

# MATERION CWRICWLAIDD

## CURRICULUM MATTERS



Ysgol Gyfun Gymunedol  
Penweddig

Mae Penweddig yn cynnig:

**Penweddig Offers:**

- **Awyrgylch deuluol ofalgar**  
**A caring family environment**
- **Canlyniadau academaidd a galwedigaethol ardderchog**  
**Excellent academic and vocational achievements**
- **Safon rhagorol o ddwyieithrwydd**  
**A high standard of bilingualism**
- **Gofal bugeiliol ardderchog**  
**Excellent pastoral care**
- **Darpariaeth ragorol i foddio ystod eang o ofynion dysgu ychwanegol gan gynnwys dyslecsia**  
**Outstanding provision to meet a wide range of additional learning needs including dyslexia**
- **Rhaglen eang o weithgareddau allgyrsiol gan gynnwys chwaraeon, theatr a cherddoriaeth**  
**A wide range of extra curricular programmes including sports, theatre and music**
- **Cyfleoedd gwych i ddisgyblion gystadlu yn Eisteddfod Genedlaethol yr Urdd a gweithgareddau eraill yr Urdd**  
**Wonderful opportunities for pupils to compete in the Urdd National Eisteddfod and other Urdd activities**
- **Ysgol iach**  
**A healthy school**
- **Adeilad a chaeau chwarae ardderchog**  
**Excellent building and playing fields**

## THE INSPECTION JANUARY 2017

This is what the inspectors said about Penweddig's curriculum:

*"The curriculum is broad and balanced and there is a valuable range of extra-curricular activities"*

## THE USE OF WELSH

Penweddig was created to provide a Welsh learning environment and Welsh medium education for the children of north Ceredigion.

One of the school's principal aims is to be a Welsh community. At Penweddig the Welsh language and Welsh culture is given a high profile.

This is not done within an insular, inward-looking environment but within a whole school framework and a range of activities that broaden pupils' horizons far beyond the boundaries of Ceredigion and Wales. Learning foreign languages and providing visits that give pupils experiences of Europe and beyond are given a prominent place in the school's activities. Every effort is made to develop pupils' understanding of other cultures and the ways of life of other people.

More than half of Penweddig's pupils come from homes where little or no Welsh is spoken. The school day is the main opportunity that they have to practise their Welsh. **The school therefore expects pupils to speak Welsh in all their school activities and urges parents to give them every encouragement.**

Increasingly, the Welsh language and bilingualism are an economic asset in their own right. The demand for bilingual services and employees has increased dramatically and continues to rise. Therefore, acquiring a command of Welsh and attaining a high degree of bilingualism and, indeed, multi-lingualism, are valuable and life-enhancing competencies.

The school's policy on the medium of teaching and sitting examinations in September 2018 is as follows:

- English is taught and examined in English
- Mathematics and Science are taught bilingually but the medium of assessment/examinations will be in English or Welsh according to the child and parent's choice. **Pupils who have studied these subjects through the medium of Welsh in Year 6 are encouraged to continue to do so in Year 7**
- All other subjects are taught and examined through the medium of Welsh

**This is the policy for every pupil who commences in Year 7 in September 2019 and will remain the same throughout those pupils' career at Penweddig.**

## THE SCHOOL'S ETHOS AND VALUES

The school's core values are referred to in the school's colour prospectus distributed with this information. A particular emphasis is put on getting to know individual pupils well. The values of respect, care and concern and the priority given to providing every pupil with the best possible support are cornerstones of the school's value system. All aspects of the school's work are built on these core values. The school maintains high academic standards and provides a wide-ranging and enriching programme of extra-curricular activities. The school aims to provide every pupil with a rounded education in which particular emphasis is placed on the use of the Welsh language and the awareness of a Welsh identity.

These are the school's aims:

- ◆ To provide a comprehensive education for every pupil, giving particular emphasis to the use of the Welsh language and the awareness of a Welsh identity.
- ◆ To help every pupil to develop as a responsible and mature member of society and to exercise self-discipline in work and play.
- ◆ To help every pupil to respect moral and religious values, and to be tolerant of others.
- ◆ To help every pupil to appreciate the traditions and culture of his/her area and country, and to enjoy and understand other cultures and traditions.

## AROLWG IONAWR 2017

Dyma ddywedodd yr arolygwyr am gwricwlwm Penweddig:

*“ Mae'r cwricwlwm yn gytbwys ac yn eang ac mae ystod werthfawr o weithgareddau all-gyrsiol gwerthfawr ”*

## DEFNYDDIO'R GYMRAEG

Crëwyd Penweddig er mwyn cyflwyno addysg Gymreig a chyfrwng Cymraeg i blant gogledd Sir Ceredigion.

Un o brif nodau'r ysgol yw cynnal cymuned Gymreig. Ym Mhenweddig rhoddir statws uchel i'r iaith Gymraeg ac i ddiwylliant ein gwlad.

