



YSGOL GYMRAEG

Bro Teyrnnon

“Ysgol i Esgor Gobeithion”

“A Place to Nurture our Aspirations”

Llawlyfr i Rieni

Parents Handbook

Gwybodaeth i Rieni/ Information for Parents

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Gwefan/Website: broteyrnon.cymru

Pennaeth / Head Teacher: Mrs Lona Jones-Campbell

Cadeirydd y Llywodraethwyr / Chair of Governors: Mr James Bell

c/o Cyngor Sir Casnewydd neu Ysgol Gymraeg Bro Teyrnnon
c/o Newport City Council or Ysgol Gymraeg Bro Teyrnnon

Llythyr i'r Rhieni/Gwarchodwyr

Annwyl Rieni/Warchodwyr

Pan fyddwch yn ystyried Addysg Gymraeg i'ch plentyn/plant 'rydych yn ymuno â'r nifer gynyddol o rieni yng Nghymru sydd yn gweld fod manteision i'w plant mewn addysg ddwyieithog. Wrth wneud eich dewis, fe fyddwch wedi llawn sylweddoli y sialens a gyflwynir gan addysg ddwyieithog – nid yn unig i'r plant a'r athrawon ond i chi, y rhieni, hefyd. Mae'r sialens yn fwy os yw iaith y cartref yn wahanol i iaith yr ysgol. Er hyn, mae ymuno ag addysg ddwyieithog yn cynnig sialens gyffrous ac mae gennych chi, y rhieni, rôl bwysig i'w chwarae 'prun ai Cymraeg neu Saesneg yw iaith gyntaf y cartref.

Mae'r bartneriaeth rhwng yr ysgol â'r rhieni yn un bwysig iawn, ac mae yna wahanol ffyrdd y mae'r rhieni yn gallu cynorthwyo a chymryd rhan ym mywyd ysgol eu plant – e.e. ymuno ar ymweliadau addysgol i gynorthwyo'r athro/athrawes (d)dosbarth; paratoi cefndir ac ardaloedd arddangos gwaith (tu fewn a thu allan i'r ystafell ddosbarth).

Estynnir croeso cynnes i rieni i gefnogi'r egwyddor o gymell pob plentyn i fanteisio'n llawn ar yr addysg ddwyieithog sy'n cael ei chynnig ym Mro Teyrnnon. Caiff plant eu cymell i siarad Cymraeg ar bob achlysur, yn ystod cyfnodau egwyl a chinio yn ogystal ag yn y gwersi. Gofynnwn hefyd i chi, y rhieni, gefnogi'r plant trwy ddangos diddordeb yn y tasgau cartref, gofyn cwestiynau a chefnogi'n gyffredinol. Rydyn ni yn Ysgol Gymraeg Bro Teyrnnon yn cydnabod ac yn gwerthfawrogi y gefnogaeth y mae'r rhieni di-Gymraeg eu hiaith yn dangos wrth ddanfôn eu plant i ysgol Gymraeg ei chyfrwng.

Mae hawl gan bob plentyn i fod yn hapus yn yr ysgol, a'n nôd pob amser yw creu cymdeithas hapus a diogel o fewn yr ysgol – cymdeithas sydd wedi ei seilio ar ddisgyblaeth deg a pharch dyledus rhwng aelodau teulu Bro Teyrnnon, sef y plant, llywodraethwyr, yr holl staff a'r rhieni/gwarchodwyr.

Gan edrych ymlaen at flynyddoedd o gydweithio er budd y plant.

Mrs Lona Jones-Campbell
Pennaeth Gweithredol

A Letter to Parents/Guardians

Dear Parents/Guardians

In choosing Welsh-medium education for your child/children you have joined the ever-increasing number of parents in Wales who acknowledge the advantages of such an education. By making this choice you will have realised that Welsh-medium education presents a challenge - not only to the teachers and pupils but also to you, the parents. The challenge is greater, of course, if the language of the school is different from that of the home. It is, however, an exciting challenge and you, as parents, have an important role to play, whatever the language of the home.

The relationship – or partnership – between the school and the parents is a very important one and there are ways as to how parents can help and take part in the scholastic life of their children. Teachers always appreciate any assistance you might be able to offer, e.g. assisting the class teacher on educational visits; helping to prepare areas for the exhibiting of children’s work (both inside and outside the classroom).

Parental support is vital to maintain the school’s philosophy of encouraging pupils to take full advantage of the Welsh-medium education offered at Bro Teyrnnon. Children are encouraged to speak Welsh at all times – including in the play ground, at break times and during the lunch hour. The school also asks for parental support by helping with home tasks, contributing with school discussions, giving encouragement, and attending Open Evenings.

We, at Ysgol Gymraeg Bro Teyrnnon, recognise and appreciate the support that non-Welsh speaking parents show in choosing to send their children to a Welsh-medium school. There is a strong commitment to the Welsh language and culture within Bro Teyrnnon and it is our intention that our pupils both understand and share in this commitment. Parents who are learning Welsh are warmly invited to spend time in school, to hear the language being spoken and to practise their spoken Welsh.

Every pupil has the right to be happy in school and we are constantly endeavouring to create a safe and happy community within the school – a community which is founded on fair discipline and mutual respect between all members of the Bro Teyrnnon family – the pupils, Governors, staff and the parents/guardians.

I look forward to many years of working together to ensure that Bro Teyrnnon continues to fulfil the potential of every pupil.

Mrs Lona Jones-Campbell
Executive Head Teacher

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Datganiad Gweithredol

Creu amgylchfyd a nawws a fydd yn hybu parch, gofal, cyfeillgarwch a chydweithio ystyrion a theimladwy rhwng oedolion a disgyblion, ble y gall pob disgybl brofi sbectrwm eang o weithgareddau gwerthfawr a buddiol ac, yn sgil pob ymdrech, profi boddhad a llwyddiant.

Manifesto

Create an environment for all where there is a caring and sensitive interaction between all adults and pupils, where a wide spectrum of rich experiences are offered to pupils and where all experience a sense of success and satisfaction.

Amcanion yr Ysgol

1. Ysgol groesawgar sy'n hyrwyddo ymdeimlad o berthyn trwy ddatblygu perthynas gyda'r holl gymuned.
2. Datblygu dysgwyr uchelgeisiol a galluog sy'n cyrraedd eu llawn botensial ymhob agwedd o'r cwricwlwm trwy ddysgu dilyys, pwrpasol ac uchelgeisiol trwy ystod o brofiadau cyfoethog.
3. Tegwch a chydaddoldeb i bob disgybl, waeth beth fo'i ryw, grefydd neu hil.
4. Gwerthoedd clir sy'n datblygu dinasyddion egwyddorol a gwybodus sydd yn dangos parch tuag at eu cymuned lleol a thu hwnt
5. Pwysleisio pwysigrwydd ymddygiad, cwrteisi ac ymddangosiad tuag at bawb.
6. Annog dysgwyr i fod yn annibynnol, yn greadigol ac yn fentrus trwy ddatblygu eu sgiliau meddwl, eu gallu i brosesu gwybodaeth, eu gallu i resymu ac i ymholi a gwerthuso.
7. Hybu'r iaith Gymraeg yn y gymuned a chreu diwylliant er mwyn i'r disgyblion ddatblygu'n siaradwyr Cymraeg naturiol ac i ymfalchio yn eu hunaniaeth.
8. Annog a chefnogi ein dysgwyr i fod yn unigolion iach a hyderus gan feithrin lles emosiynol, ysbrydol a chorfforol.

School Objectives

1. A welcoming school that promotes a feeling of belonging through developing a relationship with the whole community.
2. Develop ambitious and able pupils that reach their full potential in all aspects of the curriculum through authentic, purposeful and ambitious learning through a variety of rich experiences.
3. Equity and equality of opportunity to all pupils, regardless of gender, religion or race.
4. Clear values that develop principled and informed citizens that show respect towards their community and beyond
5. Emphasise the importance of behaviour, courtesy and appearance towards all.
6. Encourage learners to be independent, creative and enterprising to develop their thinking skills, ability to process information, their ability to reason and to enquire and evaluate.
7. Promote the Welsh language in the community and create a culture for pupils to develop into natural Welsh speakers and be proud of their identity.
8. Encourage and support our learners to be healthy and confident individuals by nurturing their emotional, spiritual and physical well-being.

Yr Ysgol

Agorwyd drysau Ysgol Gymraeg Bro Teyrnnon i ddisgyblion ym mis Medi 2011, trydedd ysgol gynradd cyfrwng Cymraeg Casnewydd, i fodloni'r galw cynyddol am addysg cyfrwng Cymraeg.

Mae'r ysgol wedi ei henwi ar ôl Teyrnnon Twf Gwliant, cymeriad o'r Mabinogion, sef casgliad o straeon Cymraeg canoloesol. Teyrnnon oedd arglwydd Gwent-yn-Coed yn stori Pwyll a Rhiannon.

Sefydlwyd Ysgol Gymraeg Bro Teyrnnon i gychwyn yn rhannu safle gydag Ysgol Gynradd Maindee. Agorwyd yr ysgol gyda 16 o blant mewn dosbarth cychwynnol ar gyfer disgyblion meithrin a derbyn. Hyd yn hyn mae wedi bod yn daith sydd wedi ymgorffori ymhellach ethos hapus a diogel i'n holl blant. Symuded Ysgol Gymraeg Bro Teyrnnon i'w lleoliad parhaol ym Medi 2013 - safle blaenorol Ysgol Gynradd Brynglas. Lleolir Ysgol Gyfun Gwent Is Coed ar y safle dros dro tan Awst 2018, mewn adeiladau ar wahân. Mae wedi bod yn fraint i gael rhieni a ffrindiau cefnogol sydd wedi cofleidio'r ysgol newydd.

The School

Ysgol Gymraeg Bro Teyrnnon, Newport's third Welsh-medium primary school, opened its door to pupils in September 2011 to meet the increasing demand for Welsh medium education.

The school is named after Teyrnnon Twf Gwliant (Teyrnnon Great King, Roar of the Sea), a character from the Mabinogion, which is a collection of medieval Welsh stories. Teyrnnon was lord of Gwent-is-Coed, and features in the story of Pwyll and Rhiannon.

Ysgol Gymraeg Bro Teyrnnon was established sharing a site with Maindee Primary School. The school opened with 16 children in a starter class for nursery and reception pupils. Ysgol Gymraeg Bro Teyrnnon moved to its permanent site in September 2013 – Brynglas Primary School's previous site. Ysgol Gyfun Gwent Is Coed was situated on the site temporarily until August 2018, which was housed in separate buildings. It has been a privilege to have such supportive parents and friends that have embraced the new school.



Dwyieithog o'r Dechrau

Mae dwy ran o dair o boblogaeth y byd yn ddwyieithog, y newyddion da yw ei bod yn hawdd i unrhyw blentyn gael ei fagu'n ddwyieithog yng Nghymru.

Pam traferthu?

- gall eich plentyn siarad dwy iaith ac felly fwynhau dau ddiwylliant gwahanol iawn;
- mae plant dwyieithog yn datblygu sgiliau eraill fel sgiliau datrys problemau a sgiliau meddwl yn greadigol yn gyflymach na phlant sydd ond yn siarad un iaith ac maent yn aml yn llwyddo'n well yn yr ysgol ac mewn arholiadau;
- mae nifer cynyddol o gyflogwyr yng Nghymru yn ystyried bod y gallu i siarad Cymraeg yn fantais, felly fe allai bod yn ddwyieithog fod yn fanteisiol iawn pan fydd eich plentyn yn chwilio am swydd yn y dyfodol;
- mae dysgu unrhyw sgil yn haws pan fyddwch yn ifanc – gorau po gyntaf!

Oni fydd fy mhlentyn yn drysu?

- mae cymysgu'r ddwy iaith yn ystod y camau cynnar yn gwbl naturiol;
- nid yw hyn yn golygu bod eich plentyn yn ddryslud, o fewn ychydig o amser bydd y ddwy iaith yn ymwahanu'n gwbl naturiol.

Bilingual from the Start

Two thirds of the world's population is bilingual. The good news is that here in Wales it really isn't difficult for any child to grow up to be bilingual.

Why should you bother?

- Your child will be able to speak two languages and therefore enjoy two very different cultures;
- Bilingual children develop other skills such as problem-solving and creative thinking quicker than children who speak one language, also they often do better at school and in exams;
- More and more employers in Wales consider the ability to speak Welsh to be an advantage, therefore being bilingual could be a big plus in the future when your child is considering career options;
- Learning any skill is easier when you're young – and the younger you are, the easier it is.

Won't my child get confused?

- 'Wenglish'-mingling the two languages in the early stages is completely normal;
- This doesn't mean that your child is confused; the two languages will eventually separate quite naturally.

Cymraeg Yn Y Cwricwlwm

Lle'r Gymraeg Mewn Ysgol Gymraeg Ei Chyfrwng

- *Y gymraeg yw cyfrwng cyfathrebu ac addysgu'r ysgol.*
- *Y mae'r defnydd cyson o'r gymraeg yn rhan annatod o ethos pob ysgol gymraeg.*

Y Gymraeg Yn Y Cwricwlwm

Y Gymraeg yw cyfrwng addysgu pob maes dysgu a profiad o fewn y Cwricwlwm i Gymru yn yr ysgol ar wahân i Saesneg o flwyddyn 3 i flwyddyn 6.

Yn ystod wythnosau cyntaf y disgybl yn y dosbarth Meithrin/Derbyn bydd ychydig ddefnydd o'r Saesneg yn fodd o gynorthwyo'r disgybl i ymgartrefu. Wedi hynny, y Gymraeg, fydd yr iaith a ddefnyddir i addysgu'r disgyblion.

Cyflwynir y Saesneg ym Mlwyddyn 3 pan fydd y disgyblion yn 7 oed.

Y Gymraeg Ym Mywyd Yr Ysgol

Disgwylir i bob disgybl i siarad Cymraeg yn barhaus yn ystod ei ddiwrnod ysgol. Y mae hyn yn golygu mai'r Gymraeg a ddefnyddir i gyfathrebu'n gymdeithasol yn ystod amseroedd chwarae ac yn ystod yr awr ginio. Canmolir disgyblion sy'n siarad Cymraeg yn gyson. Os fydd disgybl yn gwrthod siarad Cymraeg yn y cyswllt hwn y mae nid yn unig yn torri rheolau'r ysgol ac yn difetha ethos y sefydliad ond, hefyd, yn ddylanwad drwg ac yn peri i ddisgyblion eraill i dorri rheolau ysgol.

Os fydd achos fel hwn yn codi bydd staff yn yr ysgol yn trafod gyda'r disgybl. Os na fydd canlyniad ffafriol i'r weithred hon, yna fe wahoddir y rhieni i'r ysgol i drafod ymhellach.

Y Gymraeg Yn Y Gymuned

Gofynnwn i rieni i annog eu plant i fanteisio ar bob cyfle i gael profiadau trwy gyfrwng yr iaith Gymraeg, e.e. wrth ymuno â chlybiau dawnsio a drama. Anogwn - aelodaeth o'r Urdd a'r gweithgareddau cysylltiedig. Yn ogystal mae Menter Casnewydd yn cynnal nifer o weithgareddau ar hyd y flwyddyn.

Bydd gohebiaeth rhwng yr ysgol a'r rhieni yn cael ei wneud trwy gyfrwng y Gymraeg a'r Saesneg.



Welsh In The Curriculum

The Role of Welsh in a Welsh-Medium School

- *All communication and instruction within the school is through the medium of welsh.*
- *Regular use of welsh is an integral part of the desired ethos within a welsh-medium school.*

Welsh in the Curriculum

Welsh is the medium of instruction for all areas of learning within Curriculum for Wales – other than English from Year 3 to Year 6.

English is used during the first few weeks of the Nursery/Reception class when the pupil starts school in Reception, to enable pupils from non-Welsh speaking homes to settle happily into the school environment. Following the initial settling down period, the Welsh language is used as a means of instruction and in social contexts.

English is introduced in Year 3 when the pupils are 7 years old.

Welsh In A Social Context – Within School

Pupils are expected to speak Welsh socially at all times during the school day – during playtimes and the lunch hour.

Children are praised for speaking Welsh, especially when there is no member of staff present.

Should a pupil be unwilling to speak Welsh – although they are capable of doing so – then they are detracting from the desired ethos of the school and is, at the same time, indirectly encouraging peers to do likewise. Every effort will be made to persuade the pupil to conform to the clearly set guidelines and staff will discuss the situation with the pupil and, if necessary, parents will be invited to the school in order to discuss further.

Welsh Outside The Home Environment

Parents are asked to encourage their children to take advantage of any Welsh-medium activities that are available in their local area. Many organisations now present an opportunity for children to enjoy various sporting and social activities through the medium of Welsh, e.g. by attending dancing and drama clubs. We encourage membership of the “Urdd” (National Movement for Young People), and in the associated activities. Additionally, Menter Casnewydd offer a variety of activities throughout the year.

All correspondence with parents is in bilingual form.



Llywodraethwyr/Governors

Mae gan Ysgol Gymraeg Bro Teyrnnon ei Chorff Llywodraethol ei hun. Bydd yn cyfarfod tua dwywaith y tymor, ac mae'n cynnwys Cynrychiolwyr yr Awdurdod, Rhieni, Athrawon yn ogystal â Llywodraethwyr Cyfetholedig. Bydd pob aelod yn gwasanaethu am gyfnod o 4 mlynedd. Cynhelir etholiadau ar gyfer cynrychiolwyr y Rhieni pan ddaw eu tymhorau i ben ac mae gan bob rhiant yn yr ysgol yr hawl i bleidleisio, ac i sefyll i gael eu hethol os ydynt yn dewis gwneud hynny.

Dyma'r rhai sy'n aelodau o'r Corff Llywodraethu ar hyn o bryd:

Ysgol Gymraeg Bro Teyrnnon has its own Governing Body. The Governors meet about twice a term and it is made up of L.A. representatives, Parents, Teachers as well as Community governors. All members serve for a 4 year term, elections are held for parent governors when terms of office come to an end. All parents at the school have the right to vote, as well as stand for election if they wish.

The following people are currently members of the Governing Body:



Mrs L Jones-Campbell
Pennaeth/Head Teacher



Mr James Bell
Chairperson
Llywodraethwyr Cymuned/
Community Governor
11/02/2027



Mr Sian Islam
Cynrychiolydd Athrawon/
Teacher Representative
20/03/2027



Mrs Rachel Howells
Cynrychiolydd Staff/
Staff Representative
27/11/2024



Ms Catrin Devonald
Llywodraethwyr Cymuned/
Community Governor
24/01/2026



Mrs Hibba Baqi
Cynrychiolydd Rhiant/
Parent Representative
25/11/2023



Mrs Julie Watkins
Penodwyd gan yr ALI/
LA Appointed
13/05/2025



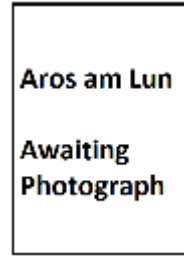
Shereen Williams
Llywodraethwyr Cymuned/
Community Governor
6/12/2024



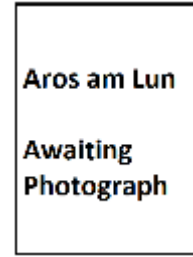
Miss Danielle Hitt
Cynrychiolydd Rhiant/
Parent Representative
11/05/2025



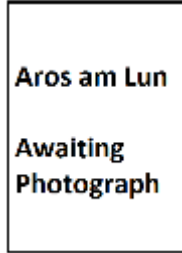
Mrs Catrin Cox
Cynrychiolydd Rhiant/
Parent Representative
11/05/2025



Mr Peredur Griffiths
Penodwyd gan yr ALL/
LA Appointed
27/02/2027



Mr Tom Pedley
Penodwyd gan yr ALL/
LA Appointed
17/05/2027



Mr Calvin Burton
Cynrychiolydd Rhiant/
Parent Representative
19/05/2027

Pan fydd yn gyflawn, dyma nifer yr aelodau ar gyfer pob carfan:
When fully constituted this governing body is made up as follows:

Cynrychiolwyr yr AALI / LA Representatives	3	Rhiant-lywodraethwyr / Parent Governors	4
Llywodraethwyr Cymuned / Community Governors	3	Clerc / Clerk	1
Athro Lywodraethwyr / Teacher Governor(s)	1	Cynrychiolydd Staff / Staff Representative	1
Pennaeth / Head Teacher	1	Cyfanswm / Total	14



Dyddiadau tymhorau a gwyliau blwyddyn academaidd 2023/24
Term Dates and Holidays 2023/2024 Academic Year

	Tymor yn dechrau / Term starts	Hanner tymor yn dechrau / Half term starts	Hanner tymor yn gorffen / Half term ends	Diwedd Tymor / Term ends
Hydref / Autumn	01/09/23	30/10/23	3/11/23	22/12/23
	76 diwrnod/days			
Gwanwyn / Spring	08/01/24	12/02/24	16/02/24	22/03/24
	50 diwrnod/days			
Haf / Summer	08/04/24	27/05/24	31/05/24	19/07/24
	69 diwrnod/days			

Fe fydd 196 o ddiwrnodau ysgol yn ystod blwyddyn academaidd 2023-2024.

There will be 196 school days during the academic year 2023-2024.

