provided for year 7 pupils to buy from the Refectory between 8:00-8:40am.

SCHOOL MEALS

The school's kitchen and refectory facilities are excellent and kitchen staff will provide all school meals. Payment will be made using the county biometric payment system (please see attached flyer). Application for free school meals can be made via County Hall (01437 764551).

Provision will be made for pupils who wish to bring their own lunch. In the interest of safety, it is stressed that pupils should not bring glass containers to school. We encourage healthy eating for all children and would encourage parents/carers who provide packed lunches to bear this in mind.

Food Allergy – as some pupils are allergic to certain foods e.g. nuts, we encourage children not to bring nuts or foods that include nuts or share foods amongst each other. We will also ensure that those eating school meals eat separately from those eating packed lunches.

Provision of Milk – the authority operates a scheme of providing milk free of charge for pupils under 7 years of age.

HEALTHY EATING

Ysgol Caer Elen will promote good health, positive behaviour and full achievement across all aspects of school life. Pupils and staff will be able to have fresh drinking water during the day. It is intended to provide a fruit shop to the primary, together with a variety of healthy snacks in the canteen and healthy hot food every day. Those pupils who bring a packed lunch to the school are also encouraged to eat healthily. We will promote a consistent discussion of food provision with the School Council and kitchen officers. It is intended to continue the cashless system for the primary children and introduce a biometric charging system to the secondary pupils to pay for their lunch.

CODI TÂL

Mewn cydymffurfiad â gofynion Deddf Diwygio Addysg 1988; polisi Ysgol Caer Elen o ran codi tâl ar rieni/gwarchodwyr yw:

- codi tâl am holl gostau llety yn ystod ymweliadau preswyl ar wahân i'r adegau hynny pan fo hawl gan ddisgybl i ad-daliad statudol
- codi tâl am weithgareddau a gynhelir yn gyflawn neu'n rhannol tu allan i oriau ysgol heb iddynt fod yn rhan o'r Cwricwlwm Cenedlaethol, addysg grefyddol statudol neu'n baratoad ar gyfer arholiadau allanol cyhoeddus penodedig
- peidio â chodi tâl am lyfrau, cyfarpar, offerynnau a ddarperir mewn perthynas â'r Cwricwlwm Cenedlaethol, addysg grefyddol statudol neu'n baratoad ar gyfer arholiadau cyhoeddus
- gofyn am gyfraniadau gwirfoddol rhieni/gwarchodwyr tuag at weithgaredd ysgol a gynhelir yn ystod oriau ysgol neu du allan iddynt pan na fo hawl codi tâl gorfodol a phan nad oes modd cynnal y gweithgaredd heb gefnogaeth ariannol ddigonol. Rhaid sicrhau na fydd yr un disgybl yn cael eu heithrio allan o weithgaredd am nad yw'n medru gwneud cyfraniad gwirfoddol neu'n dymuno gwneud hynny
- gofyn i rieni/gwarchodwyr dalu pan ddistrywir eiddo'r ysgol yn fwriadol neu drwy esgeulustod gan eu plant
- gadael i'r Pennaeth benderfynu pa gyfran o gost gweithgaredd a ddaw o gronfa gyhoeddus neu gronfa arall
- dirprwyo'r Cadeirydd a'r Pennaeth i benderfynu pa gwrs i'w ddilyn mewn unrhyw achos arbennig sy'n codi wrth weithredu'r polisi hwn.



SCHOOL CHARGING ARRANGEMENTS

In compliance with the requirements of the Education Reform Act 1988; Ysgol Caer Elen's policy in terms of charging parents/carers are:

- to charge except where pupils are entitled to statutory remission for all board and lodging costs on residential visits
- to charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination
- not to charge in respect of books, materials, equipment, instruments provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examination or courses taught at the school
- to request voluntary contributions from parents/carers for school activities in or out of school time for which compulsory charges cannot be charged, but which can only be provided if there is sufficient voluntary funding; whilst ensuring that no pupils are excluded from such activity by reason of inability or unwillingness to make a voluntary contribution
- to seek payment from parents/carers for damage to or loss of school property caused wilfully or negligently by their children
- to leave to the Headteacher's discretion, the proportion of costs of an activity which should be charged to public or non-public funds
- to delegate to the Chair and the Headteacher the determination of any individual case arising from the implementation of this policy.



POLISI CWYNION

Mae polisi clir gyda'r ysgol i ddelio gyda chwynion a fydd yn ymddangos ar wefan yr ysgol. Pan fyddwn yn derbyn cynw yn yna Fe fyddwn yn ymchwilio ac yn delio gyda'r gwyn mewn ffordd deg a phriodol. Fe all cynw ymwneud â'r gwasanaethau sy'n cael eu darparu gan yr ysgol, ymddygiad neu weithredu staff, ymddygiad disgyblion neu ymddygiad neu weithredu'r Corff Llywodraethol.

Mae yna dair rhan i'r drefn gwyno. Yn gyntaf, gellid datrys problem neu gwyn yn gyflym gyda'r aelod cyntaf o staff i chi siarad ag ef/hi. Gallai hynny fod yn athro dosbarth/pwnc, neu aelod o'r Tîm Rheoli. Os na ellir datrys y broblem, neu os ydy'r gwyn yn fwy difrifol yna gellid gwneud cynw swyddogol i'r Pennaeth. Anaml iawn byddai cynw yn mynd gam ymhellach, ond os na fydd yr ysgol wedi llwyddo i ddatrys y broblem neu os fydddech chi'n teimlo nad oedd yr ysgol wedi delio gyda'r gwyn yn deg, yna gellid gwneud cynw ffurfiol i'r Corff Llywodraethol wrth gysylltu â Chadeirydd y Llywodraethwyr (bydd copi cyflawn o'r Polisi Cwynion ar gael i chi weld ar wefan Ysgol Caer Elen).

Ni fyddwn yn cynghori trafod cynwion yn uniongyrchol gyda'r athrawon dosbarth heb drefnu apwyntiad. Mae hyn yn arbennig yn ystod cyfnod cyrraedd yr ysgol am fod athrawon yn brysur iawn pryd hynny ac ni allant drafod gyda rhieni/gwarchodwyr heb esgeuluso eu dyletswyddau.



COMPLAINTS POLICY

The school will have a clear policy for dealing with complaints. When a person raises a concern or complaint with us, we will look into it and deal with it in a fair and suitable way. A complaint could be about the services or facilities provided by the school, the behaviour or actions of staff, pupils or the governing body.

The complaints procedure has three stages. Initially, concerns or complaints will often be sorted out quickly by the first member of staff you speak to. This might be a class/subject teacher or a member of the Senior Management Team. If we fail to resolve your complaint, or your complaint is more serious, you can make a formal complaint to the Headteacher. It is rare that a complaint will progress to a further stage, but if we fail to resolve your complaint or you feel that your complaint has not been dealt with fairly, you can make a formal complaint to the governing body by contacting the Chair of Governors (a detailed Complaints Policy will be available for you to see on the school website).

It will not be advised to take up a matter directly with a class/subject teacher without first making an appointment. This is particularly true on arrival in school where staff are occupied and cannot easily discuss matters with parents/carers without neglecting their duties.