Ni wneir hynny mewn awyrgylch ynysig, mewn blyg, ond o fewn fframwaith ysgol gyfan ac ystod o weithgareddau sy'n ymestyn gorwelion y disgyblion ymhell tu hwnt i ffiniau'r ardal a ffiniau Cymru. Rhoddir lle amlwg i ddysgu ieithoedd tramor ac i deithiau sy'n rhoi profiadau o wledydd eraill yn Ewrop a thu hwnt. Gwneir pob ymdrech i feithrin dealltwriaeth y disgyblion o ddiwylliannau a ffyrdd o fyw pobl o bob cenedl.

Daw dros hanner disgyblion yr ysgol o gartrefi lle siaredir dim, neu ond ychydig o Gymraeg. Oriau ysgol yw prif gyfle'r disgyblion hyn i ymarfer eu Cymraeg. **Mae'r ysgol, felly, yn disgwyl i bob disgybl siarad Cymraeg yn holl weithgareddau'r ysgol ac yn erfyn ar rieni i roi pob anogaeth iddynt.**

Yn gynyddol gwelir bod yr iaith Gymraeg a dwyieithrwydd yn fanteision economaidd yn eu hunain. Mae'r galw am wasanaethau a gweithwyr dwyieithog yn cynyddu'n ddramatig ac yn parhau i wneud hynny. Felly, mae cael caffael da ar y Gymraeg a sicrhau graddfa uchel o ddwyieithrwydd, neu hyd yn oed amlieithrwydd, yn gymwyseddau gwerthfawr a all hyrwyddo ansawdd bywyd unigolion.

Ar gyfer Medi 2018 mae polisi cyfrwng dysgu pynciau a sefyll arholiadau allanol fel a ganlyn :

- Dysgir ac arholir Saesneg yn Saesneg
- Addysgir Mathemateg a Gwyddoniaeth yn ddwyieithog ond fe fydd yr asesiadau/arholiadau trwy gyfrwng y Gymraeg neu'r Saesneg yn ôl dymuniad y plentyn a'i rieni. **Anogir y plant sydd wedi astudio'r pynciau hyn trwy gyfrwng y Gymraeg ym Mlwyddyn 6 i barhau i wneud hynny ym Mlwyddyn 7.**
- Dysgir ac arholir pob pwnc arall trwy gyfrwng y Gymraeg

**Hwn yw'r polisi cyfrwng ar gyfer pob disgybl a fydd yn cychwyn ym Mhenweddig ym Medi 2019 a bydd hyn yn parhau trwy gydol gyrfa ysgol y disgyblion hynny.**

## ETHOS A GWERTHOEDD YR YSGOL

Cyfeirir at y gwerthoedd creiddiol yn y llawlyfr lliw a ddisbarthwyd gyda'r wybodaeth hon. Rhoddir pwyslais arbennig ar adnabyddiaeth dda o ddisgyblion fel unigolion. Arddelir y gwerthoedd o barch, gofal a chonsyrn a rhoddir pwyslais ar gynnyg y gynhaliaeth orau bosib i bob disgybl. Ar y seiliau hyn yr adeiladir holl waith yr ysgol. Cynhelir safonau academaidd uchel a darperir rhaglen eang a chyfoethog o weithgareddau allgyrsiol. Darparu addysg gyflawn yw nod yr ysgol gan roi pwyslais arbennig ar ddefnydd o'r iaith Gymraeg ac ymwybyddiaeth o Gymreictod.

Dyma nodau'r ysgol:

- ♦ Darparu addysg gyflawn ar gyfer pob disgybl gan roi pwyslais arbennig ar ddefnydd o'r iaith Gymraeg ac ymwybyddiaeth o Gymreictod.
- ♦ Helpu pob disgybl i ddatblygu'n aelod cyfrifol ac aeddfed o gymdeithas ac i ymarfer hunan-ddisgyblaeth mewn gwaith a chwarae.
- ♦ Helpu pob disgybl i ddysgu parch at werthoedd moesol a chrefyddol, a bod yn oddefgar tuag at eraill.
- ♦ Helpu pob disgybl i werthfawrogi a chyfranogi o draddodiadau a diwylliant ei ardal a'i wlad, ac i fwynhau a deall traddodiadau diwylliannau.

# Ysgol Gyfun Gymunedol Penweddig

- ◆ To help every pupil to develop competencies in language (Welsh, English and others), number, science, physical movement, reasoning and practical dexterity, and to use imagination and creativity.
- ◆ To help every pupil to relate her/his learning and talents to the demands of work, career and leisure in a rapidly changing society.
- ◆ To help every pupil develop an awareness of and respect for the environment in school, the locality and beyond.

## HEALTHY SCHOOL NETWORK

Ysgol Penweddig is an active member of the Welsh Network of Healthy Schools Scheme. A healthy school is one which actively promotes and protects the physical, mental and social health and wellbeing of the community through positive action by such means of policy, strategic planning and staff development with regard to its curriculum, ethos, physical environment and community relations.