Fe fydd pob ysgol ar gau ar **Ŵyl y Banc Calan Mai, Dydd Llun 6^{ed} o Fai 2024.**

All schools will be closed on **May Day Bank Holiday, Monday 6th of May 2024.**

Diwrnodau Hyfforddiant Mewn Swydd (HMS)

Mae yna o leiaf 5 diwrnod HMS yn ystod blwyddyn academaidd Ysgol ac fe'ch hysbysir ohonont mlaen llaw. Mae dyddiadau diwrnodau HMS yn amrywio pob blwyddyn.

In Service Training Days (INSET)

There are a minimum of 5 INSET days during each academic year and you will be notified of these in advance. The INSET dates vary each year.

Y Diwrnod Ysgol

Meithrin: 09:00 – 11:30

Derbyn – Blwyddyn 2:

Ysgol yn dechrau – 09:00

Egwyl Bore – 10:30-10:45

Amser Cinio – 11:45

Sesiwn Prynhawn – 12:45

Egwyl Prynhawn – 14:15-14:30

Ysgol yn Gorffen – 3:15

Blwyddyn 3 - 6:

Ysgol yn dechrau – 09:00

Egwyl Bore – 10:30-10:45

Amser Cinio – 12:00

Sesiwn Prynhawn – 12:45

Egwyl Prynhawn – 14:00-14:15

Ysgol yn Gorffen – 3:15

Trefniadau'r Bore

Ni ddylai plant gyrraedd yr ysgol cyn 8:50am. O 8:50 cerddwyr i fynd drwy'r giat werdd gyda'i rhieni i waelod grisiau'r brif fynedfa a mynd mewn i'r ysgol drwy'r brif fynedfa a rhieni i fynd allan drwy giat cerddwyr sydd wrth ochr gatiâu dwbl yn maes parcio. Plant y bysiau i ddod oddi ar y bysiau a mynd yn syth drwy'r giat maes parcio sydd ar agor ar ongl 45gradd ac yna'n syth i'r brif fynedfa. Rheini/Gwarchodwyr Meithrin i dywys eu plant i'r iard Meithrin a mynd allan trwy giat cerddwyr sydd wrth ochr gatiâu dwbl yn maes parcio.

Os ydych yn dod a'ch plant i'r ysgol ni ddylid eu gadael heb ofalaeth hyd nes bod aelod o staff wrth y brif fynedfa.

Ni chaniateir i rieni/gwarchodwyr barcio yn y maes parcio sydd o flaen y brif fynedfa, croeso i chi ddefnyddio'r maes parcio mawr sydd ar gornel y cae. Mae'r trefniadau yma yn hanfodol er mwyn sicrhau diogelwch ein disgyblion ar bob adeg.

Hwyluso Traffig ar ffordd Brynglas Drive

Gofynnwn yn garedig am gydweithrediad pawb pan fyddwch yn dod a'ch plant i'r ysgol neu'n ymweld â'r safle mewn car. Pan fyddwch yn gyrru i safle'r Ysgol ar ôl ymadael a'r cylchdro, trowch i'r chwith ar y cyffordd-t i fynd ar Brynglas Drive. Fe fydd hyn yn eich tywys ar hyd y fordd tuag at flaen yr Ysgol. Fe fyddwn yn gwerthfawrogi pe bai pawb yn teithio mewn dull clocwedd ar Brynglas Drive. Fe fydd trafndiaeth yn dilyn yr un canllawiau.



Diwedd y diwrnod ysgol

Ar ddiwedd y dydd, bydd y plant sy'n teithio ar fws / tacsï yn cael ei hebrwng o'u dosbarthiadau i'r bysiau gan aelodau o'r staff, yna fe drosglwyddir y cyfrifoldeb am ofal y plant i hebryngwyr y bysiau. Cesglir y plant sy'n teithio adref gyda'u rhieni o'r giât llwybr gerdded. Rydyn yn argymhell na ddylai plant gerdded i'r ysgol na mynd adref ar eu pen eu hunain, - os ydych am i hyn ddigwydd gadewch i ni wybod trwy lythyr os gwelwch yn dda. Ni chaniateir unrhyw gemau o unrhyw fath ar dir yr ysgol heb oruchwyliaeth athro neu athrawes.

Oherwydd rhesymau lechyd a Diogelwch ni ddylai rhieni adael i'w plant chwarae ar yr offer sydd ar dir yr ysgol nac yn y gerddi.

Y rhieni sy'n gyfrifol am ddiogelwch eu plant unwaith y byddant wedi eu rhyddhau o ofal y staff ar ddiwedd y dydd. Dylech egluro hyn i unrhyw berson arall a allai fod yn cwrdd â'ch plentyn o'r ysgol. Cyfrifoldeb y rhieni fydd sicrhau bod pwys bynnag sy'n casglu eu plentyn yn cyrraedd yn brydlon. Nid yw staff yr ysgol yn gyfrifol am eich plentyn ar ôl 3:15 p.m. (ac eithrio gweithgareddau ar ôl ysgol, drwy drefniant). Hysbysir y rhieni o amseroedd gorffen y gweithgareddau hyn a bydd angen eich llofnod ar sliplau caniatâd cyn bod unrhyw blentyn yn cael aros ar ôl oriau Ysgol.

Trefniadau ar gyfer Plant Meithrin

Fe fydd rhieni/gwarchodwyr yn tywys y plant i'r dosbarth Meithrin yn y bore ac yn ei casglu o 'run lleoliad ar ddiwedd y sesiwn.

Clwb Brecwast

Cynhelir Clwb Brecwast yn yr Ysgol o 8:20-8:50. I gofrestru mae'n rhaid cwblhau ffurflen cofrestru.

Clwb Carco

Cynhelir Clwb Carco "Sbort a Sbri" yn yr Ysgol o 3:15yp i 5:15yp. Fe fydd angen i chi gwblhau ffurflen i ymaelodi a'r clwb. Cydlynu'r Clwb gan Fenter Iaith Casnewydd.

The School Day

Nursery: 09:00 – 11:30

Reception – Year 2:

School Starts – 09:00

Morning Break – 10:30-10:45

Lunch Time – 11:45

Afternoon Session – 12:45

Afternoon Break – 14:15-14:30

School Ends – 3:15

Year 3 - 6:

School Starts – 09:00

Morning Break – 10:30-10:45

Lunch Time – 12:00

Afternoon Session – 12:45

Afternoon Break – 14:00-14:15

School Ends – 3:15

Morning Arrangements

Parents are advised that their children should arrive no earlier than 8:50am. From 8:50 children who walk to school to enter via the green gate and walk with their parents to the bottom of the main entrance steps and enter through the main entrance and parents to leave via the pedestrian gate to the left of the car park gates. Children who travel on buses go straight through the large carpark gate which is opened on a 45degree angle and then go directly to the school's main entrance.

If you accompany your children to school, please do not leave them unsupervised until a member of the school staff arrives on supervision duty at 8.50.

Parents and Guardians are not permitted to park in the school car park in front of the main entrance but your welcome to use the large car park on the corner of the field. These arrangements are essential to ensure the safety of our pupils at all times.

Ease Traffic arrangements on Brynglas Drive

We ask kindly for everyone's co-operation when you bring your children to the school or visit the site via car. When driving to the school site after you leave the roundabout, turn left at the t-junction to go onto Brynglas Drive. This will take you in on a circular route to the front of the school. We would appreciate everyone to use Brynglas Drive in a clockwise direction. All school transport will also be following these arrangements.



End of the school day

At the end of the day, children travelling home on school transport will depart from their classrooms, staff then accompany them to the buses / taxis where the escorts take over the responsibility for their welfare. The collection points for children travelling home with parents is at the pedestrian walking gate. We advise that children do not walk to school or go home alone without prior instruction from parents, please inform us in writing if you allow this to happen. No games of any kind are allowed on the yard or the field without teacher supervision.

Parents are responsible for their children's safety once they have been transferred to their care at the end of the day. Please make this very clear to any other person who may be meeting your child from school and ensure that they arrive on time. For Health and Safety reasons please ensure that your child does not play on the outdoor equipment which are situated on the school grounds or in the school garden. School staff are not responsible for pupils after 3.15pm (with the exception of after school arranged activities).

Arrangements for Nursery Children

Parents/Guardians will escort the children to the Nursery classroom in the morning and collect them from the same location at the end of the session.

Breakfast Club

A Breakfast Club is held at the school from 8:20-8:50am. To register you need to complete a registration form.

After School Club

An after-school club is held at the school from 3:15-5:15pm. You will need to complete an application form to join the club. Club is co-ordinated by Menter Iaith Casnewydd.



Cyfathrebu gyda Rhieni/Gwarchodwyr

Bydd pob llythyr yn cael ei e-bostio i rieni ac yn yr adran ffeiliau ar dudalen Facebook yr Ysgol. Pan fydd y wefan wedi cael ei chwblhau fe fydd y llythyron yn cael eu gosod ar y wefan hefyd.

Communicating with Parents/Guardians

All letters will be emailed to parents and placed in the file section of the School Facebook Group. All letters will be placed on the school website once it is completed.

Safle Ysgol

Cyfleusterau

- Ystafelloedd dosbarth eang ac addas i ystod helaeth o weithgareddau ac ardaloedd gweithio tu allan i'r dosbarthiadau.
- Sgrin teledu fawr rhyngweithiol ym mhob ystafell ddosbarth a chyfrifiaduron.
- Neuadd Ysgol.
- Ardal Llyfrgell.
- Offer addysg gorfforol.
- Gweithgareddau Awyr Agored.
 - Cylch o foncyff yn y berllan.
 - Dosbarth allanol yn y goedwig.
 - Llwybr offer pren.
- Rhandir.
- Toiledau ar gyfer staff a disgyblion abl ac anabl (sy'n cael eu glanhau yn ddyddiol gan gwmni allanol).
- Pob dosbarth a mynediad i Chromebooks ac iPads

The School Site

Facilities

- Classrooms have direct exits to internal and external activity areas.
- Each class has an interactive TV screens and P.C.s
- School Hall.
- Library area.
- Physical education equipment.
- Outdoor Activity Area.
 - Log Circle in the Orchard
 - Outdoor Classroom in the forest.
 - Wooden activity trail.
- Allotment.
- Toilets for able and disabled staff and pupils (cleaned daily by an external company).
- All classes have access to Chromebooks and iPads

Diogelwch yn yr Ysgol

Nid oes unrhyw hawl tramwyo drwy dir yr ysgol. Caiff y plant eu goruchwylio'n ofalus pan fyddant ar yr iard neu ar y cae; mae eu diogelwch a'u lles yn holl bwysig.

Am 9:00 a.m. fe fydd y giât llwybr gerdded ac drysau'r ysgol yn cael eu cloi. O 9:00a. ymlaen fe fydd y plant yn dilyn y llwybr sy'n cael ei hamlygu gan y rhwystrau dros dro yn y maes parcio i gyfeiriad y brif fynedfa. Fe fydd plant sy'n mynychu'r meithrin yn cel eu tywys i iard y Meithrin gan eu rhieni / gwarchodwyr.

Dim ond drwy'r brif fynedfa y gall ymwelwyr gael mynediad. Mae'n ofynnol i bob ymwelydd gyflwyno eu hunain i'r swyddfa a llofnodi llyfr ymwelwyr a derbyn copi o Asesiad Risg ar gyfer Ymwelwyr os bydd angen iddynt aros ar y safle am unrhyw gyfnod o amser. Disgwylir i bob ymwelydd i wisgo bathodyn ymwelydd tra ei bod as y safle. Ni chaniateir mynediad i unrhyw un i'r ysgol heb ganiatâd. Bydd prif ddrws yr ysgol hefyd ar glo, dim ond drwy gyfrwng system electronig y gellir cael mynediad. Os bydd angen i chi ddod i'r ysgol am unrhyw reswm, a fyddechystal â ffonio i'n hysbysu gan egluro'r rheswm.

PWYSIG:

- **Ni chaniateir dod a chŵn ar dir yr ysgol ar unrhyw adeg.**
- **Ni chaniateir ysmegu ar dir yr ysgol.**

School Security

There is no public right of way through the school grounds. The children are well supervised when on the yard and on the field; their safety and wellbeing is of paramount importance.

At 9:00 a.m. the pedestrian walking gate and the school doors are locked. From 9:00am all children will follow the pathway highlighted by the temporary barriers in the car park to the main reception area. Children attending Nursery will be escorted to the nursery area by their parents / guardians.

Entry for visitors is only possible through the main entrance. All visitors are required to report to the office and sign in a visitors' book and receive a copy of the Visitor's Risk Assessment if they need to stay on site for any length of time. All visitors will need to wear a visitor's badge whilst on the site. No one is allowed to enter the school without permission. The main school door is also locked with entrance gained only by an electronically operated system. Please phone to make an appointment if you need to come to school during the day explaining the reason for your visit.

IMPORTANT:

- **No dogs are allowed on the school site at any time**
- **No smoking on school site**

Iechyd A Diogelwch

Bwrdd Llywodraethol

Bwrdd Llywodraethol yr ysgol sy'n gyfrifol am iechyd, diogelwch a materion lles o fewn yr ysgol.

Pennaeth

Y Pennaeth sy'n gyfrifol am reolaeth iechyd a Diogelwch.

Mae'r cyfrifoldebau allweddol yn cynnwys:

- Annog agwedd positif at iechyd a Diogelwch o fewn yr ysgol.
- Diogelwch yr adeilad ac adnoddau.
- Cynnig gwybodaeth i'r gweithlu ar iechyd a diogelwch yn ogystal â lles.
- Goruchwylio'r gweithlu i sicrhau fod ganddynt amgylchfyd ddiogel i weithio ynddi.
- Goruchwylio ymwelwyr.
- Trafod gyda'r gweithlu cyn cyflwyno unrhyw newidiadau all effeithio ar Iechyd a Diogelwch.
- Sicrhau fod goruchwyliaeth ddigonol ar gael ar gyfer gweithgareddau allanol.
- Sicrhau fod damweiniau a pheryglon yn cael eu recordio yn yr App Damweiniau a Llyfr Peryglon yn y Brif swyddfa.
- Trefnu hyfforddiant i'r gweithlu.

Athrawon dosbarth

Mae'r cyfrifoldebau iechyd a Diogelwch yr athrawon dosbarth yn cynnwys:

- Goruchwylio'r plant a chymryd camau rhesymol am eu iechyd a'u Gofal.

- Rhoi cyfarwyddiadau clir pan fo angen.
- Dangos esiampl dda wrth ymgymryd â lechyd a Diogelwch.
- Cynnig cymorth i'r Pennaeth ynglŷn â gwelliannau ar faterion o ddiogelwch.
- Gwneir Asesiadau Risg i bob ardal dysgu a chyn unrhyw ymweliad addysgol.

Canllawiau Diogelwch

- Bydd staff ar ddyletswydd yn ystod y cyfnodau egwyl, yn trîn damweiniau (a'r goruchwylwyr yn ystod yr awr ginio).
- Angen gofal agos pan fo plant yn defnyddio offer Technoleg.
- Rhaid bod yn ofalus wrth gwblhau unrhyw dasgau codi a chario.
- Rhaid i ddisgyblion gerdded yn drefnus i mewn ac allan o'r adeilad bob amser.
- Dylai athrawon arwain plant wrth gerdded o amgylch yr ysgol – nid eu dilyn.
- Rhaid gwisgo gwregys bob amser wrth deithio ar ymweliadau.
- Ymarfer Corff - gall y plant fod yn droednoeth yn y neuadd, ond rhaid gwisgo "trainers" ar gyfer gwersi tu allan.
- Caiff y dril tân ei ymarfer bob tymor.
- Profi'r y gloch dân yn wythnosol.

Health and Safety

Governing Body

The Governing Body of the school has overall responsibility for health, safety and welfare issues within the school.

Head Teacher

The Head Teacher will take day to day management of Health and Safety to ensure the policy is being carried out.

Key areas of responsibility will include:

- Encouraging and promoting a positive health and safety culture in the school.
- Safe condition of premises and equipment.
- Provision of information to employees on Health and Safety and Welfare issues.
- Supervision of employees to ensure safe working procedures are followed.
- Supervision of visitors.
- Ensuring adequate consultation with staff before introducing any change which may affect health and safety at work.
- Ensuring adequate levels of supervision for outdoor activities.
- Ensuring that accidents and hazards are recorded on the Accident App and Hazard Book in main office.
- Identifying training needs of staff.

Class Teachers

The Health and Safety responsibilities of class teachers include:

- Supervising pupils and taking reasonable steps to ensure their Health and Safety.
- Giving clear instructions and warnings when this is necessary.
- Setting a good example by adopting good Health and Safety procedures.
- Recommending to the Head Teacher any improvements on safety issues.
- Risk Assessments will be undertaken of school teaching areas and before any educational visits.

General Safety Guidelines

- Any accident happening during morning or afternoon break times will be attended to by a member of staff on yard duty (supervisory staff members during lunch time).
- Close and careful supervision is required when pupils are using technology equipment.
- Care must be taken when completing any manual handling tasks.
- All pupils must walk into the building in an orderly manner at all times.
- Teachers should lead, not follow, the pupils when walking around the school.
- Seat belts must be worn at all times on school visits, etc.
- Physical Education – when participating in Physical Education lessons in the Hall, children can be barefoot. Trainers must be worn for lessons taken outside.
- The fire drill is practised termly.
- The fire bell is tested weekly.

Polisi Derbyn/Admissions Policy

Derbynir plant i'r dosbarth Meithrin (rhan amser) y tymor ar ôl eu penblwydd yn dair mlwydd oed ac i'r Derbyn yn llawn amser yn y mis Medi sy'n dilyn eu pen-blwydd yn bedair oed. Yr A.A.Ll. sy'n gyfrifol am dderbyn plant i ysgolion ac mae polisi derbyn yr A.A.Ll. yn weithredol yn yr ysgol hon. Gweler gwefan Cyngor Dinas Casnewydd am dalgylchoedd ysgolion Casnewydd. Gellir cael ffurflenni mynediad drwy'r ysgol neu oddi wrth yr A.A.Ll., ar ddiwedd tymor yr Hydref cyn i'r plentyn ddechrau'r ysgol y mis Medi canlynol. Yn unol â rheoliadau'r Llywodraeth Cymru, adolygwyd rhif Derbyn yr ysgol i 30 o blant yn flynyddol.

Yn ystod y tymor cyn iddynt ddechrau'r ysgol, gwahoddir y plant a'u rhieni/gwarchodwyr i dreulio amser yn yr ysgol, er mwyn rhoi'r cyfle iddynt ddod i adnabod ei gilydd, yr athrawon a'r cymorthyddion. Cyflwynir prospectws i bob rhiant/teulu sy'n ymuno â'r ysgol yn amlinellu agweddau gweithredol yr ysgol.

Children are admitted into the Nursery Class the term after their third birthday and Reception class full time in the September following their fourth birthday. The L.A. is the admitting authority for the school. Refer to Newport City Council website for catchment areas. Admission forms are available through the school, towards the end of the Autumn term prior to a child starting school in September. In line with the Welsh Government's capacity review the recommended number of children admitted to the Reception year is 30.

During the Summer term prior to starting school, the children and their parents/guardians are invited to spend time at the school. This provides an opportunity for the children to get to know each other, the teachers and the support staff. A prospectus containing comprehensive information about Bro Teyrn School is given to every parent / family.

Trefniadau Derbyn plant ym mis Medi

Mae gan yr ysgol broses sefydlu gadarn sy'n seiliedig ar brofiad. Derbynnir y plant newydd mewn grŵpiau bach am y diwrnodau cyntaf o'r tymor ar ddechrau mis Medi, er mwyn cyfle i'r plant bach newydd i 'ymgartrefu'. Tuag at ddiwedd yr wythnos, bydd yr holl blant Derbyn yn mynychu gyda'i gilydd.

Wrth gwrs, gellir derbyn disgyblion hŷn ar unrhyw adeg o'r flwyddyn, ond mae'r run rheolau sylfaenol yn berthnasol. Gwahoddir y rhieni/gwarchodwyr i gwrdd â'r Pennaeth i drafod trefniadau.

Pan fydd y plant yn 11 oed, byddant yn trosglwyddo i Ysgol Gyfun Gwent Is Coed. Rhoddir cyfle i ddisgyblion Blwyddyn 6 i ymweld ag Ysgol Gyfun Gwent Is Coed cyn iddynt ddechrau eu tymor cyntaf yno.

Arrangements for admitting children into the school in September

The school has a tried and tested induction process whereby new children attend for the first couple of days in small groups. Towards the end of the week all the new Reception children attend together.

Admissions can of course happen at any time of year for older pupils transferring from another school, the same procedures apply. Parents/Guardians are invited to meet with the Headteacher to discuss arrangements.

At the age of 11 the pupils leave for Ysgol Gyfun Gymraeg Gwent Is Coed. Year 6 pupils are given several opportunities to visit Ysgol Gyfun Gymraeg Gwent Is Coed before they start their first term there.

Presenoldeb

Mae presenoldeb rheolaidd yn yr ysgol yn hanfodol er mwyn sicrhau parhad, datblygiad a dilyniant mewn addysg. Disgwylir i'r plant fynychu'r ysgol yn brydlon ac yn rheolaidd - oni fydd rheswm dilys dros beidio â gwneud hynny.

Ni ellir pwysleisio gormod bod **presenoldeb rheolaidd a phrydlon yn hanfodol** er mwyn i blentyn wneud y cynnydd gorau posibl. Gofynnir yn garedig i chi drefnu apwyntiadau meddygol y tu allan i oriau ysgol.