## TRANSFERRING FROM PRIMARY SCHOOL

*“The school works closely with its partner primary schools in order to provide a variety of transition activities that ensures a smooth transition from Year 6 to Year 7” (Inspection Report 2017)*

Moving from the primary school to secondary school is an important and significant step for a child to take. The school is aware of this and has developed a programme to try to ensure that each pupil makes the transition with as little anxiety as possible. An open evening is arranged for all families who are considering sending their children to Penweddig. Families are also welcome to contact the school to discuss and obtain additional information on any aspect of Penweddig's provision or to visit the school. During the summer term the Progress Leader responsible for transition from Year 6 to Year 7 together with the Assistant Headteacher with responsibility for Additional Learning Needs will visit each pupil at his/her primary school. Pupils who decide to come to us will be invited to attend a two day course during the summer term in order to get used to the bus arrangements, to get to know other pupils and staff, to familiarise themselves with Penweddig and to ask any questions that they may have about coming to us in September.

Year 7 parents are invited to join us in our assembly on the first morning of the autumn term to share the experience with their child.

During the first term Parents receive a progress report, followed by a Parents' Evening to discuss the pupil's progress in the subject areas.

We believe that this transfer process is comprehensive and, judging by comments received from parents, works effectively in ensuring that **each pupil** settles quickly in their first year at Penweddig.

In addition the school encourages parents to get in touch whenever they want to discuss any aspect of the school's work with us. Parents should feel free to contact us and should not hesitate before doing so. We are very eager to work in close partnership with families.

## THE LANGUAGE CENTRE

Pupils who intend to transfer to Penweddig may have an opportunity to attend a transitional language course held during Year 6 in the Language Centre which is situated in Penweddig. The course, which is usually held after the February half term and during the summer term, aims to give pupils additional help with their Welsh before they transfer to Penweddig. The number of places available is limited and sometimes pupils have to be selected according to their linguistic needs.

Two things are essential if a pupil of whatever background is to succeed, namely, keenness and commitment to learning the Welsh language and to make full use of it.

More than half of Penweddig's pupils come from homes where little or no Welsh is spoken. Penweddig pupils' examination results show that this not a hindrance to pupils' achievements (see the enclosed booklet 'Examination Results 2018').

# Ysgol Gyfun Gymunedol Penweddig

- ◆ Helpu pob disgybl i ddatblygu cymwyseddau ieithyddol (yn y Gymraeg, Saesneg ac ieithoedd eraill), rhifyddol, gwyddonol, corfforol, rhesymegol ac ymarferol, ac i feithrin ei ddefnydd o'i ddychymyg a'i alluoedd creadigol.
- ◆ Helpu pob disgybl i gyrraedd ei safon uchaf o gyrhaeddiad ac i fedru perthnasu a chymhwyso ei ddysg a'i ddoniau ar gyfer gwaith, gyrfa a hamdden mewn cymdeithas sy'n newid yn gyflym.
- ◆ Helpu pob disgybl i ddatblygu ymwybyddiaeth o'i amgylchedd a dangos parch tuag ato o fewn yr ysgol, yn ei fro ei hun a thu hwnt.

## RHWYDWAITH YSGOLION IACH

Mae Ysgol Penweddig yn aelod gweithgar o Gynllun Ysgolion Iach – Rhwydwaith Cymru. Mae ysgol iach yn ysgol sy'n mynd ati i hybu a diogelu iechyd a lles corfforol, meddyliol a chymdeithasol ei chymuned trwy gymryd camau cadarnhaol megis llunio polisiau, gwneud gwaith cynllunio strategol a datblygu staff, mewn perthynas â chwricwlwm, ethos ac amgylchedd ffisegol yr ysgol a'i chysylltiadau â'r gymuned.



## TROSGLWYDDO O'R CYNRADD

*Mae'r ysgol yn cydweithio'n agos â'i hysgolion cynradd partner er mwyn darparu amrywiaeth o weithgareddau pontio sy'n sicrhau trosglwyddo diffwdan o Flwyddyn 6 i Flwyddyn 7" (Adroddiad Arolwg 2017)*

Mae symud o'r ysgol gynradd i'r uwchradd yn gam pwysig ac yn gam mawr i blentyn ei gymryd. Mae'r ysgol yn ymwybodol o hyn ac wedi datblygu rhaglen i geisio sicrhau bod y trosglwyddo yn broses ddibryder i bob disgybl sydd yn dod atom. Trefnir noson agored ar gyfer pob teulu sy'n ystyried anfon plentyn i Benweddig. Mae croeso hefyd i deuluoedd unigol gysylltu â ni i drafod unrhyw agwedd o fywyd Penweddig yr hoffent gael mwy o wybodaeth amdano neu i ymweld â'r ysgol. Yn ystod tymor yr haf bydd yr Arweinydd Cynnydd sy'n gyfrifol am bonito o Flwyddyn 6 i Flwyddyn 7 ynghyd â'r Pennaeth Cynorthwyol sydd â chyfrifoldeb dros Anghenion Dysgu Ychwanegol yn ymweld â phob plentyn yn ei ysgol gynradd. Hefyd trefnir cwrs dau ddiwrnod yn yr ysgol er mwyn i'r plant gyfarwyddo gyda threfn y bysiau, dod i adnabod ei gilydd, y staff a'r ysgol a chael cyfle i holi unrhyw gwestiynau cyn dechrau ym mis Medi.

Ar y bore cyntaf ym mis Medi mae yna wahoddiad i rieni blwyddyn 7 i ddod i'r addoliad boreol am 9 o'r gloch er mwyn rhannu'r profiad gyda'u plant.

Yn ystod y tymor cyntaf mae rhieni yn derbyn adroddiad cynnydd ac i'w ddilyn noson rieni i drafod cynnydd y disgybl yn y pynciau.

Credwn fod y drefn o drosglwyddo o'r cynradd i'r uwchradd, a sicrhau bod **bob plentyn** yn setlo'n gyflym yn y flwyddyn gyntaf, yn un gynhwysfawr a'i bod yn gweithio'n effeithiol.

Yn ychwanegol at hyn mae'r ysgol yn annog pob rhiant i gysylltu â ni ynghlŷn ag unrhyw agwedd o fywyd yr ysgol yn ôl yr angen, ac i beidio ag oedi rhag gwneud hynny. Rydym am gydweithio mewn partneriaeth glos gyda theuluoedd.

## Y GANOLFAN IAITH

Gall fod cyfle i blant sy'n bwriadu trosglwyddo i Benweddig fynychu cwrs Pontio Ieithyddol yn y Ganolfan Iaith sydd wedi ei lleoli ar safle'r ysgol. Fel arfer, cynhelir y cwrs ym Mlwyddyn 6 ar ôl hanner tymor Chwefror ac yn ystod tymor yr haf. Mae'r cwrs hwn ar gyfer plant sydd angen cymorth ychwanegol gyda'r iaith Gymraeg cyn iddynt drosglwyddo o'r ysgol gynradd i Benweddig. Weithiau mae'n rhaid dethol pwy sy'n mynychu'r cwrs yn ôl yr angen ieithyddol y plant am mai dim ond lle i nifer cyfyngedig sydd yn y Ganolfan.

Mae dau beth yn angenrheidiol er mwyn i ddisgybl o unrhyw gefndir lwyddo ym Mhenweddig, sef [awydd ac ymroddiad i ddysgu Gymraeg ac i wneud defnydd llawn ohoni](#).

Daw dros hanner disgyblion Penweddig o gartrefi lle siaredir dim, neu ond ychydig o Gymraeg. Dengys canlyniadau arholiad disgyblion Penweddig nad yw hyn yn rhwystr i gyflawniad llawn y disgyblion (gweler y llyfryn amgaeedig 'Canlyniadau Arholiad 2018).

## A CURRICULUM STATEMENT

The arrangements noted below may change during a pupil's school career.

In Years 7 to 9 the pupils study the following subjects:

### CORE

Mathematics  
Science  
Welsh  
English

### NON-CORE

Design & Technology, Food Technology, Information Technology,  
French, History, Geography, Religious Education, Music, Art, Physical  
Education and Games, Essential Skills (Communication and Numeracy).

In year 9, pupils will get to choose their subjects to follow in years 10 and 11 from a number of option blocks.

In Years 10 and 11 three kinds of courses are offered:

1. Compulsory, core, non-examination courses: these include PSE, (personal and social education which includes sex education), physical education, careers education, and religious education.
2. Compulsory, core courses leading to examinations: these include science, mathematics, English, Welsh and the Welsh Baccalaureate. The majority of pupils sit both language and literature examinations in both core languages.
3. Optional courses leading to examinations: these include GCSE and intermediate vocational courses

In the Sixth Form (Years 12 and 13), four kinds of courses are currently on offer as part of the Welsh Baccalaureate. All students follow the "WBQ" and choose from a number of optional courses as part of it.

1. Compulsory, core, non-examination courses: these includes religious education, physical education and a wide-ranging personal and social education (PSE) programme.
2. The Welsh Baccalaureate Qualification is studied by all students in Years 12 and 13.
3. Intermediate and advanced vocational courses.
4. Advanced Supplementary (AS) and A level courses up to 30 subjects.

There are a host of voluntary activities that give Sixth Form students ample opportunities to develop their personal skills and to develop their ability to take on responsibilities and to exercise leadership.

***"The school works creatively with other local providers in order to broaden the options that are available in key stage 4 and the sixth form"*** (Inspection Report 2017)

***"The school has a wide range of strong partnerships that enrich pupils' experiences. These have a positive effect on pupils' social skills and life skills"*** (Inspection Report 2017)

## SPECIAL ARRANGEMENTS WITHIN THE CURRICULUM

In Year 7, pupils are put into registration classes mainly according to friendship groups. Efforts are also made to ensure that pupils make new friends from other primary schools and from different linguistic backgrounds. They remain in these registration classes for five years, as far as possible, with the same form teacher.

In years 7 most classes are of mixed ability. After the pupils have settled in, the school sets diagnostic tests to identify strengths and weaknesses in literacy and numeracy in order to arrange extra help if necessary. In years 8 and 9 pupils are placed in sets according to ability on the basis of statutory tests and assessments in Welsh, English, Mathematics and Science. These tests also provide information used to identify More Able and Talented children and to plan suitable work and activities for them. We will contact parents regarding the strengths and weaknesses of their child and the provision for More Able and Talented children. During the year, departments set internal tests which are used in order to move pupils between sets and to give the pupils the best opportunity to make progress.