Nid oes gan rieni/gwarchodwyr hawl awtomatig i dynnu disgyblion o'r ysgol i gymryd gwyliau yn ystod y tymor ysgol, ac yn y gyfreithlon, rhaid gwneud cais am ganiatâd o flaen llaw. Ar y llaw arall, gallai fod amgylchiadau sy'n gwarantu caniatáu i ddisgybl gymryd amser i ffwrdd o'r ysgol yn ystod y tymor ysgol. Penaethiaid, felly, sydd yn y sefyllfa orau i wneud y penderfyniad. Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn datgan bod gan benaethiaid bŵer disgrisiwn i roi caniatâd i ddisgybl fynd ar wyliau teuluol yn ystod y tymor pan fo rhieni/gwarchodwyr yn gofyn am gael gwneud hynny. Ar wahân i amgylchiadau eithriadol, ni ddylid caniatáu mwy na 10 diwrnod o absenoldeb at y diben hwn.

Fe fydd y Pennaeth yn ystyried amgylchiadau unigol fesul achos. Bydd amryw o agweddau yn cael eu hystyried, gan gynnwys: pa adeg o'r flwyddyn y gofynnir am wyliau; am ba gyfnod y gofynnir am wyliau ac at ba ddiben; yr effaith a gaiff cymryd gwyliau ar barhad y dysgu, ar amseru arholiadau neu brofion; amgylchiadau'r teulu a dymuniadau'r rhieni; yn ogystal â phresenoldeb cyffredinol a chyflawniad y disgybl.

Os bydd pennaeth yn penderfynu peidio â chytuno i gais gan riant/gwarchodwr i fynd â'i blentyn ar wyliau yn ystod y tymor ysgol, a'r rhiant/gwarchodwr yn penderfynu mynd â'i blentyn er gwaethaf hynny, caiff hyn ei ystyried yn absenoldeb 'anawdurdodedig'.

Felly, bydd unrhyw absenoldeb yn cael ei ganiatáu yn unig yn ôl disgrisiwn y Pennaeth a fydd yn seliedig ar bresenoldeb y plentyn ar hyd y 12 mis diwethaf. Rhaid i bob cais am wyliau yn ystod y tymor cael ei gofnodi ar ffurflen gais yr ysgol 'Cais Absenoldeb' a bydd rhieni/gwarchodwyr yn cael eu hysbysu o benderfyniad y Pennaeth yn ysgrifenedig wedi hynny.

Attendance

Regular attendance at school is vital to ensure continuity, development and progression in education. Children are expected to attend school every day, unless there is a valid reason for not doing so.

Pupils are also expected to be in school on time. It cannot be over emphasised that **regular and punctual attendance is essential** for a child to make the best possible progress. You are respectfully requested to arrange medical appointments outside of school hours.

Parents/Guardians do not have the automatic right to withdraw their child(ren) from school for a holiday during term time, and in law, have to apply for permissions in advance. However, there may be circumstances that warrant a pupil taking time off in term time and this is why headteachers are best placed to make the decision. The Education (Pupil Registration) (Wales) Regulations 2010 state that headteachers have a discretionary power to authorise leave for a family holiday during term time where parents/guardians seek permission. Except for exceptional circumstances, no more than 10 days' leave should be granted for this purpose.

The headteacher will consider individual circumstances on a case-by-case basis. A number of aspects will be taken into account, including the time of year, length and purpose of the holiday, impact on continuity of learning, timing of exams or tests, circumstances of the family and the wishes of parents/guardians, as well as the overall attendance and attainment of the child.

If a headteacher decides not to grant a parent's/guardian's request for a holiday in term time, but the parent/guardian takes the child on holiday regardless, this is classed as an 'unauthorised' absence.

Leave of absence therefore, is only granted at the discretion of the Headteacher based on the child's percentage attendance over the previous 12 months. All requests for holidays during term time must be recorded on the school's 'Leave of Absence' request form and parents/guardians will be notified of the Headteacher's decision in writing.

Prydlondeb / Punctuality

Disgwylir i bob plentyn gyrraedd y safle erbyn 8:55a.m. fel ei bod yn y dosbarthiadau erbyn 9:00a.m. Os bydd disgyblion yn cyrraedd yn hwyr mae'n rhaid i'r oedolyn gwblhau y ffurflen yn yr iPad Plant Sy'n Cyrraedd yn Hwyr a leolir yn y brif fynedfa.

Every child is expected to be on the site by 8:55a.m. so that they are ready to be in their classes for 9:00a.m. If pupils arrive late the adult will need to complete the form in the Late Arrivals iPad located in the reception area.

Absenoldeb

Os bydd disgybl yn absennol am unrhyw reswm arall, gofynnir i'r rhieni i ffonio ar ddiwrnod cyntaf yr absenoldeb ac yna i ddanfôn nodyn ysgrifenedig neu e-bost gyda'r plentyn ar ei ddiwrnod cyntaf yn ôl i egluro'r absenoldeb – nid yw eglurhad llafar gan y plentyn yn dderbyniol. Mae absenoldeb heb ei awdurdodi yn absenoldeb nad yw'n cael ei gymeradwyo neu nad oes esboniad digonol drosto. Bydd yr ysgol yn monitro disgyblion sy'n hwyr ac yn absennol yn ofalus a chyson iawn.

Bydd yr athrawon dosbarth yn hysbysu'r Pennaeth os bydd disgyblion yn absennol neu'n hwyr yn rheolaidd. Bydd y pennaeth yn cysylltu â'r rhieni er mwyn ceisio datrys y sefyllfa. Os bydd y sefyllfa yn parhau, hysbysir y Swyddog Lles Addysgol (EWO). Rôl y Swyddog yw helpu'r rhieni a'r Awdurdod Addysg Lleol i sylweddoli eu cyfrifoldebau statudol o ran presenoldeb ysgol.

Swyddog penodedig Ysgol Gymraeg Bro Teyrnnon yw Claire Bennett.

Absences

In the case of absences parents are asked to telephone on the first day of absence and then to send a written message explaining the absence on the child's return to school. Explanations for absence made by a child are not acceptable. Unauthorised absence is an absence that has not been approved or adequately accounted for. The school regularly monitors lateness and absence very closely.

The Head teacher is notified by class teachers of continual absence or persistent lateness. Parents will be contacted if attendance is a cause for concern. Recurring absence patterns are referred to the Educational Welfare Officer (EWO). The role of the EWO is to help parents and the Local Education Authority meet their statutory obligations on school attendance.

Ysgol Gymraeg Bro Teyrnnon's designated EWO is Claire Bennett.

Newid Cyfeiriad / Rhif Cyswllt

Dylech sicrhau eich bod yn rhoi gwybod i'r ysgol am unrhyw newid cyfeiriad, rhif ffôn neu rifau cyswllt brys ar unwaith. Mae hyn yn bwysig iawn rhag ofn bydd angen i ni gysylltu â chi mewn argyfwng.

Change of Address / Telephone Number

Please ensure that school is notified immediately of any changes of address, telephone number or emergency contact numbers. This is essential as we may need to contact you if your child is ill or has an accident in school.

Disgyblion a Gwarchodwyr sydd ag Anableddau

Nid yw'r ysgol yn gwahaniaethu yn erbyn disgyblion nag oedolion sydd â anabledd corfforol. Mae'r adeilad yn sicrhau y gellir symud cadeiriau olwyn yn rhwydd o amgylch yr adeilad ac i ardaloedd chwarae'r ysgol. Fe fydd toiledau pwrpasol ar gyfer y disgyblion ac oedolion anabl yn y brif fynedfa. Dynodwyd safleoedd arbennig er mwyn i gerbydau allu gollwng a chodi disgyblion ag anabledd corfforol yn rhwydd.

Er mwyn hwyluso mynediad i'r ysgol i bob disgybl, rhiant neu warchodwyr a all fod ag unrhyw anabledd, gofynnir yn garedig am wybodaeth am yr anabledd wrth dderbyn y plentyn i'r ysgol a'i ddiweddarau yn ôl yr angen.

Pupils with Disabilities

The school does not discriminate against pupils or adults who have disabilities. The building accommodates easy movement of wheelchairs around the building and on to the school playing areas. Disabled toilets for pupils and adults will be located in the foyer area of the school. Designated drop off areas for disabled pupils and designated parking bays are available in the car park.

In order to ensure good access to the school for all children, parents and guardians that have a disability, we ask kindly for information regarding their disability to be recorded upon the child's entry to the school and updated accordingly.

Anghenion Dysgu Ychwanegol

Yn Ysgol Gymraeg Bro Teyrnnon, rydyn yn cydnabod bod gan bob plentyn yr hawl i fynediad i gwricwlwm eang, cytbwys a pherthnasol. Mae pob aelod o'r staff yn derbyn hyfforddiant mewn agweddau ar anghenion dysgu ychwanegol a'r Cod Ymarfer statudol er mwyn diweddarau eu gwybodaeth a'u dealltwriaeth yn barhaus.

Mae gweithdrefnau monitro ac asesu gofalus yn sicrhau bod plant ag anghenion dysgu ychwanegol yn cael eu nodi'n gynnar. Mae'r athro neu'r athrawes ddosbarth, yr Arweinydd Anghenion Dysgu Ychwanegol a'r Pennaeth yn cyfarfod i drafod unrhyw achos sy'n peri pryder. Hysbysir y rhieni/gwarchodwyr, ac os bydd angen, gofynnir am ganiatâd y rhieni/gwarchodwyr i nodi'r plentyn ar y gofrestr anghenion dysgu ychwanegol neu i gyfeirio'r disgybl at sylw asiantaethau allanol arbennigol.

Bydd y disgyblion sydd â datganiadau o anghenion dysgu ychwanegol un cael eu cynnwys yn y dosbarthiadau prif ffrwd. Caiff y disgyblion hyn fynediad llawn i'r cwricwlwm. Cânt hefyd gymorth ychwanegol gan yr Arweinydd Anghenion dysgu Ychwanegol a'r staff cynorthwyol yn ogystal â'r athro neu'r athrawes ddosbarth. O bryd i'w gilydd bydd angen gofyn i asiantaethau cynnal allanol helpu gyda disgyblion penodol. Hysbysir y rhieni/gwarchodwyr cyn i hyn ddigwydd.

Mae'r disgyblion sydd â datganiad o Angen Dysgu Ychwanegol a'r rhai sydd ar y gofrestr anghenion ychwanegol yn dilyn Rhaglenni Addysg Unigol o fewn cyd-destun dosbarthiadau prif ffrwd.

Additional Learning Needs

At Ysgol Gymraeg Bro Teyrnnon we recognise that all children have the right to access a broad, balanced and relevant curriculum. Teachers receive continuous training in aspects of additional learning needs and the statutory Code of Practice in order to update and enhance their knowledge and understanding.

Careful monitoring and assessment procedures ensure early identification of children with additional needs. The class teacher, the Additional Learning Needs Leader and Headteacher work together to identify and discuss causes for concern. Parents/guardians are fully informed and if necessary, parental permission is obtained to either place pupils on the Additional Learning Needs Register or make a referral to external agencies.

Pupils with statements of additional educational needs are integrated into mainstream classes. These pupils have full access to the curriculum. They also receive additional support from the A.L.N teacher, the support staff as well as the class teacher. Occasionally there is a need to enlist external support agencies to help with

particular pupils. Parents/guardians are always involved in this process. All pupils on the Additional Needs Register have Individual Learning Programmes within the context of mainstream classes.

Medrus a Thalentog/ More Able and Talented Pupils

Byddwn yn cydnabod anghenion dysgwyr sydd â doniau, gallu neu dalent arbennig ac yn gwneud ein gorau i hybu eu harbenigrwydd boed drwy'r cwricwlwm neu yn allgyrsiol.

We acknowledge the needs of pupils who are more able or have a particular gift or talent and we ensure that the talent is encouraged and promoted either through the curriculum or through extra curricular opportunities.

Trefniadaeth yr Ysgol/ School Organisation

Ar hyn o bryd rhennir yr ysgol yn 6 o ddsbarthiadau. Addysgir y disgyblion fel dosbarth cyfan, mewn grŵpiau, mewn paru ac yn unigol gan ddefnyddio amrywiaeth o ddulliau a strategaethau addysgu.

The school is currently divided into 6 classes. Pupils are taught in a whole class situation, in groups, in pairs and individually by means of a wide variety of teaching methods and strategies.

Cwricwlwm, Addysgu a Dysgu

Yn ychwanegol i'r cwricwlwm cenedlaethol fe gymhwysir y canlynol i'r addysgu:

- Y Fframwaith Llythrennedd Cenedlaethol
- Y Fframwaith Rhifedd Cenedlaethol
- Fframwaith Cymhwysedd Digidol
- Sgiliau meddwl a datrys problemau
- Cwricwlwm Cymreig
- Dysgu i Ddysgu
- Asesu ar gyfer Dysgu
- Asesu o'r Dysgu
- Athroniaeth i Blant
- Cynllun Iechyd a Lles Jigsaw
- Meddwlgarwch
- Meddylfryd o Dwf

Mae dysgu yn golygu chwilio am ystyr, gosod strwythur i ddealltwriaeth, mynd y tu hwnt i'r wybodaeth a roddir a delio mewn ffordd systematig ond hyblyg gyda phroblemau newydd. Rhaid annog y disgyblion i fabwysiadu agwedd feirniadol tuag at wybodaeth ac i gyfathrebu yn effeithiol. Rhaid hyfforddi'r disgyblion i feddwl ac i ddysgu yn fwy effeithiol, yn ogystal a'u hyfforddi i ddeall yr hyn sy'n angenrheidiol i fod yn ddysgwyr da.

Cwricwlwm i Gymru

Dyma gyfnod cyffrous i bobl ifanc Cymru. Mae Cwricwlwm newydd i Gymru ar y gweill fydd yn ennyn brwdfrydedd dysgwyr o 3 i 16, gan roi iddynt y sylfaen sydd ei angen i lwyddo mewn byd sy'n newid.

Ar 22 Hydref 2015, cyhoeddodd Gweinidog Addysg a Sgiliau Cwricwlwm i Gymru, cwricwlwm am oes, sef cynllun i fwrw ymlaen â'r argymhellion a bennwyd gan yr Athro Graham Donaldson yn ei adroddiad Dyfodol Llwyddiannus.

Mae'r cynllun yn amlinellu sut y byddwn yn datblygu ein cwricwlwm newydd, sy'n eang, cytbwys, cynhwysfawr a heriol, gyda'n gilydd. Ac wrth wraidd y cwricwlwm y mae'r pedwar diben, sy'n rhoi'r cyfle i bob plentyn a pherson ifanc ddatblygu i fod:

- yn ddysgwyr uchelgeisiol, galluog sy'n barod i ddysgu drwy gydol eu hoes;
- yn gyfranwyr mentrus, creadigol sy'n barod i chwarae eu rhan yn llawn yn eu bywyda'u gwaith;
- yn ddinasyddion egwyddorol, gwybodus sy'n barod i fod yn ddinasyddion yng Nghymru a'r byd;
- yn unigolion iach, hyderus sy'n barod i fyw bywyd gan wireddu eu dyheadau fel aelodau gwerthfawr o gymdeithas.

Bydd y cwricwlwm yn cael ei drefnu yn 6 Maes Dysgu a Phrofiad:

- Celfyddydau Mynegiannol;
- Iechyd a Lles;
- Dyniaethau (gan gynnwys Addysg Grefyddol ddylai aros yn orfodol i 16 oed);
- Ieithoedd, Llythrennedd a Chyfathrebu (gan gynnwys ieithoedd tramor modern yng Nghymru, a ddylai aros yn orfodol i 16 oed);
- Mathemateg a Rhifedd;
- Gwyddoniaeth a Thechnoleg (yn cynnwys cyfrifiadureg).

Curriculum and Teaching and Learning

The school curriculum has been further enhanced by the introduction of:

- The National Literacy Framework
- The National Numeracy Framework
- Digital Competency Framework
- Thinking skills and Problem Solving
- Cwricwlwm Cymreig
- Building Learning Power
- Assessment for Learning
- Assessment of Learning
- Philosophy for Children (P4C)
- Jigsaw Health and Wellbeing Programme
- Growth Mindset

Learning is about searching out meaning and creating a structure of understanding; thinking beyond the information that is introduced and dealing systematically yet flexibly with new problems; adopting a critical

attitude to information and communicating ideas effectively. Pupils need to be coached to become better thinkers and to understand what is required to become better learners.

Curriculum For Wales

This is an exciting time for the young people of Wales. A new Curriculum for Wales is coming that will enthuse learners from 3 to 16, giving them the foundations they need to succeed in a changing world.

On 22 October 2015, the Minister for Education and Skills announced that the Welsh Government would accept, in full, all of the recommendations set out in 'Successful Futures', Professor Graham Donaldson's independent review of the curriculum and assessment arrangements in Wales.

The four purposes will be at the heart of our new curriculum. They will be the starting point for all decisions on the content and experiences developed as part of the curriculum to support our children and young people to be:

- ambitious, capable learners ready to learn throughout their lives;
- enterprising, creative contributors, ready to play a full part in life and work;
- ethical, informed citizens of Wales and the world;
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The curriculum will be organised into six Areas of Learning and Experience:

- Expressive Arts;
- Health and Well-being;
- Humanities (including RE which should remain compulsory to age 16);
- Languages, Literacy and Communication (including Welsh, which should remain compulsory to age 16, and modern foreign languages);
- Mathematics and Numeracy;
- Science and Technology (including computer science).

Gwersi Offerynnol/Music Lessons

Cynnigir gwersi offerynnol i ddisgyblion Blwyddyn 3 i 6 gan Gwent Music.

Fe fydd pob plentyn ym Mlwyddyn 3 yn dysgu'r ffidl am flwyddyn. Mae'r Ysgol wedi buddsoddi mewn 30 ffidl ar gyfer y plant. Fe fyddwn yn gofyn am gyfraniad gwirfoddol tuag at gost y prosiect, serch hynny os na fyddwch yn gwneud cyfraniad fe fydd eich plentyn dal i fod yn rhan o'r prosiect.

Instrumental lessons are offered to Year 3 to Year 6 pupils by Gwent Music.

All Year 3 pupils will learn to play the violin for a year. The school has invested in 30 violins for the children. We will be asking for a voluntary contribution towards the cost of the project, however if you do not do make a contribution your child will still be part of the project

Technoleg Gwybodaeth a Chyfathrebu

Fel ysgol, rydym yn ymwybodol iawn o rym defnyddio'r dechnoleg ddiweddaraf yn yr ystafell ddosbarth i ategu'r addysgu a'r dysgu ac i ysbrydoli'r plant i ddysgu. Mae gan yr ysgol gyfrifiaduron ymhob dosbarth gyda phob un ohonynt wedi'u cysylltu â'r rhyngwrwyd ac â system fewnrwyd Casnewydd. Yn ogystal, mae gennym fyrddau gwyn rhyngweithiol yn y dosbarthiadau i'n cynorthwyo wrth addysgu TGCh fel sgil allweddol ac i godi safonau dysgu ac addysgu ar draws y Cwricwlwm.

Hawl Y Disgyblion i Gyrchu'r Rhyngwrwyd

Canllawiau Cyffredinol

1. Mae'r disgyblion yn gyfrifol am ymddygiad da wrth ddefnyddio'r Rhyngwrwyd yn ôl a pholisi ymddygiad yr ysgol. Dim ond y safonau uchaf posibl sy'n dderbyniol.
2. Diben cyrchu'r Rhyngwrwyd ydy galluogi'r disgyblion i gynnal gwaith ymchwil sy'n berthnasol i'w gwaith ysgol, a chyfathrebu ag eraill mewn perthynas a'r gwaith – neu i bwrpas arall gyda chaniatâd yr athro.
3. Mae rhaid cael caniatâd y rhieni cyn gallu cyrchu'r Rhyngwrwyd hyd yn oed wedyn, mae rhaid i ddisgyblion sylweddoli mai braint ac nid hawl ydy hynny – ac os na fydd yn cael ei ddefnyddio mewn modd cyfrifol, bydd y fraint yn cael ei thynnu'n ôl.
4. Y disgyblion sy'n gyfrifol am eu hymddygiad a'u cyfathrebu nhw eu hunain dros y rhwydwaith. Mae disgybl iddynt barchu'r cytundeb a gafodd ei lofnodi er mwyn cael cyrchu'r Rhyngwrwyd.
5. Fe fydd yr athrawon yr ysgol a'r Adran Awdurdod Lleol a'r hawl i ddarllen y cyfathrebiadau o dro i dro.

DYDYN NI DDIM YN CANIATAU'R CANLYNOL

1. Anfon neu arddangos negeseuon / lluniau anwedus.
2. Defnyddio iaith frwnt.
3. Aflonyddu, sarhau neu ladd ar bobl eraill.
4. Difrodi cyfrifiaduron, systemau neu rwydweithiau cyfrifiaduron.
5. Torri rheolau hawlfraint.
6. Defnyddio rhwydweithiau pobl eraill.
7. Tramgwyddo ym mhlygellau, gwaith neu ffeiliau pobl eraill.
8. Gwastraffu adnoddau prin yn fwriadol – gan gynnwys yr amser "ar-lein".
9. Chwarae "gemau", oni bai fod yr athro wedi'u pennu ar gyfer pwrpas addysgol.

COSBAU

1. Bydd unrhyw blentyn sy ddim yn glynu wrth y canllawiau uchod, yn cael ei wahardd rhag defnyddio'r Rhyngwrwyd – boed dros dro neu'n barhaol.
2. Caiff yr ysgol yma benderfynu pa gamau disgyblu ychwanegol sy'n briodol.
- 3.