## DATGANIAD AR Y CWRICWLWM

Gall y trefniadau a nodir isod newid yn ystod gyrfa disgybl.

Ym mlynnyddoedd 7 i 9 mae'r disgyblion yn astudio'r pynciau canlynol:

### CRAIDD

Mathemateg  
Gwyddoniaeth  
Y Gymraeg  
Saesneg

### ALLGRAIDD

Dylunio & Thechnoleg, Technoleg Bwyd, Technoleg Gwybodaeth,  
Ffrangeg, Hanes, Daearyddiaeth, Addysg Grefyddol, Cerddoriaeth, Celf,  
Addysg Gorfforol a Chwaraeon, Sgiliau Hanfodol (Cyfathrebu a Rhif).

Ym mlwyddyn 9 caiff disgyblion ddewis eu pynciau i'w dilyn ym mlynnyddoedd 10 ac 11 o nifer o flociau dewis.

Ym mlwyddyn 10 ac 11 cynigir tri math o gwrs:

1. Cyrsiau craidd, gorfodol di-arholiad : cyfeirir yn y fan yma at ABCh (addysg bersonol a chymdeithasol sy'n cynnwys addysg rhyw), addysg gyrfaoedd, addysg grefyddol ac addysg gorfforol.
2. Craidd gorfodol sy'n arwain at arholiad: cyfeirir yma at wyddoniaeth, mathemateg, Saesneg, Cymraeg a'r Fagloriaeth. Mae'r mwyafrif o ddisgyblion yn sefyll arholiadau iaith a llenyddiaeth yn y ddwy iaith graidd.
3. Cyrsiau dewisol sy'n arwain at arholiad: cyfeirir yma at gyrsiau TGAU a galwedigaethol canolradd

Yn y Chweched Dosbarth (Blwyddyn 12 a 13) cynigir pedwar math o gwrs fel rhan o Fagloriaeth Cymru. Mae pob myfyriwr yn dilyn y "Bac" gan ddewis o blith y cyrsiau dewisol fel rhan ohono.

1. Craidd gorfodol di-arholiad: cynhwysir addysg grefyddol, addysg gorfforol a rhaglen Addysg Bersonol a Chymdeithasol (ABCH) eang.
2. Astudir Cymhwyster Bagloriaeth Cymru gan bob myfyriwr.
3. Cyrsiau galwedigaethol canolradd ac uwch.
4. Cyrsiau uwch gyfrannol (AS) a safon uwch (lefel A) hyd at 30 o bynciau.

Mae yna lu o weithgareddau gwirfoddol sy'n caniatáu cyfleoedd da i fyfyrwyr chweched dosbarth ddatblygu eu sgiliau personol ac i feithrin eu gallu i gymryd cyfrifoldeb ac i arwain.

***"Mae'r ysgol yn gweithio'n greadigol gyda darparwyr lleol eraill er mwyn ehangu'r dewisiadau sydd ar gael yng nghyfnod allweddol 4 ac yn y chweched dosbarth"*** (Adroddiad Arolwg 2017)

***"Mae gan yr ysgol ystod eang o bartneriaethau cryf sy'n cyfoethogi profiadau'r disgyblion. Mae'r rhain yn cael effaith gadarnhaol ar fedrau cymdeithasol a medrau bywyd y disgyblion"*** (Adroddiad Arolwg 2017)

## TREFNIADAU ARBENNIG O FEWN Y CWRICWLWM

Ym mlwyddyn 7, rhoddir disgyblion mewn dosbarthiadau cofrestru cymysg yn bennaf yn ôl grwpiau cyfeillion. Ceisir sicrhau hefyd bod plant yn gwneud ffrindiau newydd o ysgolion cynradd eraill ac o ran cefndir ieithyddol. Byddant yn aros yn y dosbarthiadau cofrestru hyn am bum mlynedd, gyda'r un athro/athrawes pan fo hynny'n bosibl.

Ym mlwyddyn 7 mae'r rhan fwyaf o'r dosbarthiadau yn allu cymysg. Wedi i ddisgyblion setlo, mae'r Ysgol yn gosod profion diagnostig sy'n adnabod cryfderau a gwendidau disgyblion mewn llythrennedd a rhif er mwyn trefnu cymorth os oes angen. Ym mlwyddyn 8 a 9 gosodir y disgyblion mewn setiau yn ôl gallu ar sail canlyniadau profion safonol ac asesiadau yn y Gymraeg, Saesneg, Mathemateg a Gwyddoniaeth. Mae'r profion hyn hefyd yn gyfle ychwanegol i adnabod plant Mwy Abl a Thalentog ac i gynllunio gwaith a gweithgareddau addas iddynt. Byddwn yn cysylltu gyda rhieni i ddweud wrthynt am gryfderau a gwendidau eu plentyn ac ynglŷn â darpariaeth Mwy Abl a Thalentog. Yn ystod y flwyddyn mae'r adrannau yn gosod profion mewnol sy'n cael eu defnyddio er mwyn symud disgyblion rhwng setiau a rhoi'r cyfle gorau i ddisgyblion wneud cynnydd.