Information Communication Technology

As a school we are very aware of the power of using the latest technology in the classroom to support teaching and learning and to inspire children to learn. The school is well equipped with computers in every class all of which are linked to the internet and to a Newport intranet system. We also have interactive whiteboards installed in the classrooms to assist with the teaching of ICT skills and to enable the interactive teaching of other curriculum subjects.

Pupil Access to The Internet

General Guidelines

1. Pupils are responsible for good behaviour on the Internet according to the general school behaviour guidelines. As ever, the highest possible standards are expected.
2. Access to the Internet is provided for pupils to conduct research related to school work and to communicate with others in relation to such work or in other ways specifically sanctioned by teachers.
3. Parental permission is required before access can be granted. Even then, all pupils must be aware that access is a privilege rather than a right and will be withdrawn if not used responsibly.
4. Pupils are responsible for their own behaviour and communications over the network. They are expected to honour the agreement signed to gain access.
5. E-mail communications will at times be viewed by appropriate school and Local Authority staff.

THE FOLLOWING ARE NOT PERMITTED

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using the networks of others.
7. Trespassing in the folders, work or files of others.
8. Intentionally wasting limited resources, including time "on-line".
9. The playing of "games" unless specifically sanctioned by a teacher for educational purposes.

SANCTIONS

1. Violations of the above guidelines, or doing any of those things listed as not being permitted, will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be taken in line with the school's policy and practice on rewards and sanctions.

Y Llyfrgell

Mae gan yr ysgol lyfrgell gyda stoc dda o lyfrau ffuglen a llyfrau cyfeirio. Yn achlysurol cynhelir ffeiriau llyfrau, i hybu darllen. Dathlir darllen yn flynyddol wrth i'r plant gymryd rhan mewn gweithgareddau arbennig ar Ddiwrnod Cenedlaethol y Llyfr. Rydyn yn hybu darllen gartref ac yn annog y disgyblion i gymryd rhan yn ein

cynllun 'Darllen Gartref'. Byddant yn cael dewis llyfr o'r llyfrgell yn wythnosol ac anogir y rhieni i gofnodi yn y llyfr cyswllt darllen.

Library

The school has a library that is well stocked with fiction and reference books. Reading is celebrated every year when the children take part in special activities on National Book Day. The school encourages reading at home by providing a home / school reading scheme. Books are borrowed from school and are exchanged each week –parents are encouraged to comment in the home school reading link book provided.

Addysg Gorfforol a Chwaraeon

Mae gan ein hysgol fynediad i dir ardderchog o'i hamgylch; mae gennym gae chwarae mawr a chwrt caled. Mae Addysg Gorfforol yn rhan annatod o'r Cwricwlwm i Gymru, nid yw'n opsiynol. Cynhelir mabolgampau'r ysgol bob blwyddyn yn ystod tymor yr Haf.

Physical Education and Sport

Our school has access to excellent grounds; we have a large pitch and a hard court. Physical Education is an integral part of the Curriculum for Wales; it is not an option. School sports events are held each year during the Summer term.



Crefydd, Gwerthoedd a Moeseg

Mae Addysg Grefyddol yn seiliedig ar Faes Llafur Cytûn y Sir. Mae'r gwersi'n orfodol i bob plentyn, fel y mae mynychu'r Gwasanaeth, oni wneir cais gan riant/gwarchodwr i esgusodi eu plant o'r gweithgareddau hyn am resymau crefyddol penodol. Gofynnir i chi drafod y mater hwn gyda'r Pennaeth er mwyn ceisio cyngor cyn y gellir eithrio neu weithredu trefniadau amgen addas.

Cynhelir gwasanaeth i'r ysgol gyfan ar ddydd Gwener. Cynhelir gwasanaethau dosbarth bob dydd arall. Defnyddir straeon, gwyliau, caneuon a gweddiau i ddatblygu dealltwriaeth, goddefgarwch a gofal o fewn

teulu a chymuned ein hysgol. Mae'r gwasanaeth ar ddydd Gwener yn achlysur dathlu arbennig lle y rhennir cyflawniadau a chyraeddiadau'r plant.

Bydd y dosbarthiadau unigol yn paratoi gwasanaethau blwyddyn, ac fe wahoddir rhieni'r plant hynny sy'n cymryd rhan i fynychu ac i ymuno yn yr addoliad.

Religion, Values and Ethics

Religious Education is based on the Agreed Syllabus. It is compulsory for all children, as is attendance in Assembly. Parents/guardians may request that their children be excused from participating on specific religious grounds. Parents/guardians are requested to meet with the Headteacher to discuss this matter before their child is admitted to the school.

Assemblies are held daily, either in class or in the school hall. Stories, festivals, songs and prayers are introduced to develop understanding, tolerance and caring within our school family and community. Whole school assemblies are held every Friday. The Friday assembly is a special occasion in the hall to celebrate and share pupils' achievements and attainments.

Individual classes and year groups prepare topic based assemblies during the year, parents are invited to attend and join in the worship.

Addysg Cyd-berthynas a Rhywioldeb

Mae Llywodraethwyr Ysgol Gymraeg Bro Teyrnnon wedi cytuno ar bolisi Addysg Cyd-berthynas a Rhywioldeb. Caiff y polisi ei integreiddio i raglen drawsgwricwlaidd o wyddoniaeth ac iechyd a lles. Mae'r prif bwyslais ar berthnasau gan adlewyrchu anghenion y disgyblion wrth iddynt ddatblygu ac aeddfedu drwy'r ysgol.

Relationship and Sexuality Education

The Governing Body of Ysgol Gymraeg Bro Teyrnnon has agreed on a policy for Relationship and Sexuality Education. The policy is integrated into a cross-curricular programme of science and health and well-being. The main emphasis is on relationships and reflects the needs of the pupils as they develop over the key stages.

Gwisg Ysgol

Mae pob plentyn yn gwisgo ein gwisg ysgol. Credwn fod gwisg ysgol yn cynnal balchder ac ymdeimlad o berthyn i Ysgol Gymraeg Bro Teyrnnon. Rhydd y wisg ymdeimlad o hunaniaeth i'r plant yn arbennig pan fyddant ar ymweliad ysgol a phan fyddant yn perfformio'n gyhoeddus, e.e. côr yr ysgol, partïon canu ac ati. Gofynnwn i bob plentyn wisgo'r wisg hon.

GWISG YSGOL

Siwmpwr	Porffor plaen / Porffor gyda bathodyn yr ysgol wedi ei wnïo.
Cardigan	Porffor plaen / Porffor gyda bathodyn yr ysgol wedi ei wnïo.
Crys polo – Derbyn yn unig	Coch plaen / Coch gyda bathodyn yr ysgol wedi ei wnïo.
Crys t – Meithrin (Y.C. Derbyn i F 6)	Coch plaen / Coch gyda llun plant yn yr ysgol wedi ei brintio.
Siaced ‘fleece’	Porffor gyda bathodyn yr ysgol wedi ei wnïo (eitem opsiynal ychwanegol ar gyfer tywydd oer.)
Sanau / Teits	Llwyd

Fe fydd modd i chi brynu gwisg ysgol o ddau leoliad Beam Sports & Schoolwear, Stryd Cambrian Casnewydd â gwefan MyClothing (<https://myclothing.com/ueslink/8745.school>). Fe fydd yr ysgol yn derbyn comisiwn o 5% ar yr holl nwyddau rydych chi'n prynu o wefan MyClothing gan gynnwys eitemau sydd heb logo'r ysgol e.e. trowsusau / esgidiau a.y.y.b. Nid ydy'r crys-t coch ar wefan MyClothing.

Gwisgir sgertiau /trowsus plaen llwyd gyda'r uchod. Ni chaniateir i'r plant wisgo jîns. Pwysleisiwn ar bob adeg y dylai'r plant wisgo esgidiau du priodol i'r ysgol (DIM SODLAU UCHEL NAC ESGIDIAU RHEDEG). Yn yr haf gall y plant wisgo ffrog gingham /streip coch/gwyn neu porffor/gwyn neu drowsus byr llwyd a chrys t (Meithrin) a chrys polo yr ysgol (Derbyn i Flwyddyn 6). Gellir gwisgo sanau gwyn yn yr Haf. Ni chaniateir i blant wisgo sandalau. Dylid marcio / labelu enw'r plentyn yn glir ar bob dilledyn. Dyma'r unig ffordd o adnabod dillad ac mae'n ei gwneud hi'n haws pan fydd dilledyn yn mynd ar goll.

Dylai bagiau fod o faint rhesymol gan nad oes llawer o le yn yr ystafelloedd cotiau. Dylech labelu pob dilledyn a darn o offer sy'n eiddo i'ch plentyn gyda'u henw yn llawn.

School Uniform

All pupils wear our school uniform. We believe that a school uniform sustains pride and a sense of belonging to Ysgol Gymraeg Bro Teyrnnon. The uniform gives the children a sense of identity particularly when they are on a school visit and when they perform in public, e.g. school choir, singing parties etc. We ask parents to ensure that all children wear the official uniform as it is an important part of the ethos of the school.

SCHOOL UNIFORM

Sweatshirt	Plain Purple / Purple with embroidered school badge.
Cardigan	Plain Purple / Purple with embroidered school badge.
Polo shirt – Reception only	Plain Red / Red with embroidered school logo.

T shirt - Nursery (P.E. for Reception – Y 6)	Red with printed picture of children.
Fleece	Purple with embroidered school badge (optional extra as outer Winter wear.)
Socks / Tights	Grey

You will be able to purchase the school uniform from two locations - Beam Sports & Schoolwear, Cambrian Street, Newport and MyClothing's website (<https://myclothing.com/ueslink/8745.school>). The school will receive 5% commission on all purchases from MyClothing, even the items without the school logo e.g. trousers / shoes etc. The red t-shirt is not available with MyClothing.

Plain grey skirts / trousers will be worn with the above. Pupils are not allowed to wear jeans. We stress at all times that children should wear appropriate black shoes for school (NO HIGH HEELS OR TRAINERS). In the summer the children may wear a gingham / striped dress in red/white or purple/white or grey shorts and the school T shirt (Nursery) or school polo shirt (Reception to Year 6). White socks may be worn in the Summer. Children are not permitted to wear sandals. Each item of clothing should be clearly marked / labelled with the child's name. This is the only means of identifying clothes and makes matters easier when clothes are mislaid.

Bags should be of a reasonable size due to limited space in the cloakrooms. Please label all your items of clothing and equipment with the child's full name.

Tlysau

Mae rheolau'r ysgol yn caniatáu i styd gael ei gwisgo yn y glust, ond yn gwahardd unrhyw dlysau eraill (ac eithrio oriawr). Mae modrwyon, breichledi a chadwyni yn beryglus iawn mewn amgylchedd ysgol ac ni ddylid eu gwisgo ar unrhyw achlysur. Cytunwyd ar y rheolau hyn i atal plant rhag cael eu hanafu wrth chwarae neu pan fo gwers addysg gorfforol ac i osgoi tristwch diangen o ganlyniad i golli eitemau personol. Ni chaniateir gwisgo unrhyw dlysau yn ystod gwersi addysg gorfforol. Ni chaniateir gwisgo farnis ewinedd yn ystod oriau'r ysgol.

Jewellery

School rules allow a tiny stud to be worn in the ear, but forbid any other jewellery (excluding watches). Rings, bracelets and necklaces can be health and safety hazards in the school environment and they should not be worn under any circumstance. These rules are designed to prevent children being injured during play or P.E. and to avoid any unnecessary sadness due to loss or breakage. No form of jewellery should be worn during P.E. lessons. The wearing of nail varnish is not allowed during school hours.

Gwisg Addysg Gorfforol – Derbyn i Flwyddyn 6

Mae pob plentyn yn yr ysgol yn cael gwers addysg gorfforol unwaith neu ddwywaith yr wythnos. Mae addysg gorfforol yn rhan bwysig o gwricwlwm yr ysgol ac mae'n orfodol i bob plentyn; nid opsiwn ydyw, ac fe fydd

angen gwisg i newid arnynt. Dylid labelu pob dilledyn yn glir ag enw eich plentyn. Ar ddechrau'r flwyddyn academaidd, bydd yr athrawon dosbarth yn rhoi gwybod i'r plant a'r rhieni beth fydd ei angen ac ar ba ddiwrnodau y dylid gwisgo gwisg addysg gorfforol.

Yn unol â rheolau lechyd a Diogelwch ni chaniateir gwisgo tlysau yn ystod gwersi addysg gorfforol. Noder hefyd na all eich plentyn gymryd rhan mewn gwersi addysg gorfforol nes bydd tyllau newydd wedi gwella. Os bydd plant am gael tyllau yn eu clustiau, gofynnwn i hyn gael ei wneud ar ddechrau gwyliau'r Haf er mwyn i'r twll wella erbyn dechrau'r tymor. Rhaid i bob plentyn sy'n cymryd rhan mewn gwersi addysg gorfforol yn y brif neuadd wneud hynny'n droednoeth.

P.E. Kit – Reception to Year 6

All pupils at the school have P.E. lessons once or twice a week. P.E. is an integral part of the school curriculum and is compulsory for all children; it is not an option. In order to participate, children will obviously need kit. At the beginning of the academic year, class teachers will inform children and parents what is required and on what days they should wear their P.E. kit to school.

In the interest of Health and Safety no jewellery should be worn during P.E. lessons. Please note also that your child will not be able to participate in P.E. lessons until new ear piercings have healed and jewellery can be removed – the beginning of the summer holiday may be the best time to have your child's ears pierced. All children participating in P.E. in the main hall must do so barefoot.

Cyngor yr Ysgol a'r Cyngor Eco

Rydyn yn cymryd barn ein plant o ddifrif, eu hysgol nhw yw Ysgol Gymraeg Bro Teyrnnon. Mae'r Cyngor Ysgol yn cynnwys disgyblion o bob blwyddyn ysgol, bydd yn cyfarfod yn rheolaidd i drafod materion sy'n bwysig i'r plant. Etholir aelodau i'r Cyngor Ysgol a'r Cyngor Eco gan y plant eu hunain ac mae ganddynt rôl werthfawr a phwysig i'w chwarae wrth benderfynu sut mae'r ysgol yn datblygu ac yn ymwneud â materion yr Amgylchfyd. Mae cyfleoedd niferus i blant drwy'r ysgol i gael lleisio eu barn i'r aelodau.

School Council and the Eco Council.

We take the opinions of our pupils seriously. Ysgol Gymraeg Bro Teyrnnon belongs to them. A council, made up entirely of pupils from every school year in the Junior Department meet regularly to discuss issues that are important to the children. The members of the School Council and Eco Council are elected by the children themselves and they have a valuable and important role in deciding how the school develops and on environmental issues. There are ample opportunities for children throughout the school to make their feelings known to the members of both councils.

Disgyblaeth

Mae gennym safonau uchel a disgwyliadau uchel o ran ymddygiad da yn Ysgol Gymraeg Bro Teyrnnon ac rydyn yn siwr y bydd pob rhiant/gwarchodwr yn rhannu'r disgwyliadau hynny. Byddwn yn annog y plant i fod yn gwrtais, yn foengar ac i ddangos parch tuag at bobl eraill a'u heiddo. Annogir ein plant i fod yn oddefgar, yn amyneddgar, yn garedig, ac yn llawn dealltwriaeth a gofal. Disgwylir i'r disgyblion gydweithio gyda'i gilydd yn ogystal a'r athrawon ac oedolion eraill.

Daw'r plant i'r ysgol i ddysgu ac er mwyn dysgu'n effeithiol mae angen iddynt allu gweithio a chwarae mewn amgylchedd diogel lle y rhoddir pob cyfle iddynt gyflawni hyd eithaf eu gallu. Mae ganddynt yr hawl i weithio heb i eraill yn yr ystafell ddsbarth darfu arnynt ac yn gyfnewid am hynny dylent ddeall bod gan eraill yr un hawliau. Yn ogystal, mae gan athrawon yr hawl i allu cyflawni eu gwaith heb orfod treulio amser yn delio â disgyblion nad ydynt yn canolbwyntio ar y dasg. Mae cyfrifoldeb arnynt hefyd i drin pob disgybl yn gyfartal. Mae gan rieni/warchodwyr yr hawl i wybod sut mae eu plant yn ymddwyn yn yr ysgol ac mae cyfrifoldeb arnynt i sicrhau bod eu plant yn dilyn côd ymddygiad cytûn.

Mae gan bob dosbarth 'Cytundeb Dosbarth' a ddangosir mewn lle amlwg yn yr ystafell i bawb ei weld. Mae'r bartneriaeth rhwng y cartref a'r ysgol yn hanfodol wrth atgyfnerthu'r gwerthoedd a'r safonau hyn. Gallwch helpu i atgyfnerthu'r safonau hyn gan ddangos diddordeb a chanmol eich plant. Os bydd ymddygiad plentyn yn achosi pryder, cysylltir â'r rhieni/gwarchodwyr er mwyn i'r ysgol a'r cartref allu cydweithio i ddelio â'r mater. Mae gennym bolisi gwrth-fwlio hefyd sy'n cael ei fonitro a'i adolygu'n rheolaidd.

Discipline

High standards and high expectations of good behaviour is of paramount importance at Ysgol Gymraeg Bro Teyrnnon and we are sure that parents/guardians will share these expectations with us. We will encourage children to be well mannered, courteous and to show respect for other people and their property. Our children are encouraged to be tolerant, patient, kind, understanding and caring. Pupils are expected to cooperate with each other, with their teachers and other adults at the school.

Children come to school to learn and in order to learn effectively they need to be able to work and play in a safe environment where they are given every opportunity to achieve all that they are capable of achieving. They have the right to work without being disturbed by others in the classroom, and in return they should understand that others have the same rights. Teachers also have the right to be able to carry out their work without having to spend time dealing with pupils who are disruptive. They also have the responsibility to treat all pupils equally. Parents/guardians have the right to know how their children are behaving in school and the responsibility to ensure that their children follow an agreed code of behaviour.

Each class has a 'Classroom Agreement' which is displayed prominently in the room for all to see. Partnership between home and school is vital in order to reinforce these values and standards. Should any child's behaviour become a cause for concern, parents/guardians will be contacted so that school and home can work together in dealing with the issues. The school has an anti-bullying policy that is regularly monitored and reviewed.

Byrbrydau Amser Egwyl –

Fe fydd angen i'ch plentyn ddod a byrbryd bach i'w fwyta amser egwyl. Er mwyn hybu 'Ysgol Iach' rydyn yn annog y plant i ddod â ffrwythau i'w bwyta. Ni chaniateir dod â losin, siocled, bisgedi na chreision.

Play Time Snacks –

Children can bring a small snack to eat at playtime. We are a 'Healthy School' and we actively encourage children to bring healthy snacks such as fruit to eat at morning break. Sweets, chocolate, crisps, and biscuits should not be brought to school.

Poteli o Ddŵr

Mae ymchwil yn dangos fod sgiliau canolbwyntio yn cynhyddu os yw'r ymennydd wedi hydradu. O ganlyniad rydyn ni'n annog y plant i ddod â photel o ddŵr (nid sudd neu sgwash, er mwyn atal pydredd dannedd). Fe fydd y poteli yn cael eu cadw yn yr ystafell ddosbarth ac mae'r plant yn rhydd i yfed y dŵr pryd y mynent. Am resymau glendid, a allwch ysgrifennu enw eich plentyn ar y potel cyn dod i'r Ysgol, diolch. Anfonwn y poteli adref ar ddiwedd pob dydd i'w ail lenwi.

Bottles of Water

Research has shown that concentration skills improve if the brain is hydrated. As a result, we encourage children to bring a plastic bottle of plain water into the classroom (not juice or squash, in order to avoid tooth decay). The bottle will be kept in the classroom and the children are free to drink from it whenever they wish. For hygiene reasons, please ensure that your child's name is written on the bottle before he/she comes to school. The bottles will be returned home at the end of each day to be refilled.