# Ysgol Gyfun Gymunedol Penweddig

Subject Leaders/Heads of Progress include parents in the discussion regarding changing sets and the emphasis is on making the decision which ensures that the child makes the best progress.

Pupils may change sets following consultation with parents, Subject Leader/Head of Progress and the Senior Management Team.

In Years 10 and 11, pupils are set according to ability for Welsh, English, Mathematics and Science. In these years Mathematics and Science sets may be taught bilingually with the pupils choosing the medium of the examination.

In Years 12 and 13, biology, chemistry, physics and Mathematics are taught bilingually with pupils choosing the medium of the examination.

Appropriate provision is made when a pupil needs additional support.

## HOMEWORK

The school uses the "Show My Homework" website/app for students and parents to view homework details and upcoming deadlines. "Show My Homework" will help the pupils by:

- Keeping Homework organised
- Sending reminders for when homework is due
- Help show how much homework they have
- Not needing to write homework down

Each pupil will receive training, and there will be a presentation for parents.

## ADDITIONAL LEARNING NEEDS: CENTRAL ROLE OF THE LEARNING SUPPORT DEPARTMENT

The inspectors state that, *"the school provides valuable care for vulnerable pupils and those with additional learning needs"*.

The Learning Support Department comprises of 1 teacher and a team of learning assistants.

The school's special education policy sets out how the school endeavours to meet each pupil's additional learning needs. The policy reflects the requirements of the Code of Practice. There is a range of provision to meet individual needs ranging from withdrawal from certain lessons to providing a support teacher/assistant within lessons.

There is a Bilingual Dyslexia Unit and additional intervention groups to support literacy and numeracy. The 'CLICS' programme is used to develop reading skills in Welsh and in English. There are also social use of language programme lessons to help pupils develop their social skills.

During the process of identifying and analysing a pupil's specific needs the school works closely with parents so that a strong and effective partnership is established. At present 6 pupils have Statements of Special Educational Needs and there are 255 children on the school's Additional Learning Needs register.

One of the Governors has been nominated to take a specific interest in special needs. Good links have been established between the school and the County including the Educational Psychology Service and other external agencies.

The school site and building have been designed to fully meet the needs of pupils and adults with additional needs.

## LOOKED-AFTER CHILDREN

A link governor is appointed with responsibility for looked-after children, and a senior member of staff has responsibility for ensuring their academic achievement and welfare in partnership with the LEA. The designated person is Mrs E Page, Assistant Headteacher

*"The school is a caring and inclusive community"* (Inspection Report 2017)



# Ysgol Gyfun Gymunedol Penweddig

Mae'r Arweinydd Pwnc/Arweinydd Cynnydd yn cynnwys rhieni yn y drafodaeth ynglŷn â symud setiau ac mae'r pwyslais ar wneud y penderfyniad sydd orau i sicrhau cynnydd y plentyn.

Gall disgyblion newid setiau yn dilyn ymgynghoriad gyda rhieni, yr Arweinydd Pwnc/Arweinydd Cynnydd a'r Uwch Dîm Rheoli.

Ym Mlwyddyn 10 ac 11, gosodir disgyblion mewn setiau yn ôl eu gallu mewn Cymraeg, Saesneg, Mathemateg a Gwyddoniaeth. Gall y dosbarthiadau Mathemateg a Gwyddoniaeth gael eu dysgu'n ddwyieithog yn ystod y blynyddoedd hyn.

Ym Mlynnyddoedd 12 a 13, dysgir Mathemateg, Bioleg, Cemeg a Ffiseg yn ddwyieithog gyda'r disgybl yn dewis cyfrwng yr arholiad.

Lle y mae angen cynhaliath ychwanegol ar ddisgybl, trefnir rhaglen addas yn ôl angen yr unigolyn.

## GWAITH CARTREF

Mae'r ysgol yn defnyddio gwefan/Ap "Show My Homework" i ddisgyblion a rhieni weld manylion gwaith cartref a dyddiadau cyflwyno. Bydd "Show My Homework" yn helpu'r disgyblion drwy:

- Gadw trefn ar waith cartref
- Anfon negeseuon hysbysu pan fo angen cwblhau gwaith cartref
- Helpu i ddangos faint o waith cartref sydd i'w wneud
- Dim angen ysgrifennu beth yw'r gwaith cartref

Bydd hyfforddiant yn cael ei ddarparu i bob disgybl, ynghyd â chyflwyniad i rieni.

## ANGHENION DYSGU YCHWANEGOL: RÔL GANOLOG YR ADRAN GYNNAL

*"Mae'r ysgol yn darparu gofal gwerthfawr i ddisgyblion bregus a rhai sydd ag anghenion dysgu ychwanegol"*, medd yr Arolygwyr.

Mae yna 1 athrawes a thîm o gynorthwywyr dysgu yn yr Adran Gynnal.

Mae gan yr ysgol bolisi addysg arbennig sy'n diffinio sut mae'r ysgol yn ceisio cwrdd ag anghenion dysgu ychwanegol pob disgybl. Lluniwyd y polisi yn unol â gofynion Côt Ymarfer Addysg Arbennig. Ymatebir i sefyllfa disgyblion unigol trwy wahanol ddulliau megis tynnu allan o wersi penodol neu trwy roi athro/cynorthwywr cynhaliol i mewn i wersi.

Mae yna Ganolfan Ddyslecsia Ddwyieithog ynghyd â grwpiau ymyraeth ychwanegol i hybu sgiliau llythrennedd a rhifedd. Gwneir defnydd o gynllun CLICS ar gyfer cryfhau medrusrwydd darllen yn y Gymraeg a'r Saesneg. Hefyd, trefnir gwersi hybu iaith i wella sgiliau cymdeithasol rhai disgyblion.

Dadansoddir anghenion disgyblion unigol gyda'r teulu er mwyn sicrhau partneriaeth gref ac effeithiol er budd y disgybl. Ar hyn o bryd mae 6 disgybl yn destun Datganiad Anghenion Addysgol Arbennig ac mae tua 255 o blant ar Gofrestr Anghenion Dysgu Ychwanegol yr ysgol.

Mae gan un o'r Llywodraethwyr gyfrifoldeb am oruchwylio gwaith yr ysgol yn y maes hwn. Sefydlwyd cydweithrediad da rhwng yr ysgol a'r Sir gan gynnwys y gwasanaeth seicolegol addysgol a chydag asiantaethau eraill.

Mae'r adeilad ysgol wedi ei ddylunio'n briodol ac yn fwriadus er mwyn hwyluso mynediad a symudiad pobl ag anhawsterau ychwanegol.

## DISGYBLION MEWN GOFAL

Dynodir llywodraethwr a gofal dros ddisgyblion mewn gofal ac mae aelod hŷn o staff yn gyfrifol am eu cynnydd yn academiaidd a hybu eu lles mewn cydweithrediad â'r AALI. Y person dynodedig yw Mrs E Page, Pennaeth Cynorthwyol.

*"Mae'r ysgol yn gymuned ofalgar a chynhwysol"* (Adroddiad Arolwg 2017)

## HAFAN & ENCIL

**Hafan:** This is a centrally situated room within the school to where a pupil is referred for emotional and practical support. It aims to support the pupil with aspects of school life which he/she find difficult. A pupil may self refer to Hafan or be referred by a member of staff.

**Encil:** A pupil is referred to Encil when he/she does not conform to school rules and to internally exclude. In the case of an internal exclusion, parents are contacted to let them know and a record is kept. A pupil may spend up to a maximum of 3 days in internal exclusion.

To ensure a consistency of approach a pupil can only be referred to Encil by the Senior Management Team.

A confidential counselling service is available on the school site two days a week. A pupil may self refer or an appointment can be made via a member of staff.

## DISCIPLINE AND SCHOOL EXPECTATIONS

### The school's core values are:

- Have respect for yourself and for others
- Respect people's property and the environment
- Have respect for the School
- Use Welsh as much as you are able

### The school's expectations are:

- Always be on time
- Stand when a member of staff comes into the room
- Bring all necessary equipment to lessons
- Enter and leave the classroom in an orderly manner
- Work quietly and follow the teacher's instructions
- Do not disturb other people while they are working
- Work hard to keep to all deadlines
- Ensure that you catch up with any work you miss
- Work quietly in the Resource Centre
- Use the computer system for work purposes only
- Do not eat or drink in the classroom or the Resource Centre\*
- Keep mobile phones and i-pods/MP3/music players out of sight and switched off.\*\*
- Do not use them whilst on the school site
- Do not behave in a way which undermines the good name of the school

\*Bottled water is permitted in some lessons with the teacher's permission

\*\*Mobile phones may be used to contact parents outside school hours. In an emergency, pupils and parents must contact one another via the school office phone.

### Health and safety guidelines include:

- Be punctual for morning and afternoon registration
- Stay on the school site during the school day (Yr 7 - 11)
- Only go to the Leisure Centre for lessons
- Follow all fire instructions and arrangements concerning the buses
- No alcohol, drugs or smoking
- No jewellery other than one pair of ear-rings ('studs' or 'sleepers' for ears only)
- Walk on the left on corridors and stairs
- No congregating on the first floor during break and lunch hour
- Put litter in bins and keep the school clean
- No chewing gum on the site

If pupils behave badly teachers are entitled to reprimand or discipline them within reason – by setting extra work or keeping them in detention. If we are not satisfied with a pupil's attitude, we invite parents to the school to discuss the problem. In some instances of misbehaviour or patterns of misbehaviour a pupil may be kept in after school. Parents will be informed at least five days in advance. In more serious cases of misbehaviour pupils may be excluded from school. The above sanctions are all employed within the framework of the school's behaviour policy. A copy of the policy is on the school's website. A parent has the right to appeal to the Governors if they do not agree with any action taken.