Clybiau Allgyrsiol Extra Curricular Clubs

Clwb Allgyrsiol/ Extra Curricular Clubs	Blynyddoedd Ysgol/ School Years
Clwb Cymhwysedd Digidol/ Digital Competency Club	Blwyddyn 3–6/ Years 3-6
Clwb Garddio/Gardening Club	Blwyddyn 2–4/ Years 2-4
Clybiau Chwaraeon/Sports club	Blwyddyn 3-6/ Years 3-6
Côr/Choir	Blwyddyn 2–6/ Years 2-6
Clwb Celf/Art Club	Blwyddyn 2 – 6/ Years 2-6

<p>Ymrwymiad cytundebol y rhieni</p> <p>Byddwn yn gwneud pob ymdrech i :</p> <ul style="list-style-type: none"> *sichiau presenoldeb fy mhilenty yn yr ysgol, a phryd-londeb ar gyichwyn a diwedd y dydd; *gadarnhau pob absenoldeb trwy alwad ffôn neu e-bost ar y bore cynaf; *gyd-weithio'n glos â'r ysgol i sicrhau ymddygiad teul-wng, human-ddisgyblaeth a pharch at eraill; *gefnogi fy mhilenty gyda gweithgareddau cartref; *fynychu cyfarfodydd a nosweithiau agored – er budd y plentyn a'r rhiant; *adael yr ysgol wybod os oes datblygiad cefndirol allai effeithio ar addysg ac ymddygiad fy mhilenty; *fanteisio ar gyfleoedd i godi ymwybyddiaeth y plentyn o'u trefladaeth a'r Iaith Gymraeg; *beithio a thraffod materion ysgol ar safleoedd gwe megis Facebook. 	<p>Ymrwymiad cytundebol y plentyn</p> <p>Byddaf yn gwneud pob ymdrech i :</p> <ul style="list-style-type: none"> *barchu eraill, gan fod yn foesgar bob amser a bod yn garedig at bawb arall; *wneud fy ngorau yn fy ngwaith ysgol a chartref ac yn barod fy nghymwynas; *gadw rheolau'r ysgol; *siarad Gymraeg ar bob achlysur; *ofalu am eraill a'u heiddo; *fynychu'r ysgol yn gyson ac yn brydlon; *ofalu am adeilad yr ysgol a'r offer; *i gadw pobman yn ddaclus yn yr ysgol; *ofalu am fy ngwisg ysgol. 	<p>Ymrwymiad cytundebol yr ysgol</p> <p>Byddwn yn gwneud pob ymdrech i :</p> <ul style="list-style-type: none"> *weithio tuag at gael pob plentyn i ymgytraedd at ei lawn botensial fel aelod gwerthfawr o gymuned yr ysgol; *hyrwyddo safonau uchel newn gwaith ac ymddygiad drwy adeiladu parthynas dda a datblygu'r ymdeunlad o gymuned; *gynnal nosweithiau agored i hysbysu'r rhieni os oes problemau ynghydlich gwaith neu ymddygiad ei plentyn; *gynnig cwricwlwm eang, cytbwys a phierthnasol; *ddarparu safon dda o arweiniad addysgol a phersonol ar gyfer ein disgyblion; *ofalu fod datblygiad ysbrydol, moesol, cymdeithasol a diwyllianol y disgyblion yn dda, a bod ethos positif a gofalgar yn ymdreiddio i bob agwedd o fywyd yr ysgol; *rot gwybodaeth reoludd i rieni am weithgareddau'r ysgol; *annog y plati i ofalu am eu hamgylchedd.
<p>Home contractual agreement</p> <p>We will make every effort to :</p> <ul style="list-style-type: none"> *ensure that my child attends school regularly and to ensure punctuality at the beginning and end of the day; *confirm every absence by telephone call or e-mail on the first morning; *work closely with the school to ensure that my child behaves well, exercises self-discipline and respect for others; *support my child with all homework activities; *attend meetings and open evenings – for the benefit of the child and parent; *let the school know of any background developments that may affect my child's learning and behaviour in school; *take advantage of opportunities to promote the child's awareness of their heritage and of the Welsh language; *withdraw from discussing school issues on social networking sites such as Facebook. 	<p>The Child's contractual agreement</p> <p>I will make every effort to :</p> <ul style="list-style-type: none"> *treat others with respect and be polite and kind to others; *do my best in school work and home work and be helpful to others; *keep the day-to day rules of the school; *speak welsh in school and at every opportunity; *take care of others and their property; *attend school regularly and promptly; *take good care of the school building and equipment; *help keep everywhere tidy in school; *take care of my school uniform. 	<p>School contractual agreement</p> <p>We will make every effort to:</p> <ul style="list-style-type: none"> *works towards every child achieving his or her full potential as a valued member of the school community; *promote high standards of work and behaviour through building good relationships and developing a sense of responsibility; *hold open evenings to discuss each child's progress, inform families of concerns or problems that affect their child's work or behaviour; *offer a broad, balanced and relevant curriculum; *provide a high standard of educational and personal guidance for pupils; *ensure that the pupils' spiritual, moral, social and cultural development is good, and that a positive and caring ethos permeates all aspects of school life; *provide parents with information about all school events and activities; *encourage the child to care for their environment.
<p>Signature _____ Rhiant / Gwarcheidwad Parent / Guardian</p>	<p>Signature _____ Plentyn Child</p>	<p>Signature _____ Pennaeth Headteacher</p>

ParentPay

Mewn ymgais i leihau'r arian parod a sieciau o'r ysgol, rydym yn gofyn i bob rhiant/warchodwr ddefnyddio ein dull e-dalu i dalu am arian cinio, tripiâu, gwersi offerynnol i Flynyddoedd Meithrin i Flwyddyn 6. Gallwch wneud hyn ar-lein gan ddefnyddio gwefan ddiogel iawn o'r enw ParentPay neu gallwch dalu mewn arian parod yn y siopau lleol lle gwelwch logo PayPoint. Fe fydd Rhieni/Gwarchodwyr yn derbyn llythyr gyda'r holl fanylion i fewngofnodi pan fydd eu plentyn yn cychwyn yn yr ysgol a fydd yn cynnwys enw defnyddiwr a chyfrinair.

Byddwch yn defnyddio cyfrif diogel ar-lein, a fydd yn cael ei ysgogi trwy ddefnyddio enw defnyddiwr a chyfrinair unigryw; cewch eich annog i newid y rhain a'u cadw'n ddiogel fel Enw Defnyddiwr a Chyfrinair i fewngofnodi yn y dyfodol. Bydd yn rhaid i chi fod â chyfeiriad e-bost byw i ddechrau eich cyfrif. Y cyfeiriad e-bost yma fydd y brif ffordd o gysylltu ar gyfer system ParentPay o'r ysgol. Bydd yn rhaid i chi fod â chyfeiriad e-bost byw i ddechrau eich cyfrif ParentPay.

Os oes gennych ddau neu ragor o blant mewn unrhyw ysgol sy'n defnyddio ParentPay, dim ond unwaith mae'n rhaid ysgogi un cyfrif i greu eich 'prif gyfrif' ac yna ychwanegwch y plant eraill trwy'r tab "Add a child tab" ar eich tudalen Gartref.

Mae ParentPay yn cadw cofnod electronig o'ch taliad i'w weld yn ddiweddarach. Wedi i chi gychwyn eich cyfrif, gallwch wneud taliadau ar-lein ar unwaith.

Dylai'r rhieni/warchodwyr sy'n dymuno talu ag arian parod gysylltu â'r ysgol i wneud cais i dalu trwy PayPoint.

Archebu Cinio Ysgol

Fe fydd angen i bob rhiant/warchodwr sicrhau eu bod yn archebu'r prydau bwyd ar-lein. Fe fydd angen i chi sicrhau eich bod wedi archebu prydau erbyn 10pm y noson flaenorol. Os na fydd eich cyfrif mewn credyd fe fydd ParentPay yn ddileu eich archeb cinio.

ParentPay

In an attempt to remove all cash and cheques from school we are asking all parents/guardians to use our e-payment method to pay for dinner money, trips, music lessons for the Nursery to Year 6 age groups. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo. Parents/Guardians will be given a log in letter when their child starts school, which will contain username and login details.

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins. You will need to have an active email address with which to activate your account. This email address will be your main form of contact for the ParentPay system from the school. You will need an active email account to activate your ParentPay account.

If you have two or more children at any ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the "Add a child tab" on your home page.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents/guardians wishing to pay cash should contact the school office to request the option of paying via PayPoint.

Ordering School Dinners

All parents/guardians will need to ensure they pre-book the meals online. The cut off point for ordering a meal will be 10pm the night before. If your account is not in credit then ParentPay will delete your order.

Prydau Bwyd Ysgol

Yn ystod amser cinio bydd tîm o oruchwylwyr cyfnod cinio yn gofalu am y plant. Bydd prydau bwyd yn cael eu dosbarthu bob dydd yng nghegin yr ysgol. I'r rheini nad ydynt yn bwyta cig gellir darparu pryd llysieuol hefyd. Os na fydd y plant am gael pryd bwyd ysgol gallant ddod â brechdanau o adref. (Er mwyn helpu i gynllunio prydau bwyd eich plentyn, mae'r bwydlenni ar gael o'r swyddfa ar gais.)

Mae pob plentyn o Derbyn i Flwyddyn 6 angen archebu pob pryd o fwyd ar ParentPay. Os yw eich plentyn yn gymwys i gael cinio am ddim, gellir cael ffurflen gais o wefan Cyngor Dinas Casnewydd. Noder bod llenwi'r ffurflen hon yn galluogi'r ysgol i gael mynediad i Grant Datblygu Disgyblion i gefnogi ein dysgwyr.

Mae'r fwydlen wedi'i mewnbwnnu i ParentPay ac yn fyw i chi archebu prydau. Byddwch yn gallu dewis pa bryd o fwyd yr hoffai eich plentyn gael i ginio bob dydd. Bydd angen archebu cyn 8:30yb oherwydd bydd y niferoedd yn mynd i'r gegin am 8:45yb bob bore.

Fe fydd yr opsiynau fel a ganlyn: y Prif Pryd Poeth, Pryd Llysieuol, Tatws Trwy'u Crwyn, a dewis o frechdanau.

Lunch time selection

PLEASE NOTE: When confirming your bookings, any Payment due must be paid within 24 hours. Failure to do so will result in unpaid bookings being cancelled. If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing 17th Apr 2023

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Mon 17 Apr	Tue 18 Apr	Wed 19 Apr	Thu 20 Apr	Fri 21 Apr
Cheese & Tomato Pizza with Potato Wedges	Pork Sausages with Mash'd Potato & Gravy	Roast Turkey with Roast Potatoes & Gravy (V)	Beef Bolognaise served with Garlic & Herb Bread	Breaded Fish Fillets & Chips
Vegetable Fests Pasta Bake with Garlic & Herb Dress	Hotd Chicken Sausages with Mash'd Potato & Gravy	Hotd Roast Turkey with Roast Potatoes & Gravy	Hotd Beef Bolognaise with Garlic & Herb Bread	Veggie Uppers & Chips
Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch
Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch
Jacket Potatoes with Cheese (V)	Jacket Potatoes with Cheese (V)	Jacket Potatoes with Cheese (V)	Jacket Potatoes with Cheese (V)	Jacket Potatoes with Cheese (V)
Jacket Potatoes with Beans (V)	Jacket Potatoes with Beans (V)	Jacket Potatoes with Beans (V)	Jacket Potatoes with Beans (V)	Jacket Potatoes with Beans (V)
Jacket Potatoes with Salmon Mayo (V)	Jacket Potatoes with Salmon Mayo (V)	Jacket Potatoes with Salmon Mayo (V)	Jacket Potatoes with Salmon Mayo (V)	Jacket Potatoes with Salmon Mayo (V)
Specials, Vegetarian & Vegan options				
Vegetarian Special	Hotd Roast Chicken with Mash'd Potatoes	Roast Turkey with Roast Potatoes & Gravy	Lamb & Beans (V)	Cheese & Tomato Pizza
Hotd Fish Fillet	Hotd Fish Fillet	Hotd Fish Fillet	Hotd Fish Fillet	Hotd Fish Fillet

Er budd iechyd a diogelwch, os yw'r plant yn dod â brechdanau i'r ysgol, ni chaniateir unrhyw boteli gwydr neu ganiau. Dylech hefyd sicrhau bod pob blwch cinio a photel wedi'u labelu yn glir.

School Meals

At lunch time children are cared for by a team of mid day supervisors. School meals are cooked in the school kitchen. For those who do not eat meat an alternative vegetarian dish can be provided. If children do not

want a school meal they can bring packed lunches from home. (In order to help plan your child’s meals, dinner menus are available from the office on request.)

For all children from Reception to Year 6, all meals need to be booked on ParentPay. If you are eligible to claim for free school meals, an application form is available from the Newport City Council. Please note that completing this form allows the school to have access to the Pupil Development Grant to support our learners.

The menu is inputted to ParentPay and is live for you to book meals. You will be able to choose which meal your child would like for lunch each day. You will need to book before 8:30am as the numbers will go to the kitchen at 8:45am every morning.

The options are as follows: the Hot Main Dish, the Vegetarian Dish, Jacket Potato, and choice of sandwiches.

Lunch time selection

PLEASE NOTE: When confirming your bookings, any Payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled. If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing 17th Apr 2023

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Mon 17 Apr	Tue 18 Apr	Wed 19 Apr	Thu 20 Apr	Fri 21 Apr
Cheese & Tomato Pizza with Potato Wedges	Pork Sausages with Mashed Potato & Gravy	Roast Turkey with Roast Potatoes & Gravy NC	Beef Bolognese served with Garlic & Herb Bread	Breaded Fish Fingers & Chips
	Hot/Chicken Sausages with Mashed Potato & Gravy	Hot/ Roast Turkey with Roast Potatoes & Gravy	Hot/ Beef Bolognese with Garlic & Herb Bread	
Vegetarian Pesto Pasta Bake with Garlic & Herb Bread	Mac N Cheese	Roasted Vegetable Battered Crumble with Roast Potatoes & Gravy	Vegetarian Bolognese served with Garlic & Herb Bread	Veggie Uggies & Chips
Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch	Ham Pack Lunch
Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch	Cheese Pack Lunch
Jacket Potato with Cheese NC	Jacket Potato with Cheese NC	Jacket Potato with Cheese NC	Jacket Potato with Cheese NC	Jacket Potato with Cheese NC
Jacket Potato with Beans NC	Jacket Potato with Beans NC	Jacket Potato with Beans NC	Jacket Potato with Beans NC	Jacket Potato with Beans NC
	Jacket Potato with Salmon Mayo NC			
Hot/ Chicken & Sausage NC	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage
Hot/ Chicken & Sausage	Hot/ Chicken & Sausage with Cheese NC	Hot/ Chicken & Sausage with Cheese	Hot/ Chicken & Sausage with Cheese	Hot/ Chicken & Sausage
Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage
Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage	Hot/ Chicken & Sausage

In the interest of health and safety, if children have packed lunches, no glass bottles or cans should be brought to school. Please make sure that all lunch boxes and flasks are clearly labelled with your child’s name.

Moddion

Mae staff yr ysgol yn fodlon rhoi moddion i **ddisgyblion yr ysgol sydd a chyflwr meddygol arbennig** drwy drefniant gyda’r rhieni/warchodwyr.

Ni ddylid anfon unrhyw foddion i’r ysgol gyda’ch plentyn. Os bydd angen moddion achlysurol arnynt mae croeso i chi drefnu i ddod i’r ysgol amser cinio i’w roi. (Byddwn yn goruchwyllo’r plant sy’n gorfod defnyddio pypmiau asthma - dylid storio pwmp sbâr yn ddiogel yn y cwpwrdd penodedig).

Medicines

School staff will administer medication to any **pupil that has long term medical conditions** by special arrangement with parents/guardians.

Please do not send in any 'occasional' medication such as antibiotics, tablets, creams or lotions to school with your child. If they need medication you are welcome to make arrangements to come in at lunchtime to administer it to your child yourself. (We will supervise the children who need to take asthma inhalers – a spare pump should be securely stored in the designated cupboard at school).

Cysylltiadau rhwng y Cartref a'r Ysgol

Mae'r bartneriaeth rhwng y cartref a'r ysgol yn hanfodol er mwyn i blant ffynnu a chyrraedd eu llawn potensial. Mae gennym bolisi drws agored yn Ysgol Gymraeg Bro Teyrnnon ac rydyn yn gwerthfawrogi'r cymorth a gawn gan rieni wrth addysgu ac arwain y disgyblion. Croeso i unrhyw riant i ddod i drafod unrhyw agwedd ar waith yr ysgol gyda'r Pennaeth trwy apwyntiad.

Mae'r cysylltiadau ffurfiol rhwng y cartref a'r ysgol yn gryf a fe gynhelir nosweithiau rhieni ddwy waith yn ystod y flwyddyn. Gwerthfawrogi'r gefnogaeth gwirfoddolwyr o amgylch yr ysgol. Dosbarthir Cytundeb Cartref /Ysgol yr ysgol i rieni newydd ar ddechrau Tymor yr Hydref.

Mae nifer o weithgareddau yn cynnwys y gymuned ehangach. Daw ymwelwyr i'r ysgol yn rheolaidd, ac fe fydd y disgyblion yn cael mynd ar ymweliadau allan i'r gymuned er mwyn cefnogi a chyfoethogi eu profiadau dysgu.

Home School Links

The partnership between home and school is vital if children are to flourish and reach their full potential. We have an open-door policy at Ysgol Gymraeg Bro Teyrnnon and we value the support given by parents in the education and guidance of our pupils. Parents are welcome to discuss any aspects of the work of the school with the Headteacher by appointment.

Formal home school links are strong, parent evenings are held twice a year. Volunteers help with the work of the school is much appreciated. The school's Home / School Agreement is distributed to new parents early on in the Autumn Term.

Many of the school's activities involve the wider community. We welcome frequent visitors to school and the children are taken out into the community in order to participate in first hand experiences which enhance and support their learning.

Ymgynghoriadau Rhieni/Athrawon

Cynhelir dau gyfarfod ffurfiol ar gyfer y rhieni yn ystod y flwyddyn: unwaith yn nhymor yr Hydref ac unwaith yn nhymor yr Gwanwyn. Yn ychwanegol fe all yr athrawon eich gwahodd i gyfarfod ar adegau eraill. Os oes gan rieni/warchodwyr unrhyw ymholiad neu bryder, fel arfer bydd yr athrawon neu'r Pennaeth ar gael ar ddiwedd bob dydd. Gofynnwn yn garedig i rieni/warchodwyr drefnu apwyntiad o flaen llaw ar achlysur o'r fath.

Parent/Teacher Consultations

Formal parent consultations are held twice a year once in the Autumn term and once in the Spring term. Class teachers or the Headteacher are usually available at the beginning and end of most days to talk to

parents/guardians if they have any concerns or queries. We respectfully ask parents/guardians to make an appointment beforehand.

Google Classroom

Ar Google Classroom bydd dosbarthiadau'r Cyfnod Sylfaen yn rhannu lluniau o waith a gweithgareddau mae'r dysgwyr wedi gwneud yn ystod yr wythnos. Mae'r dosbarthiadau Cyfnod Sylfaen hefyd yn rhoi pwyntiau Dojo i'r dysgwyr, bydd y dysgwyr yn derbyn cyfanswm eu pwyntiau pob dydd Gwener. Bydd athrawon dosbarthiadau Cyfnod Allweddol 2 yn gosod tasgau i'r dysgwyr i wneud yn yr ysgol ac fel gwaith cartref. Gofynnwn yn garedig i chi beidio rhannu pethau personol ar Google Classrooms, mae'r plant yn cael amser i ddangos a rhannu yn y dosbarth. Yn ogystal â gwneud tasgau a dangos gwaith bydd yr athrawon yn ysgrifennu cyhoeddiadau i'r rhieni/gwarchodwyr a'r dysgwyr. Dyma lle bydd yr athrawon yn rhannu'n wythnosol pa sgiliau mae'r plant yn ffocysu ar yn ystod yr wythnos.

Google Classroom

On Google Classroom the Foundation Phase classes share pictures of work and activities the learners have done during the week. The Foundation Phase classes also give learners Dojo points, learners will receive their points total every Friday. Key Stage 2 classes will set tasks for learners to do at school and as homework. We kindly ask you not to share personal things on Google Classrooms, the children have time to show and share in class. As well as carrying out tasks and showing work, teachers will write announcements for children and parents/guardians. Every week the teachers will share the skills the children will focus on during the week.

Cyngherddau

Yn ystod y flwyddyn, gwahoddir y rhieni i ymuno â ni ar gyfer dathliadau a chyngherddau arbennig. Gallai digwyddiadau o'r fath fod yn Eisteddfod ysgol, cyngerdd Nadolig neu wasanaethau dosbarth.

Concerts

During the course of the year, parents are invited to join us for special celebrations and concerts. Such events may include the school Eisteddfod, Christmas concerts, celebrations and class assemblies.

Adroddiadau

Bydd adroddiadau ffurfiol ar gynnydd y plant yn cael eu paratoi yn flynyddol yn nhymor yr Haf. Pennir targedau ar ddechrau ac ar ddiwedd y flwyddyn a gwahoddir y rhieni i'w trafod yn ystod y cyfarfodydd ymgynghori yn nhymor yr Hydref.

Reports

Formal reports on children's progress are prepared annually in the Summer term. Individual pupil targets are set at the beginning of the school year, parents are invited to discuss the targets during the Autumn term consultation meeting.

Polisi Codi Tâl a Gostyngiadau

Yn ystod y flwyddyn, byddwn yn trefnu amrywiaeth o ymweliadau i gefnogi a chyfoethogi addysg y plant. Llwyddwn i gadw cost yr ymweliadau hyn yn isel o ganlyniad i haelioni'r pwyllgor Gronfa Ysgol. Fodd bynnag, o bryd i'w gilydd bydd angen gofyn i rieni/warchodwyr am gyfraniad gwirfoddol tuag at gostau cynnal rhai o'r gweithgareddau (gweler adran ParentPay). Croeso i chi gysylltu â'r Pennaeth os oes gennych anawsterau ariannol.

Mae angen caniatâd y rhieni/warchodwyr cyn y gall plant fynd ar ymweliadau. Gofynnir i'r rhieni/warchodwyr lofnodi ffurflen caniatâd ymweliadau.

Charging and Remissions Policy

During the year, we make arrangements for a variety of educational visits. We are able to keep the cost of these visits to a minimum due to the generosity of the Private School Fund committee. However, occasionally, we do need to ask parents/guardians for a voluntary contribution in order to cover the costs and to enable the educational visit take place (see ParentPay section).

Parents'/guardians' permission is required before children are allowed to go out of school on visits. Parents/guardians are asked to sign and return a visits consent slip.

Achosion Hiliol/ Racial Incidents

Mae'n rhaid i'r ysgol adrodd ar unrhyw achos hiliol i'r Awdurdod Lleol. Os bydd plentyn yn rhan o'r digwyddiad, yn cynnwys digwyddiad llafar megis galw enwau hiliol, bydd yr ysgol yn cysylltu â'r rhieni/gwarchodwyr ac yn cadw cofnod o'r digwyddiad.

The school must report any racial incidents to the Local Authority. If a child has participated in any incident, including any verbal incident, such as name calling, parents/guardians will be informed.

Gwarchod Plant

Y Pennaeth sydd wedi ei henwi fel y person sy'n gyfrifol am drefniadaeth Gwarchod Plant yn yr ysgol. Mae lles a gofal ein disgyblion yn holl bwysig, ac os oes amheuaeth bod plentyn yn cael ei gamdrin neu ei amddifadu'n bersonol neu'n emosïynol fe fydd y Pennaeth yn cysylltu a'r gwasanaethau priodol megis y Gwasanaethau Cymdeithasol.

Nid oes rhaid hysbysu'r rhieni wrth gyfeirio plentyn ymhob achos.

Child Protection

The Headteacher is the named person responsible for Child Protection at the school. We consider the care of our pupils to be of the utmost importance, if children are not cared for they will not be able to flourish educationally. If there is any suspicion that a child is suffering abuse or neglect the headteacher will make a referral to Social Services.

In certain cases, parents may not be informed that a referral is being made.

Plant sy'n Derbyn Gofal/Children Looked After

Y Pennaeth sydd wedi ei henwi fel y person sy'n gyfrifol am drefniadaeth Plant Mewn Gofal yn yr ysgol.

The Headteacher is the named person responsible for Looked After Children at the school.

Operation Compas

Mae'r ysgol wedi cael y cyfle i gymryd rhan mewn prosiect a fydd yn cael ei gynnal ar y cyd rhwng ysgolion a Heddlu Gwent.

Operation Compas yw adrodd i ysgolion, cyn 9am ar y diwrnod ysgol nesaf, pan fydd plentyn neu berson ifanc wedi bod yn agored i, neu'n ymwneud ag unrhyw ddigwyddiad domestig. Bydd Operation Compass yn sicrhau bod aelod o staff yr ysgol, a adwaenir fel Oedolyn Allweddol, yn defnyddio'r wybodaeth a rannwyd, yn gyfrinachol, er mwyn cefnogi unrhyw blant sydd wedi bod yn rhan o ddigwyddiad o gam-drin domestig neu wedi bod yn agored i un.

Rydym yn awyddus i gynnig y gefnogaeth orau bosibl i'n holl ddisgyblion ac rydym yn credu y bydd hyn yn fuddiol iawn i'r holl rai sy'n rhan o hyn.

Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and Gwent Police.

Operation Encompass is the reporting to schools, prior to 9am on the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. Operation Encompass will ensure that a member of the school staff, known as a Key Adult, will use the information that has been shared, in confidence, in order to support any children who have been involved in, or exposed to, a domestic abuse incident.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved

Trefn Cwynion

Mae'r Corff Llywodraethol wedi mabwysiadu Polisi Trefn Cwyno Awdurdod Lleol Casnewydd sy'n seilieddiag ar ganllawiau Llywodraeth Cymru.

Mae'r polisi yn datgan os yw rhieni/gwarcheidwaid yn teimlo bod ganddynt sail i wneud cwyn, dylent gysylltu â'r ysgol a bydd yn cael ei ddirprwyo i aelod o'r Uwch Dîm Arweinyddiaeth yn y lle cyntaf. Gobeithio y gellir datrys y mater bryd hynny. Os na, caiff ei uwchgyfeirio i aelodau eraill o'r Uwch Dîm Arwain.

Fodd bynnag, os bydd y rhiant/gwarchodwyr yn teimlo eu bod am fynd â'r gwyn ymhellach, y drefn yw cysylltu gyda Cadeirydd y Llywodraethwyr am y mater. Os na cheir ymateb boddhaol, wedyn dylid cysylltu â'r Prif Swyddog Addysg yn yr Adran Addysg yn y Ganolfan Ddinesig.

Complaints Procedure

The Governing Body of Ysgol Gymraeg Bro Teyrnnon have adopted the Local Authority's Complaints policy which is based on Welsh Government guidelines.

The policy states that if parents/guardians feel that they have grounds for making a complaint, they should make contact with the school and it will be delegated to a member of the Senior Leadership Team in the first instance. Hopefully, the matter can be resolved at that point. If not, it will be escalated to other members of the Senior Leadership Team.

However, if parents/guardians feel that they need to take their complaint further, the matter should be brought to the attention of Chair of Governors. If parents remain unsatisfied, they should then take their complaint to the Chief Education Officer at the Civic Centre.



School Privacy Notice

What the School, Local Authority, Education Achievement Service for South East Wales and Welsh Government does with the Educational Information they hold on Children and Young People

Subject

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to children and young people and/or parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the Welsh Government, Newport City Council (LA), the Education Achievement Service for South East Wales (EAS) and Ysgol Gymraeg Bro Teyrnnon.

The collection of personal information

The school collects information about children and young people and their parents or legal guardians when children and young people enrol at the school. The school also collects information at other key times during the school year and may receive information from other schools/Early Years providers when children and young people transfer.

The School processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- monitoring and reporting on pupil's/children's conduct;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.

Welsh Government, Local Authority (LA) and the Education Achievement Service for South East Wales (EAS)

The Welsh Government receives information on school pupils normally as part of the Pupil Level Annual Schools Census (PLASC). The Welsh Government may receive information on children who attend LA funded early years provision in non-maintained settings. The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics

The LA and the EAS also use the personal information collected to do research. They use the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in a way that ensures individual children and young people cannot be identified.

In addition the Welsh Government, LAs and the EAS receive information regarding National Curriculum assessment and public examination results and attendance data at individual pupil level.

Personal information held

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- information on any special educational needs;
- information on performance in internal and national assessments and examinations;
- information on conduct and any disciplinary action taken;
- information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep children and young people safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person.

Organisations which may share personal information

Information held by the school, Early Years providers, LA, the EAS and the Welsh Government on children and young people, their parents or legal guardians may also be shared with other organisations when the law allows, for example:

- other education and training bodies, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools/Early Years providers, as long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;
- the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics
- examination bodies and other education based testing services for the purpose of administering and awarding pupil results
- bodies doing work on behalf of Welsh Government initiatives such as Hwb, the all Wales digital learning platform

Children and young people have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any “data controller.” The presumption is that, by the age of 12, children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of this organisation can be found on the following website www.newportlearn.net/broteyrnon/ or www.newport.gov.uk. For those children and young people or parents where this is not practical, a hard copy can be obtained from the school by contacting the Head Teacher in writing.

Collecting attendance and personal characteristics data from schools from September 2020

We collect a wide range of data about you on an annual basis, and this is explained in more detail in [this privacy notice](#).

Due to the Covid-19 pandemic and schools having to adapt to new ways of working, we need to be able to collect attendance data more frequently than once a year. Collecting up to date information will support us and provide the evidence we need to understand the impact of the Covid-19 pandemic on attendance and how we can support schools.

How frequently are we collecting this data?

We will keep the frequency of collection under regular review. Initially the data will be collected every week but we may need to collect the data more regularly.

For which pupils are we collecting data?

We are collecting data for every pupil in a maintained school as at September 2020.

What information are we collecting?

We are collecting the following information about you every week:

- UPN
- Forename
- Middle name(s)
- Surname
- Gender
- DOB
- Home postcode
- Ethnic background
- Eligibility for free school meals
- Additional learning needs
- English as an additional language
- Attendance code for each half day session in that week

Why are we collecting this information?

This information is needed as a key part of our response and planning during the ongoing Covid-19 pandemic. The data will be collected every week to ensure that the latest data is available to inform our

response. The data will be used for statistical and research purposes only and no decisions will be made about you using this data.

How will we use this information?

We will use the data in the same ways that we have listed in our [main privacy notice](#).

Will we be sharing the data?

We may share this information with those organisations listed in the [main privacy notice](#).

How long will we keep the information about you?

We will keep the data that identifies you until you are 25 years old.

What is the legal basis for collecting this data?

Section 538 of the Education Act 1996 provides the legal basis for collecting this data. This requires schools to make such reports and returns, and give such information, to Welsh Ministers as they may require for their functions in relation to education.

Your rights under the GDPR

Your rights are explained in full in the [main privacy notice](#).

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and school//Early Years provider will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances, the parent or legal guardian of a child or young person may have a right to receive a copy of personal data held about a child/young person in their legal care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact:

- the school on (01633) 850804;
- your LA on (01633) 656656;
- the EAS on (01443) 864963;
- the Welsh Government's data protection officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line on 01625 545 745 or 0303 123 1113;
- Information is also available from www.ico.gov.uk.



Hysbysiad Preifatrwydd Ysgolion

Yr Hyn y mae'r Ysgol, yr Awdurdod Lleol, Gwasanaeth Cyflawniad Addysg De Ddwyrain Cymru, a Llywodraeth Cymru yn ei wneud â'r Wybodaeth Addysgol y maent yn ei chadw am Blant a Phobl Ifanc

Pwnc Trafod

Er mwyn bodloni gofynion Deddf Diogelu Data 1998, mae'n ofynnol i ysgolion roi Hysbysrwydd Preifatrwydd i blant a phobl ifanc a/neu rieni a gwarcheidwaid yn crynhoi'r wybodaeth sy'n cael ei chadw am blant a phobl ifanc mewn cofnodion, gan nodi pam mae'r wybodaeth yn cael ei chadw, a'r bobl neu'r sefydliadau y ceir rhoi'r wybodaeth honno iddynt.

Mae'r Hysbysrwydd Preifatrwydd hwn yn rhoi gwybodaeth am yr hyn sy'n digwydd pan fo Llywodraeth Cymru, Cyngor Dinas Casnewydd, Gwasanaeth Cyflawniad Addysg De Ddwyrain Cymru ac Ysgol Gymraeg Bro Teyrnnon yn casglu ac yn prosesu gwybodaeth bersonol am blant a phobl ifanc, ynghyd â gwybodaeth am eu perfformiad.

Casglu gwybodaeth bersonol

Mae'r ysgol yn casglu gwybodaeth am blant a phobl ifanc ac am eu rhieni neu eu gwarcheidwaid cyfreithiol pan fo plant a phobl ifanc yn cofrestru gyda'r ysgol. Mae'r ysgol yn casglu gwybodaeth ar adegau allweddol eraill yn ystod y flwyddyn ysgol hefyd ac mae'n bosibl y byddant yn cael gwybodaeth oddi wrth ysgolion/darparwyr Blynyddoedd Cynnar eraill pan fo plant a phobl ifanc yn newid ysgol/darparwr.

Mae'r Ysgol yn defnyddio'r wybodaeth a gesglir i weinyddu'r addysg y mae'n ei darparu ar gyfer plant a phobl ifanc. Er enghraifft:

- darparu gwasanaethau addysgol i unigolion;
- monitro ac adrodd am gynnydd addysgol y disgyblion/plant;
- darparu gwasanaethau lles, gofal bugeiliol a gwasanaethau iechyd;
- rhoi cefnogaeth ac arweiniad i blant a phobl ifanc, eu rheini a'u gwarcheidwaid cyfreithiol;
- trefnu digwyddiadau a theithiau addysgol;
- cynllunio a rheoli'r ysgol.

Llywodraeth Cymru a'r Awdurdod Lleol

Fel arfer, mae gwybodaeth am ddisgyblion ysgol yn dod i law Llywodraeth Cymru fel rhan o'r Cyfrifiad Ysgolion Blynyddol ar Lefel Disgyblion (CYBLD). Mae'n bosibl y bydd Llywodraeth Cymru yn cael gwybodaeth am blant mewn darpariaeth Blynyddoedd Cynnar sy'n cael ei hariannu gan yr ALL ac sy'n cael ei chynnig mewn lleoliadau nas cynhelir. Mae Llywodraeth Cymru yn defnyddio'r wybodaeth bersonol hon er mwyn gwneud gwaith ymchwil (sy'n cael ei wneud mewn modd sy'n sicrhau na ellir adnabod plant a phobl ifanc) ac at ddibenion ystadegol, er mwyn llywio polisi addysg, dylanwadu arno a'i wella, ac er mwyn monitro perfformiad y gwasanaeth addysg yn ei gyfanrwydd. Cewch weld enghreifftiau o'r mathau o ystadegau a gaiff eu paratoi yn www.wales.gov.uk/statistics

Mae'r ALI a Gwasanaeth Cyflawniad Addysg De Ddwyrain Cymru (GCA) hefyd yn defnyddio'r wybodaeth bersonol a gesglir i wneud gwaith ymchwil. Maent yn defnyddio canlyniadau'r ymchwil hon i wneud penderfyniadau am bolisi ac am ariannu ysgolion, i asesu perfformiad ysgolion a'u helpu i osod targedau. Mae'r ymchwil yn cael ei gwneud mewn modd sy'n sicrhau na ellir adnabod plant a phobl ifanc unigol.

Mae Llywodraeth Cymru, ALLau a'r GCA yn cael gwybodaeth hefyd am ganlyniadau asesiadau'r Cwricwlwm Cenedlaethol ac arholiadau cyhoeddus, ynghyd â data am bresenoldeb ar lefel disgyblion unigol.

Yr wybodaeth bersonol a gedwir

Dyma'r math o wybodaeth bersonol a gedwir:

- manylion personol megis enw, cyfeiriad, dyddiad geni, dynodydd y plentyn/person ifanc a manylion cyswllt rhieni a gwarcheidwaid;
- gwybodaeth am unrhyw anghenion addysgol arbennig;
- gwybodaeth am berfformiad mewn asesiadau ac arholiadau mewnol a chenedlaethol;
- gwybodaeth am dras ethnig a hunaniaeth genedlaethol plant a phobl ifanc (dim ond er mwyn paratoi dadansoddiadau ystadegol cryno y defnyddir yr wybodaeth hon);
- manylion am statws mewnfudo plant a phobl ifanc (dim ond er mwyn paratoi dadansoddiadau ystadegol cryno y defnyddir yr wybodaeth hon);
- gwybodaeth feddygol y mae ei hangen er mwyn cadw'r plant a'r bobl ifanc yn ddiogel tra bônt dan ofal yr ysgol;
- gwybodaeth am bresenoldeb ac am unrhyw gamau disgyblu a gymerwyd;
- gwybodaeth am unrhyw gysylltiad rhwng y gwasanaethau cymdeithasol a phlant a phobl ifanc unigol, os oes angen cysylltiad o'r fath er mwyn gofalu am y plentyn/person ifanc.

Sefydliadau sy'n cael rhannu gwybodaeth bersonol

Caiff yr ysgol, darparwyr Blynyddoedd Cynnar, yr ALI, y GCA, a Llywodraeth Cymru rannu'r wybodaeth a gedwir am blant a phobl ifanc, ac am eu rhieni neu'u gwarcheidwaid cyfreithiol gyda sefydliadau eraill pan fydd y gyfraith yn caniatáu hynny, er enghraifft:

- cyrff addysg a chyrff hyfforddi eraill, gan gynnwys ysgolion, pan fydd plant a phobl ifanc yn gwneud cais i fynd ar gyrsiau, i gael hyfforddiant, i newid ysgol neu pan fyddant yn gofyn am gyngor ar gyfleoedd;
- cyrff sy'n gwneud ymchwil ar ran Llywodraeth Cymru, yr ALI a'r ysgolion/darparwyr Blynyddoedd Cynnar, cyn belled ag y cymerir camau i gadw'r wybodaeth yn gyfrinachol;
- llywodraeth ganolog a lleol er mwyn cynllunio a darparu gwasanaethau addysgol;
- gwasanaethau cymdeithasol a sefydliadau iechyd a lles eraill pan fo angen rhannu gwybodaeth er mwyn amddiffyn a chynorthwyo plant a phobl ifanc unigol;
- amryfal gyrff rheoleiddio, megis ombwdsmyrn ac awdurdodau arolygu, pan fo'r gyfraith yn dweud bod yn rhaid trosglwyddo'r wybodaeth honno er mwyn iddynt allu gwneud eu gwaith;
- y Swyddfa Ystadegau Gwladol er mwyn gwella ansawdd yr ystadegau am ymfudo a'r boblogaeth
- cyrff arholiadau a gwasanaethau asesiad eraill ar gyfer gweinyddu a dyfarnu canlyniadau disgyblion

- cyrff sy'n gwneud gwaith ar ran mentrau Llywodraeth Cymru, megis Hwb, Ilwyfan dysgu Cymru gyfan.

Mae gan blant a phobl ifanc hawliau penodol o dan y Ddeddf Diogelu Data, gan gynnwys hawl gyffredinol i gael gweld data personol y mae unrhyw "reolydd data" yn eu cadw amdanynt. Rhagdybir bod plant a phobl ifanc yn ddigon aeddfed yn 12 oed i ddeall eu hawliau ac i wneud cais drostynt eu hunain i weld yr wybodaeth, os dyna'u dymuniad. Fel arfer, byddai disgwyl i riant wneud cais ar ran plentyn sy'n ifancach na hynny.

Os hoffech weld y data personol sy'n cael eu cadw amdano chi, neu am eich plentyn, dylech anfon cais ysgrifenedig at y sefydliad perthnasol. Mae manylion y sefydliad hwn i'w weld ar y wefan a ganlyn: www.newportlearn.net/broteyrnon/ neu www.newport.gov.uk. Os nad yw hyn yn ymarferol i blant a phobl ifanc na'u rhieni, dylent ofyn i'r ysgol am gopi caled drwy gysylltu â'r Pennaeth yn ysgrifenedig.

Casglu ystadegau presenoldeb a nodweddion personol oddi wrth ysgolion o fis Medi 2020 ymlaen

Rydym yn casglu ystod eang o ddata amdano chi yn flynyddol, ac eglurir hyn yn fanylach yn yr [hysbysiad preifatrwydd hwn](#).

Oherwydd y pandemig Covid-19 ac ysgolion yn gorfod addasu i ffyrdd newydd o weithio, mae angen i ni allu casglu data presenoldeb yn amlach nag unwaith y flwyddyn. Bydd casglu'r wybodaeth ddiweddaraf yn ein cefnogi ac yn darparu'r dystiolaeth sydd ei hangen arnom i ddeall effaith pandemig Covid-19 ar bresenoldeb a sut y gallwn gefnogi ysgolion.

Pa mor aml ydyn ni'n casglu'r data hwn?

Byddwn yn cadw amllder y casglu dan adolygiad rheolaidd. I ddechrau, bydd y data'n cael ei gasglu bob wythnos ond efallai y bydd angen i ni gasglu'r data yn fwy aml.

Pa ddisgyblion ydym ni'n casglu data amdanynt?

Rydym yn casglu data am bob disgybl mewn ysgolion a gynhelir o fis Medi 2020 ymlaen.

Pa wybodaeth ydym ni'n ei chasglu?

Rydym yn casglu'r wybodaeth ganlynol amdano chi bob wythnos:

- Rhif unigryw'r disgybl (UPN)
- Enw cyntaf
- Enw(au) canol
- Cyfenw
- Rhywedd
- Dyddiad geni
- Cod post cartref
- Cefndir ethnig
- Cymhwysra ar gyfer prydau ysgol am ddim
- Anghenion dysgu ychwanegol
- Saesneg fel iaith ychwanegol
- Cod presenoldeb ar gyfer pob sesiwn hanner diwrnod yr wythnos honno

Pam ydym ni'n casglu'r wybodaeth hon?

Mae angen yr wybodaeth hon fel rhan allweddol o'n hymateb a chynllunio yn ystod y pandemig Covid-19

parhaol. Bydd y data'n cael ei gasglu'n rheolaidd i sicrhau bod y data diweddaraf ar gael i lywio ein hymateb. Byddwn yn defnyddio'r data at ddibenion ystadegol a gwaith ymchwil yn unig ac ni fydd unrhyw benderfyniadau'n cael eu gwneud yn eich cylch yn defnyddio'r data hyn.

Sut y byddwn yn defnyddio'r wybodaeth hon?

Byddwn yn defnyddio'r data yn yr un ffyrdd ag yr ydym wedi'u rhestru yn ein [prif hysbysiad preifatrwydd](#)

A fyddwn ni'n rhannu'r data?

Mae'n bosibl byddwn yn rhannu'r data gyda'r sefydliadau yr ydym wedi'u rhestru yn ein [prif hysbysiad preifatrwydd](#)

Pa mor hir y byddwn yn cadw'r wybodaeth amdanoch?

Byddwn yn cadw'r data sy'n ei gwneud yn bosibl eich adnabod chi hyd nes y byddwch yn 25 oed.

Beth yw'r sylfaen gyfreithiol ar gyfer casglu'r data hwn?

Mae adran 538 o Ddeddf Addysg 1996 yn darparu'r sylfaen gyfreithiol ar gyfer casglu'r data hwn. Mae hyn yn ei gwneud yn ofynnol i ysgolion wneud unrhyw adroddiadau a ffurflenni, a rhoi unrhyw wybodaeth, i Weinidogion Cymru y bydd eu hangen arnynt ar gyfer eu swyddogaethau mewn perthynas ag addysg.

Eich hawliau o dan y GDPR

Esbonnir eich hawliau yn llawn yn ein [prif hysbysiad preifatrwydd](#).

Gwybodaeth arall

Mae cadw gwybodaeth yn ddiogel yn bwysig iawn i Lywodraeth Cymru, i'r ALL ac i'r ysgol, ac mae ganddynt nifer o weithdrefnau er mwyn lleihau unrhyw berygl posibl i ddiogelwch yr wybodaeth honno.

Bydd Llywodraeth Cymru, yr ALL a'r ysgol yn ceisio sicrhau bod yr wybodaeth a gedwir yn gywir bob amser. Ni fydd gwybodaeth bersonol yn cael ei hanfon y tu allan i'r Deyrnas Unedig.

Eich hawliau o dan Ddeddf Diogelu Data 1998

Mae Deddf Diogelu Data 1998 yn rhoi hawliau penodol i unigolion o ran yr wybodaeth bersonol a gedwir amdanynt gan unrhyw sefydliad. Ymhlith yr hawliau hyn mae:

- yr hawl i ofyn am weld a chael copïau o'r wybodaeth bersonol a gedwir amdanoch chi, er bod cyfiawnhad weithiau dros gadw peth gwybodaeth yn ôl;
- yr hawl, o dan rai amgylchiadau, i atal gwybodaeth bersonol rhag cael ei phrosesu pe byddai hynny'n achosi niwed neu ofid;
- yr hawl i ofyn am gael cywiro gwybodaeth sy'n anghywir;
- yr hawl i ofyn am iawndal os nad yw sefydliad yn cadw at Ddeddf Diogelu Data 1998 a'ch bod chi'n bersonol yn dioddef niwed;
- o dan rai amgylchiadau mae'n bosibl y bydd gan riant neu warcheidwad cyfreithiol plentyn neu berson ifanc yr hawl i gael copi o'r data personol a gedwir am blentyn/person ifanc sydd o dan eu gofal cyfreithiol hwy. Bydd achosion o'r fath yn cael eu hystyried yn unigol os bernir nad oes gan yr unigolyn ddigon o ddealltwriaeth o'i hawliau o dan y Ddeddf.

Mae gennych yr hawl hefyd i ofyn i'r Comisiynydd Gwybodaeth, sy'n gyfrifol am orfodi a goruchwylio Deddf Diogelu Data 1998, asesu a yw'n debygol bod yr wybodaeth wedi cael ei phrosesu yn unol â darpariaethau'r Ddeddf ai peidio.

Gofyn am ragor o wybodaeth

I gael rhagor o wybodaeth am yr wybodaeth bersonol a gasglwyd ac ynghylch sut mae'n cael ei defnyddio, neu os ydych yn pryderu ynghylch pa mor gywir yw'r wybodaeth honno, neu os ydych yn dymuno arfer eich hawliau o dan Ddeddf Diogelu Data 1998, dylech gysylltu â:

- yr ysgol ar (01633) 850804;
- eich ALI (01633) 656656;
- y GCA ar (01443) 864963
- swyddog diogelu data Llywodraeth Cymru, Llywodraeth Cymru, Parc Cathays, Caerdydd, CF10 3NQ;
- llinell gymorth swyddfa'r Comisiynydd Gwybodaeth ar 01625 545 745 neu 0303 123 1113;
- mae gwybodaeth ar gael hefyd oddi wrth www.ico.gov.uk.

1. Introduction to this Policy

1.1. This privacy policy (“Policy”) relates to:

1.1.1. the website at <https://www.edukey.co.uk>, any subdomain or any such related website and/or mobile application for such website (together the “Website”); and/or

1.1.2. the System, as set out in the relevant Purchase Order or system registration.

1.2. You should read this Policy carefully as it contains important information about how we will use your Information (as defined below in clause 4.1). In certain circumstances (see below) you will be required to indicate your consent to the processing of your Information as set out in this Policy when you first submit such Information to or through the Website. For further information about consent see clause 7 below.

1.3. We may update this Policy from time to time in accordance with clause 18 below. This Policy was last updated on June 3rd 2018.

2. About us

2.1. The terms “Edukey” or “us” or “we” refer to Edukey Education Limited, the owner of the Website. We are a company registered in England and Wales under company number 05855261 whose registered office is at Tes Global Ltd, 26 Red Lion Square, London, WC1R 4HQ. The term “you” refers to the individual accessing and/or submitting Information to the Website.

2.2. We have developed and provide access to the Systems which are software tools for use by schools, colleges and universities to manage pupil information.

3. Data Protection

3.1. References in this Policy to:

3.1.1. “Privacy and Data Protection Requirements” means: the Data Protection Act 2018 (“DPA”); the General Data Protection Regulation 2016/679 (“GDPR”) or any equivalent provision which may replace the GDPR following the formal political separation of the United Kingdom from the European Union; the Regulation of Investigatory Powers Act 2000; the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699); the Electronic Communications Data Protection Directive (2002/58/EC); the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003); and all applicable laws and regulations which may be in force from time to time relating to the processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or any other supervisory authority, and the equivalent of any of the foregoing in any relevant jurisdiction; and

3.1.2. “Personal Data”, “Data Controller” and “Data Processor” and “processing” shall have the meanings given to them in the DPA or, from 25 May 2018, the GDPR.

3.2. This Policy applies to the Personal Data that we collect from you when you submit information to us via the Website or during the registration process. This policy does not apply to the information that the System stores or holds about any school staff, pupils or parents which is stored in accordance with our terms and conditions, which can be found at <https://www.edukey.co.uk/edukey-terms-conditions/> and our Information Sharing agreement with the relevant school.

3.3. For the purposes of applicable Privacy and Data Protection Requirements, we are a Data Controller and therefore we are responsible for, and control the processing of, your Personal Data in accordance with

applicable Privacy and Data Protection Requirements. “Personal Data” has a legal definition but, in brief, it refers to information from which a living person can be identified. Such information must be protected in accordance with applicable Privacy and Data Protection Requirements.

4. Information we may collect about you

4.1. When you use the Website, register for our applications or when you otherwise deal with us we may collect the following information about you (“Information”):

4.1.1. personal information including first and last name;

4.1.2. contact information including primary email address and/or primary phone number;

4.1.3. technical information including IP address, operating system, browser type and related information regarding the device you used to visit the Website, the length of your visit and your interactions with the Website; and

4.1.4. information obtained through our correspondence and monitoring in accordance with clause 12 below.

4.2. We may monitor your use of the Website through ‘cookies’ and similar tracking technologies. We may also monitor traffic, location and other data and information about users of the Website. Such data and information, to the extent that you are individually identifiable from it, shall constitute Information as defined above. However, some of this data will be aggregated or statistical, which means that we will not be able to identify you individually. See clause 17 below for further information on our use of cookies.

4.3. Occasionally we may receive information about you from other sources, for example from any third party websites and applications that integrate or communicate with the Website in relation to you. If so, we will add this information to the Information we already hold about you in order to help us carry out the activities listed below.

5. How long we keep your Information

5.1. Subject to clause 5.2, we will keep your Information only for as long as we need to hold it for the purposes set out in clause 8 below.

5.2. If required, we will be entitled to hold Information for longer periods in order to comply with our legal or regulatory obligations.

6. Legal basis for processing your information

6.1. From 25 May 2018, under applicable Privacy and Data Protection Requirements we may only process your Information if we have a “legal basis” (i.e. a legally permitted reason) for doing so. For the purposes of this Policy, our legal basis for processing your Information is:

6.1.1. your consent (for which see clause 7 below); or

6.1.2. because the processing is necessary for the performance of a contract you have entered into with us (i.e. your contract with us as set out in this Policy and our website terms and conditions available at <https://www.edukey.co.uk/edukey-terms-conditions/> or for taking any preliminary steps that are required before you can enter into such a contract (provided we only do this at your request); or

6.1.3. subject to your rights set out in clause 15 below, the legitimate interest of providing services to our users through the Website, which requires the processing of your Information to enable us to provide these services.

7. Your consent to processing

7.1. As noted above, you will be required to give consent to certain processing activities before we can process your Information as set out in this Policy. Where applicable, we will seek this consent from you when you first submit Information to or through the Website.

7.2. If you have previously given consent you may freely withdraw such consent at any time. You can do this through your account on the Website or by notifying us in writing (see clause 21 below).

7.3. If you withdraw your consent, and if we do not have another legal basis for processing your information (see clause 6 above), then we will stop processing your Information. If we do have another legal basis for processing your information then we may continue to do so subject to your legal rights (for which see clause 15 below).

7.4. Please note that if we need to process your Information in order to operate the Website and/or provide our services, and you object or do not consent to us processing your Information, the Website and/or those services may not be available to you.

8. How we use your Information

We may process Information held about you for the following purposes:

8.1. to operate, administer, maintain, provide, analyse and improve the Website and/or the System and the services available through the Website and/or related to the System;

8.2. to investigate and address any comments, queries or complaints made by you regarding the Website and/or the System, and any similar or related comments, queries or complaints from other users;

8.3. to ensure that content from the Website and/or the System is presented in the most effective manner for you and for your device;

8.4. to conduct research, statistical analysis and behavioural analysis (including anonymizing data for these purposes);

8.5. to provide insights based on aggregated, anonymous data collected through the research and analysis referred to at 8.4 above;

8.6. for administration, maintenance and improvements of the Website and/or the System and/or our services;

8.7. to allow you to participate in interactive features of the Website, including inputting information and providing feedback;

8.8. to contact you for marketing purposes (see 'Marketing and opting out' in clause 9 below);

8.9. to disclose your information to selected third parties as permitted by this Policy (see clause 10 below);

8.10. to notify you about changes to the Website and/or the System; and

8.11. to comply with our legal obligations, including obligations relating to the protection of Personal Data.

9. Marketing and opting out

9.1. If you have given permission, we may contact you by [telephone and email] about our products, services, promotions and special offers that may be of interest to you. We will inform you (before collecting your data) and seek your permission if we intend to use your data for such purposes. If you prefer not to

receive any direct marketing communications from us, or you no longer wish to receive them, you can opt out at any time (see below).

9.2. If you have given permission, we may contact you by [mail, telephone and email] to provide information about products, services, promotions, special offers and other information we think may be of interest to you from carefully selected third parties. We will inform you (before collecting your data) if we intend to use your data for such purposes. If you would rather not receive such third party marketing information from us, or you no longer wish to receive it, you can opt out at any time (see below).

9.3. If you have given permission, we may share your personal data with carefully selected third party organisations and business partners and they may contact you directly (unless you have asked them not to do so) by [mail, telephone and email] about products, services, promotions and special offers that may be of interest to you. We will inform you (before collecting your data) and seek your permission if we intend to disclose your data to third parties for such purposes. If you prefer not to receive direct marketing communications from our business partners, or you no longer wish to receive them, you can opt out at any time (see below).

9.4. You have the right at any time to ask us, or any third party, to stop processing your information for direct marketing purposes. If you wish to exercise this right, you should contact us by sending an email to support@edukey.co.uk, or contact the relevant third party using their given contact details, giving us or them enough information to identify you and deal with your request. Alternatively you can follow the unsubscribe instructions in emails you receive from us or them.]

10. Disclosure of your information

10.1. We may disclose your Information (including Personal Data):

10.1.1. to other companies within our group of companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006);

10.1.2. to our business partners, service providers or third-party contractors to enable them to undertake services for us and/or on our behalf (and we will ensure they have appropriate measures in place to protect your Information);

10.1.3. to any prospective buyer or seller (and their representatives) in the event that we sell or buy any business or assets;

10.1.4. if we are under a duty to disclose or share Personal Data in order to comply with any legal obligation, including (but not limited to) any request or order from law enforcement agencies and/or HMRC in connection with any investigation to help prevent unlawful activity; and

10.1.5. to other third parties if you have specifically consented to us doing so.

10.2. We may disclose aggregated, anonymous information (i.e. information from which you cannot be personally identified), or insights based on such anonymous information, to selected third parties, including (without limitation) analytics and search engine providers to assist us in the improvement and optimisation of the Website. In such circumstances we do not disclose any information which can identify you personally.

10.3. If our whole business is sold or integrated with another business your Information may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

11. Keeping your Information secure

11.1. We will use technical and organisational measures in accordance with good industry practice to safeguard your Information, including the use of data encryption.

11.2. While we will use all reasonable efforts to safeguard your Information, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any Information that is transferred from you or to you via the internet.

12. Monitoring

We may monitor and record communications with you (such as telephone conversations and emails) for the purposes of provision of services, quality assurance, training, fraud prevention and compliance purposes. Any information that we receive through such monitoring and communication will be added to the information we already hold about you and may also be used for the purposes listed in clause 8 above.

13. Overseas transfers

13.1. From time to time we may need to transfer your Information to countries outside the European Economic Area, which comprises the EU member states plus Norway, Iceland and Liechtenstein ("EEA").

13.2. Such countries may not have similar protections in place regarding protection and use of your data as those set out in this Policy. Therefore, if we do transfer your Information to countries outside the EEA we will take reasonable steps in accordance with applicable Privacy and Data Protection Requirements to ensure adequate protections are in place to ensure the security of your Information, including:

13.2.1. [use of approved contractual clauses; and]

13.2.2. [ensuring that we only transfer your Information to persons or entities that are appropriately authorised and/or accredited to process Personal Data in compliance with applicable Privacy and Data Protection Requirements.]

13.3. By submitting your Information to us in accordance with this Policy you consent to these transfers for the purposes specified in this Policy.

14. Information about other individuals

If you give us information on behalf of a third party, you confirm that the third party has appointed you to act on his/her/their behalf and has agreed that you can: give consent on his/her/their behalf to the processing of his/her/their Information; receive on his/her/their behalf any data protection notices; and give consent to the transfer of his/her/their Information abroad (if applicable).

15. Your rights

If you are an individual, this section sets out your legal rights in respect of any of your Personal Data that we are holding and/or processing. If you wish to exercise any of your legal rights you should put your request in writing to us (using our contact details in clause 21 below) giving us enough information to identify you and respond to your request.

15.1. You have the right (which may be subject to the payment of a small fee depending on when you request this right) to request information about Personal Data that we may hold and/or process about you, including: whether or not we are holding and/or processing your Personal Data; the extent of the Personal Data we are holding; and the purposes and extent of the processing.

15.2. You have the right to have any inaccurate information we hold about you be corrected and/or updated. If any of the Information that you have provided changes, or if you become aware of any inaccuracies in such Information, please let us know in writing giving us enough information deal with the change or correction.

15.3. You have the right in certain circumstances to request that we delete all Personal Data we hold about you (the 'right of erasure'). Please note that this right of erasure is not available in all circumstances, for example where we need to retain the Personal Data for legal compliance purposes. If this is the case we will let you know.

15.4. You have the right in certain circumstances to request that we restrict the processing of your Personal Data, for example where the Personal Data is inaccurate or where you have objected to the processing (see clause 15.6 below).

15.5. You have the right to request a copy of the Personal Data we hold about you and to have it provided in a structured format suitable for you to be able to transfer it to a different data controller (the 'right to data portability'). Please note that the right to data portability is only available in some circumstances, for example where the processing is carried out by automated means. If you request the right to data portability and it is not available to you we will let you know.

15.6. You have the right in certain circumstances to object to the processing of your Personal Data. If so, we shall stop processing your Personal Data unless we can demonstrate sufficient and compelling legitimate grounds for continuing the processing which override your own interests. If, as a result of your circumstances, you do not have the right to object to such processing then we will let you know.

15.7. You have the right in certain circumstances not to be subject to a decision based solely on automated processing, for example where a computer algorithm (rather than a person) makes decisions which affect your contractual rights. Please note that this right is not available in all circumstances. If you request this right and it is not available to you we will let you know.

15.8. You have the right to object to direct marketing, for which see clause 9.4 above.

16. Complaints

If you have any concerns about how we collect or process your Information then you have the right to lodge a complaint with a supervisory authority, which for the UK is the UK Information Commissioner's Office ("ICO"). Complaints can be submitted to the ICO through the ICO helpline by calling 0303 123 1113. Further information about reporting concerns to the ICO is available at <https://ico.org.uk/concerns/>.

17. 'Cookies' and related software

17.1. Our software may issue 'cookies' (small text files) to your device when you access and use the Website (e.g. when you first visit our website). Cookies do not affect your privacy and security since a cookie cannot read data off your system or read cookie files created by other sites.

17.2. Our Website uses cookies and other tracking and monitoring software to: distinguish our users from one another; collect standard Internet log information; and to collect visitor behaviour information. The information is used to track user interactions with the Website and allows us to provide you with a good experience when you access the Website, helps us to improve our Website, and allows us to compile statistical reports on Website visitors and Website activity.

17.3. You can set your system not to accept cookies if you wish (for example by changing your browser settings so cookies are not accepted), however please note that some of our Website features may not

function if you remove cookies from your system. For further general information about cookies please visit www.aboutcookies.org or www.allaboutcookies.org.

18. Changes to this Policy

18.1. We keep this Policy under regular review and may change it from time to time. If we change this Policy we will post the changes on this page, and place notices on other pages of the Website as applicable, so that you may be aware of the Information we collect and how we use it at all times. You are responsible for ensuring that you are aware of the most recent version this Policy as it will apply each time you access the Website.

18.2. This Policy was last updated on 3rd June 2018.

19. Links to other websites

Our Website may contain links to other websites. This Policy only applies to our Website. If you access links to other websites any Information you provide to them will be subject to the privacy policies of those other websites.

20. Accessibility

This Policy aims to provide you with all relevant details about how we process your Information in a concise, transparent, intelligible and easily accessible form, using clear and plain language. If you have any difficulty in reading or understanding this Policy, or if you would like this Policy in another format (for example audio, large print or braille), please get in touch with us.

21. Contact us

We welcome your feedback and questions on this Policy. If you wish to contact us, please email us at support@edukey.co.uk or call us on 01348 800 100

Seesaw Privacy Policy

Effective: October 18, 2021

1. INTRODUCTION

Seesaw's mission is to create an environment where students can be their best.

Protecting your privacy is fundamental to our mission and business. This Privacy Policy governs the use of Personal Information collected by our websites at seesaw.me, the Seesaw Applications, and any other online or offline offerings (collectively "the Seesaw Service", "the Service", "Seesaw", "we", "us", or "our"). This includes, for example, personally identifiable information that we collect when you create an account ("Account Information"), content added to class journals ("Journal Content"), activities teachers create ("Activities"), and messages ("Messages") sent via Seesaw.

In order to use Seesaw, you must create an account and agree to this Privacy Policy. If you don't agree with this Privacy Policy, you cannot use Seesaw. You can contact us anytime with questions about this policy at privacy@seesaw.me.

For purposes of this Privacy Policy, "Personal Information" means any information about an identifiable individual or information that can be used to identify an individual, and includes "Personal Data" as that term is defined under the European Union General Data Protection Regulation ("GDPR"). "Student Data" means any personal information, metadata, or content directly attributable to a student user.

2. CHANGES TO OUR PRIVACY POLICY

Seesaw may from time to time make changes to this Privacy Policy to account for changes to our practices or applicable law. If we make changes to this Privacy Policy that materially affect your rights, we will notify you by email about these changes, and post a notice to our service, or otherwise contact you as required under applicable law. Your continued use of the Services following notification by Seesaw means you thereby agree to the new Privacy Policy.

3. SEESAW AND FERPA

Data collected by Seesaw includes Student Data from education records that are subject to the Family Educational Rights and Privacy Act, "FERPA", ("FERPA Records"), including student names, parent or guardian (collectively, "Family Member") names, Messages, and Journal Content. To the extent that Student Data includes FERPA Records, you designate Seesaw as a "School Official" (as that term is used in FERPA and its implementing regulations) under the direct control of the school with regard to the use and maintenance of the FERPA Records and Seesaw agrees to comply with FERPA.

4. SEESAW AND COPPA

The Children's Online Privacy Protection Act protects personal information belonging to a child younger than 13. How we collect information from users under 13, the types of information we collect, and the reasons for collecting this information are described in Sections 7, 8, and 9, respectively. We do not require users younger than 13 to disclose more information than is reasonably necessary to use the Services.

We use a handful of analytics providers in relation to all users, including users under 13, to help us improve the Services. These third-party service providers do not use your data for any purpose other than to provide the Services. You can view a list of Seesaw's third-party service providers and review their privacy policies

here: <https://web.seesaw.me/subprocessor>. If you have questions about our third-party service providers, you can contact us at privacy@seesaw.me.

Information for parents or guardians on how to correct, edit, download, update, or delete data about your student can be found in Sections 17 and 18 below.

5. SEESAW AND GDPR

Seesaw complies with the GDPR and allows residents of the EU, UK, and

Switzerland to exercise their rights described in that regulation. The purposes for which Seesaw collects your information, the categories and specific types of information, and our practices and policies regarding the processing of your information are described in this Privacy Policy and our [Data Processing Agreement](#). If you have specific questions about how Seesaw is compliant with the GDPR, please see our [GDPR page](#) or contact privacy@seesaw.me.

6. WHO DOES SEESAW COLLECT INFORMATION FROM?

We collect information from individuals who create accounts on Seesaw, which includes teachers, students, and Family Members. We also collect limited log data from all visitors to our marketing website.

7. HOW DOES SEESAW OBTAIN MY INFORMATION?

We receive information from the information that you and others provide, from your device(s), and from third-party services. The categories of sources from which we've collected or received information include:

- **You:** We collect the content, communications, and other information you provide when you use Seesaw.
- **Other people:** We collect information that other people provide when they use Seesaw, such as when a teacher adds a parent's phone number to send updates about a student's work.
- **Your device(s):** We collect information from and about the computers, phones, and other web-connected devices you use with Seesaw.
- **Third-Parties:** When you create a Seesaw account using a third-party service (e.g. Google or Clever), we access the name, profile picture, and email address (if available) provided by these services.

8. WHAT INFORMATION DOES SEESAW COLLECT?

Account Information: When you create an account on Seesaw we collect your name, email address, password, and optional profile picture. Seesaw may also collect your phone number if you enter it in your Account Settings. Teachers using Seesaw may add a Family Member's email or phone number to Seesaw in order to send messages or updates about school work. We do not collect student phone numbers.

Students are not permitted to create an account by themselves but must be invited to a Seesaw class by a teacher or school administrator. Where students have permission to use Seesaw, Seesaw collects personally identifiable information that is necessary to provide the Service, including a student's name, email address, and optional profile picture. This information may be entered by a teacher or the student or populated from the student's account with a third-party sign-in service, such as their Google account.

Users can make changes to their profile, messaging preferences, and other account details in Account Settings.

Journal Content: Seesaw collects content that is added to a class or student journal. This content may include photos, audiovisual content (including from your device's camera, microphone, or photo/video library), drawings, files, notes, hyperlinks, and other ways of documenting student learning. We regularly add types of information that can be uploaded to a Journal, and these are all covered by this Policy. We also collect comments on posts in the class and student journals, including text and voice recordings. Journal Content that is uploaded by a student or teacher may be considered a student education record as defined by FERPA.

Messages: Seesaw collects all messages that are sent and received in Seesaw. Messages may include text, audio, video, photos, drawings, files, notes, hyperlinks, or other information.

Activities: Teachers may use Seesaw to create activities to use with their students. Activities may include text or voice instructions for how to complete the activity, an example of a correct response, or a template for students to edit.

Activity Author Profiles: Teachers who choose to publish their activities to the Community Activity Library or the Activity Library managed by their school or district can also create an Activity Author Profile. This includes the name and profile picture they choose to publish on their Author Profile, as well as their school name and location.

Communications: Seesaw collects any information you send to us directly, such as email, phone, or chat communications, or through your responses to our optional surveys.

Information from your Google Account or other Third-Party Sign-in Service:

Seesaw allows school administrators, teachers, Family Members, and students (after being invited by a teacher) to sign up for and log into our service using a Google or Clever Account. Teachers can also create student accounts on behalf of students in their class. When you create a Seesaw account using one of these Third-Party Services, we use the name, profile picture, and email address (if available) provided by these services. Seesaw does not share your information with these services.

Log Data: When you use Seesaw or visit our website, we receive log data such as your IP address, cookie identifiers, browser type, operating system, device information and identifiers, and your mobile carrier. In addition, we may receive or collect additional information such as the referring web page, referring search terms, pages visited, and other information about your interactions with Seesaw.

9. HOW DOES SEESAW USE THIS INFORMATION?

We use this information to:

- Allow you to access and use the Service by verifying your identity and storing your Journal Content, Activities, and Messages.
- Provide support to teachers, school administrators, and Family Members.
- Provide school administrators with information about how Seesaw is performing in their school(s).

- If you've enabled notifications, notify you about activity on and updates to your account or your student's account.
- Research, understand, and analyze user trends to improve and develop new features for our products.
- Promote and advertise the Services and enhancements to Seesaw relevant for teachers, schools, and families.
- Investigate, prevent, and detect activities on our service that we believe may violate the law, applicable regulations, or Seesaw policies. We may, at the request of a school, investigate accounts to determine whether they comply with school policies.

You can withdraw consent for the collection of your Personal Information at any time, but you will no longer be able to use Seesaw.

10. DOES SEESAW ALLOW THIRD-PARTY ADVERTISING OR SHARE DATA FOR ADVERTISING THIRD-PARTY PRODUCTS?

No. Our business model is straightforward: we charge for optional, additional features on top of our free product and we have no interest in advertising thirdparty products or services within Seesaw. We never display third-party ads, share data for advertising or marketing third-party products or services, or allow data collection by third-party advertisers or data brokers to use for their own purposes. We also do not allow in-app purchases for student accounts.

11. IN WHAT LIMITED CIRCUMSTANCES MAY SEESAW NEED TO SHARE MY INFORMATION?

We share data with third parties in the limited circumstances detailed below:

- We use a small number of third-party service providers in order to operate and improve Seesaw – for example, a data center operator that manages our servers or a notification service that helps us send you messages about your account. These services need access to your Personal Information in order to work (i.e. your email address is required to send you an email), but are contractually obligated to meet our strict security standards, maintain the accuracy of the data they collect, and must only use Personal Information in identifiable form for purposes of providing the Seesaw service. When these third-party services transfer the Personal Information (Personal Data, as that term is defined in the GDPR) of EU, UK, or Swiss residents, we take steps to comply with the GDPR in order to protect your data privacy and security. A list of our third-party service providers can be [found here](#).
- We may provide school administrators with information about how Seesaw is performing in their school(s).

- Seesaw may disclose your information to a third party to comply with applicable laws or regulations, or a valid legal request - including to meet national security or law enforcement requirements. If we are compelled to release your data, we will do our best to provide you with advance notice by email, unless we are prohibited from doing so by law.
- Seesaw may disclose student Account Information, Journal Content, and Messages to the child's school or district upon request, including as required by FERPA.
- By default, Activities teachers create are private to their account. Optionally, teachers may choose to publish Activities they create to the Community Activity Library or the Activity Library managed by their school or district. In these cases, the activity and the teacher's Activity Author Profile will be shared publicly (in the case of the Community Library) or with other teachers at their school or district. No student responses to Activities are ever shared in the Community Activity Library or the school or district Activity Library.
- We may share activities published to the public Community Activity Library with teachers who we think may be interested in using them with their class.
- We may disclose or transfer your Account Information and Journal Content in connection with the sale, merger, bankruptcy, sale of assets, or reorganization of our company. You will be notified via email or some other means as required by law of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your information (including the right to delete your information). The promises in this Privacy Policy will apply to your data as transferred to the new entity. If Seesaw goes out of business without a successor, Seesaw will delete your information.

12. DO YOU COLLECT DATA ABOUT [BLANK]?

We've listed all the data we collect in Section 8 above ("What Information Does Seesaw Collect?"). We intentionally limit our data collection to only what we need to provide the Seesaw service for you.

13. WHO CAN VIEW CONTENT POSTED IN SEESAW?

Student work is private to the classroom by default. Users cannot view a student's Journal Content or Messages in Seesaw unless they are the teacher or school administrator or invited to Seesaw by the teacher or school administrator. Teachers control who can access a student's account by authorizing specific people to connect to that student's account. Teachers decide whether families can view, like, share, or comment on their student's work and whether students can view, like, and comment on classmates' work. Teachers can turn on settings that require teacher approval of student work, allowing teachers to moderate and, when necessary, remove content shared by students before it is posted. Teachers may also choose to publish some class content to a public class web page managed by Seesaw. In addition to controlling what student work is published, teachers have the option to password protect the public class web page.

Teachers also control whether or not students or Family Members can save

Seesaw content to their device or get a link to specific Journal Content. However, Seesaw cannot prevent all forms of sharing (e.g. by taking a screenshot and posting to social media), so it is important that teachers only grant access to authorized parties and discuss their policies with families.

School administrators can access all Journal Content and Messages shared in their Seesaw organization, including Messages that have been edited or deleted.

14. DO YOU WORK WITH THIRD-PARTY ANALYTICS SERVICES?

Seesaw is constantly improving, and we use aggregate data about how Seesaw is used -- for example what buttons you click on or what pages you visit -- to inform those decisions.

To help us analyze this data, we use a small number of third-party services such as Google Analytics. For more information, please visit Google's Privacy Policy. To learn more about how to opt out of Google Analytics' use of your information, please click [here](#).

15. HOW DO YOU USE COOKIES?

Cookies are small text files that we transfer to your web browser that allow us to identify your web browser and store information about your account. We use these cookies to keep you logged into Seesaw, customize your Seesaw experience, understand how you use Seesaw, and promote Seesaw to relevant teachers and schools. You can choose to remove or disable cookies via your browser settings. Please be aware that Seesaw may not work properly if you disable or decline all cookies.

16. HOW DOES SEESAW HANDLE ABANDONED ACCOUNTS?

Seesaw reserves the right to permanently delete accounts that have not been accessed by the account holder for a period of more than one year. Seesaw will permanently delete an account that has not been accessed by the account holder for more than seven years, except where we are required to keep the information for legal or compliance purposes. Prior to permanently deleting an abandoned account, Seesaw will attempt to notify the account holder by email.

17. HOW TO VIEW, CORRECT, EDIT, EXPORT, OR UPDATE YOUR PERSONAL INFORMATION

You have the right to access, correct, or download for transport to a similar service any of your Personal Information collected by Seesaw, where permitted under applicable law. If you are an administrator, teacher, or Family Member you can update the information associated with your Seesaw account directly by logging into your Seesaw account and viewing the Account Settings tab on your profile. If you are a parent or guardian and want to correct, edit, download, or update information about your child, please work directly with your teacher or school, or you can contact us at privacy@seesaw.me.

18. ACCOUNT SUSPENSION AND TERMINATION

If you would like to delete your Seesaw account or delete your child's Seesaw account, follow [these steps](#) or contact privacy@seesaw.me. If you request that your account or any content submitted to Seesaw be deleted, Seesaw may still retain information as needed to provide customer support and prevent accidental deletion, or as required or permitted by law. If you terminate your account, all of your data will be unavailable to you immediately, but be aware that Messages and Journal Content with others in which you participated will remain available to those other users.

If your school or district has purchased Seesaw for Schools and the school or district ends their contract with Seesaw and requests deletion of accounts, we will attempt to notify impacted users by email or another method and provide the option for users to establish or maintain an account with Seesaw for the purpose of storing student-generated content.

If you are a teacher or school administrator within the US, please be aware that FERPA requires Seesaw to retain student education records once a valid request to inspect those records has been made.

19. HOW DOES SEESAW KEEP YOUR DATA SAFE?

Seesaw takes protecting your security and privacy seriously and we've put a number of measures in place to protect the integrity of your information, including the use of access-controlled data centers, routine 3rd party security audits, restricted employee access to user information, and data encryption in transit. For more information, please read this [article](#). In the event of a security breach, Seesaw will notify affected account holders within the amount of time required by law so that you can take steps to keep your data safe.

20. HOW DOES SEESAW HANDLE DATA FROM INTERNATIONAL VISITORS?

By default, any Personal Information that you provide to Seesaw may be hosted on servers located in the United States. If your school or district has purchased Seesaw for Schools, your school or district can choose to store all data associated with your Seesaw for Schools account in a different supported country. By participating in Seesaw for Schools, you consent to allow your school or district to determine where to store your data. Please contact your Seesaw for Schools administrator to find out where your data is stored.

When transferring any Personal Information outside of the EU, UK, or Switzerland, we comply with applicable laws to ensure an adequate legal basis exists for said transfer. To view our Data Processing Agreement and standard contractual clauses, please visit <https://web.seesaw.me/dpa>.

In certain situations, we may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Seesaw commits to resolve complaints about your privacy and our collection or use of your Personal Information transferred to the United States pursuant to the Data Processing Agreement. European Union, UK, and Swiss individuals with inquiries or complaints may first contact Seesaw by email at privacy@seesaw.me.

Seesaw has further committed to refer unresolved privacy complaints under the Privacy Shield Principles to an independent dispute resolution mechanism, the BBB EU PRIVACY SHIELD, operated by BBB National Programs. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit <https://bbbprograms.org/privacy-shieldcomplaints/> for more information and to file a complaint. This service is provided free of charge to you.

Seesaw complies with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States. Seesaw has certified to the U.S. Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield

Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, Seesaw is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US and the Swiss-US Privacy Shield, Seesaw is potentially liable.

If your Privacy Shield complaint cannot be resolved through the above channels, under certain conditions, you may invoke binding arbitration for some residual claims not resolved by other redress mechanisms. See Privacy Shield Annex 1 at <https://www.privacyshield.gov/article?id=ANNEX-I-introduction>.

21. DOES SEESAW COMPLY WITH YOUR STATE'S LAWS?

We sometimes get asked whether Seesaw complies with specific US state laws.

For more information about your state, please see [here](#).

22. RIGHTS OF CALIFORNIA AND NEVADA RESIDENTS

If you are a California resident, please see [here](#) for more information about our practices and your rights with respect to your information.

If you are a resident of Nevada, you have the right to opt-out of the sale of certain

Personal Information to third parties who intend to license or sell that Personal Information. You can exercise this right by contacting us at privacy@seesaw.me with the subject line "Nevada Do Not Sell Request" and providing us with your name and the email address associated with your account. Please note that we do not currently sell your Personal Information as sales are defined in Nevada Revised Statutes Chapter 603A. If you have any questions, please contact us as set forth below.

23. CONTACT INFORMATION

If you have any questions or feedback about this Privacy Policy, please contact privacy@seesaw.me.

You can reach Seesaw by mail at:

Seesaw Learning, Inc.

548 Market St

PMB 98963

San Francisco, CA 94104-5401

You can reach Seesaw by phone at: (415) 870-4468

Last Updated October 18, 2021

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PRIVACY POLICY - WEBSITE

Introduction

This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website www.assessment360.org (hereafter known as “the Site”). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site.

Contact Information

Assessment360 Limited
204 Scott House
The Custard Factory
Gibb Street
Birmingham
B9 4AA
0300 234 2345
support@assessment360.org

How we Gather and use Personal Information

Assessment360 will not collect any personally-identifiable information about you (e.g. name, address, e-mail address) without you expressly agreeing to provide it to us. We may collect information about you in a variety of ways on the Site, this includes:

Cookies

Like most websites, we use cookies to help make browsing more convenient for you. For example, the next time you visit the Site, it will automatically load the page in the language you’ve previously selected by reading the information from the cookie so you don’t have to select your preferred language again.

Please see our Cookie Policy for further details.

Training Bookings

When you make a training booking through the Site we request the following personal data through the use of Microsoft Forms in order to fulfil that booking:

- Name
- Email address
- School
- Role

We do not collect any financial information through the Site

This information is processed under the basis of Article 6(1)(b) – Contract, of the EU general data protection regulation 2016/679 (GDPR).

Security

The site has security measures in place to protect the loss, misuse and alteration of the information under our control and personal information collected by us is stored in secure operating environments that are not available to the public.

Data Retention

If your school or organisation stops working with the Assessment360, we retain your personal data for the maximum period that it is useful, unless instructed otherwise by you.

Your rights under GDPR

If you know or believe that any data we hold to perform these functions is incorrect or has changed, you have the right to request that we update it. You can also ask us at any time for details of the personal data we hold, and to update, rectify or remove it as you prefer.

We may only use the data for the purposes agreed to when the data is collected from you.

Any such request should be directed to the contact details above.

If our data security is breached, we are required to notify you within 48 hours, and notify the data authority for the England and Wales, the Information Commissioners Office (ICO). If you believe we have failed in our duty to handle your data lawfully, securely and fairly, you can report this to the ICO. However, it is advisable that you raise the issue directly with us first, so that we can rectify the issue as soon as possible, before contacting the ICO if you wish.

For any request made to us, you have a right to a response and action within one month, and without undue delay.



Privacy Policy

At Wonde, we take privacy very seriously. We have prepared this privacy notice to ensure that we communicate to you, in the clearest way possible, how we treat your personal information. We encourage you to read this privacy notice carefully.

This notice sets out how we look after your personal data if you are a:

Parent or student;

Member of staff at a school;

Visitor to our website;

Supplier or business contact of Wonde.

We may update this notice from time to time, and you can find our latest notice on our website or by asking us for a copy.

1. Who are Wonde

Wonde Limited is a company incorporated in England and Wales, with company number 08645640 (referred to as “we” “us” “our” and “Wonde” in this notice).

This privacy notice applies to personal data we collect through all of our different businesses, unless we provide a separate privacy notice for that business.

Our address is Furlong House, 2 Kings Court, Newmarket, Suffolk, England, CB8 7SG, United Kingdom.

We have appointed a Data Protection Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Data Protection Officer as follows:

Address: Furlong House, 2 Kings Court, Newmarket, Suffolk, England, CB8 7SG

Telephone Number: 01638 779 144 Email address: dpo@wonde.com

2. What does Wonde do?

We provide applications and platforms to help schools better manage and securely control their data. Our Wonde platform integrates with a school’s management information systems, to allow schools to seamlessly transfer data to and from third party application providers.

We also provide applications to schools, such as our TestRegister application. In most cases, Wonde acts as a data processor. This means we assist the school and the application provided to transfer your personal data, and that of pupils, to and from each other. In these cases, the school will be the data controller and the person responsible for deciding how and when your personal data is collected and used, whilst we follow the instructions of the school. The school, and, in some circumstances, the third party application provider, will

be a data controller. The school should provide you with their privacy policy or privacy notice, setting out how the school uses your personal data.

Where we act as a data processor, we have legally binding agreements in place with the school (and application provider) which restrict how we process your personal data, in accordance with data protection laws.

When you log in to our platform, visit our website, or contact Wonde support, we will receive certain data directly from you, such as your name and login details. For this limited data only, we will be the person responsible for deciding how and when your data is used, and we will be the data controller.

We are a data controller when we collect personal information from suppliers and other third parties who interact with us.

3. The purpose of this privacy notice

The purpose of the remainder of this privacy notice is to set out how we use your personal data when we act as a data controller.

This notice does not apply when we act as a data processor. In those cases, our private agreement with the school will apply, and you should read the school's privacy policy or privacy notice to understand what personal data is collected and how it is used and shared.

4. The data we collect and how we collect it

Depending on your relationship with us (for instance, whether you are a parent or a professional contact), we collect, use, store and transfer some or all of the following data:

Identity Data: your name. For pupils, we also collect year group and age information.

Financial Information: whether a pupil is entitled to school meal vouchers, and if so, the value.

Contact Data: your email address, telephone number and postal address. ● Relatives Data: the name(s) of your parent(s) and/or child or children.

Technical Data: information we collect automatically when you visit our website, including your IP address, browser details, and device details.

You can withhold your personal data from us, but we may not be able to provide our services to you if you do so.

We may collect your personal data from different sources:

We collect all of the types of data listed above directly from you when you interact with us. This includes when you register with one of our platforms, and when you login to our platforms.

We collect Identity Data, Contact Data and Relatives Data from the school(s) you are connected to.

We collect Technical Data automatically when you interact with our website or platform, by using cookies and other similar technologies.

5. How we use your personal data

We will only use your personal data when the law allows us to.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

When we are acting as a data controller, we will use your personal data for the purposes set out in the table below.

The law sets out a number of different reasons for which we can collect and use your data. The legal grounds on which we collect and use your data are also set out in the table below.

Purpose for using your data	Legal ground for using your data for this purpose
To allow you to access your account on our platform.	Necessary for our legitimate interests (to allow those with an account on our platform to use it)
To allow you to communicate with your school/the school your children are at.	Necessary for our legitimate interests (to allow staff, children and parents of our school customers to use our platform).
To provide support to you when you contact us.	Necessary for our legitimate interests (to respond to support calls as our users would expect).
To manage our relationship with you, which will include notifying you about changes to our privacy notice.	To comply with a legal obligation. Necessary for our legitimate interests (to provide important updates to our users).
Where you are a supplier, to register you as a supplier and to purchase goods or services from you.	To enter into and/or perform a contract with you. Necessary for our legitimate interests (to make purchases of goods and services).
To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	Necessary for our legitimate interests (to protect our business and website; to keep our services updated).
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences.	Necessary for our legitimate interests (to continuously improve our services for our customers and users).
To create anonymous aggregated data, as set out below.	Necessary for our legitimate interests (to provide additional benefits and functionality to our customers and users without disclosing personal data).

Aggregated Data

We may aggregate and use non-personally identifiable data we have collected from you and others. This

data will in no way identify you or any other individual. We may use this aggregated non-personally identifiable data to:

- assist us to better understand how our users are using our platforms and services;
- provide users with further information regarding the uses and benefits of our platforms and services;
- enhance school productivity, including by creating useful school insights from that aggregated data and allowing benchmarking of performance against
- aggregated data; and
- otherwise to improve our platform and services.

Cookies when using our website

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. For more information about the cookies we use, please see <https://www.wonde.com/cookie-notice>

6. Sharing your personal data

We may need to share your personal data when using your personal data as set out in the table above. We may share your personal data with the following third parties:

- Our professional advisers, including lawyers, auditors and insurers.
- Service providers who provide IT and system administration services, or who store data on our behalf.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

7. International Transfers

We may transfer your personal data to third parties providing services to us who are based outside of the UK. This includes parties providing IT administration services and hosting services, and parties providing assistance with managing our marketing databases.

Whenever we transfer your personal data outside of the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

transferring data to countries that have been deemed to provide an adequate level of protection for personal data; or

using specific contracts approved for use in the UK which give personal data the same protection it has in the UK.

8. Retention period

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

For more details of our specific retention periods, please contact our Data Protection Officer.

9. Your rights as a data subject

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These rights are set out below. If you wish to exercise any of the rights set out below, please contact our Data Protection Officer.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

Your rights are as follows:

- Right of access – you have the right to request a copy of the personal data that we hold about you and to check that we are lawfully processing it.
- Right of rectification – you have a right to request that we correct personal data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten / erasure – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

Where we are relying on your consent to process your personal data, you may withdraw consent at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent, or to processing carried out on other legal grounds. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

10. Complaints to the Information Commissioner's Office

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.