# Ysgol Gyfun Gymunedol Penweddig

## YR HAFAN A'R ENCIL

**Hafan:** Ystafell ganolog yn yr ysgol ble y cyfeirir disgybl er mwyn derbyn cynhaliath emosiynol ac ymarferol. Y bwriad yw cynnig cynhaliath i'r disgybl i ymdopi gydag agweddau o fywyd yr ysgol sy'n anodd iddo ef/iddi hi. Gall ddisgybl gyfeirio ei hunan at yr Hafan neu gael ei gyfeirio gan aelod o staff.

**Encil:** Cyfeirir disgybl at yr Encil pan nad yw'n cydymffurfio â rheolau'r ysgol ac i ynysu'n fewnol. Pan gyfyd achos o ynysu mewnol cysylltir â rhieni i roi gwybod iddynt a chedwir cofnod o hynny. Gall ddisgybl fod yn yr Encil hyd at fwyafswm o 3 diwrnod.

Er mwyn sicrhau cysondeb, dim aelodau'r Uwch Dîm Rheoli all gyfeirio disgybl i'r Encil.

Cynigir gwasanaeth cwnsela ar safle'r ysgol dau ddiwrnod yr wythnos. Mae modd i ddisgybl gyfeirio ei hunan neu gall wneud apwyntiad drwy gysylltu ag aelod o staff.

## DISGYBLAETH A DISGWYLIADAU'R YSGOL

### Gwerthoedd creiddiol yr ysgol yw:

Parchu eich hunan ac eraill  
Parchu eiddo ac amgylchedd  
Parchu'r Ysgol

Defnyddio'r Gymraeg hyd eithaf eich gallu

### Disgwyliadau'r ysgol yw'r canlynol:

Bod yn brydlon bob amser  
Codi pan ddaw aelod o staff i'r ystafell ddysgu  
Dod â'r holl offer i'r gwersi  
Dod i mewn, a gadael y dosbarth yn drefnus  
Gweithio'n dawel a dilyn cyfarwyddiadau'r athro  
Peidio â tharfu ar waith eraill  
Gweithio yn galed i gadw at ddyddiadau penodol  
Sicrhau bod gwaith a gollwyd yn cael ei gwblhau  
Gweithio'n dawel yn y Ganolfan Adnoddau  
Defnyddio cyfrifiaduron at bwrpas gwaith ysgol yn unig  
Peidio â bwyta nac yfed yn yr ystafell ddosbarth neu'r Ganolfan Adnoddau\*  
Cadw ffonau symudol a chwaraewyr MP3/cerddoriaeth allan o'r golwg ac wedi eu diffodd. \*\*  
Peidio â'u defnyddio o gwbl tra ar safle'r ysgol  
Peidio gweithredu mewn ffordd sydd yn tanseilio enw da'r ysgol

\*Caniateir dŵr mewn potel mewn rhai gwersi gyda chaniatâd yr athro

\*\*Caniateir defnydd o ffonau symudol ar gyfer cysylltu â rhieni y tu allan i oriau ysgol. Mewn argyfwng, mae angen i ddisgyblion a rhieni ddefnyddio ffôn swyddfa'r ysgol

### O ran iechyd a diogelwch dylid dilyn y canllawiau hyn:

Cofrestru'n brydlon bore a phrynhawn  
Aros ar safle'r ysgol yn ystod oriau ysgol (Bl 7 - 11)  
Mynychu'r Ganolfan Hamdden adeg gwersi yn unig  
Dilyn y cyfarwyddiadau tân a threfniadaeth y bysiau  
Dim ysmegu, cyffuriau neu alcohol  
Dim gemwaith oni bai am un pâr o glustdlysau ('sleepers' neu 'studs' yn y clustiau yn unig)  
Cerdded ar y chwith ar y coridorau a'r grisiau  
Dim ymgasglu ar y llawr uchaf amser egwyl a chinio  
Rhoi ysbwriel yn y bin a chadw'r ysgol yn lân  
Dim gwm cnoi ar y safle

Os bydd plentyn yn ymddwyn yn wael, mae gan athrawon yr hawl i drefnu cosb megis gwaith ychwanegol neu ei gadw i mewn yn yr atalfa. Os nad ydym yn fodlon ar agwedd disgybl, byddwn yn gwahodd ei rieni i'r ysgol i drafod y broblem. Mewn rhai achosion o gamymddwyn neu batrwm o gamymddwyn cedwir y disgybl i mewn ar ôl ysgol. Pan ddigwydd hyn, hysbysir y rhieni o leiaf pum niwrnod o flaen llaw. Mewn achosion mwy difrifol o gamymddwyn gellir gwahardd disgybl o'r ysgol. Defnyddir y sancsiynau uchod oddi mewn i fframwaith polisi ymddygiad yr ysgol. Mae copi o' polisi ar wefan yr ysgol. Mae gan riant yr hawl i gy-sylltu â'r Corff Llywodraethol os anghytunir gyda gweithred ddisgyblaethol.

# Ysgol Gyfun Gymunedol Penweddig

## Serious Misbehaviour

The types of behaviour listed below are not acceptable at any time in School.

Stealing  
Vandalism  
Physical Attack  
Possession/Use/Supply of alcohol  
Possession/Use/Supply of drugs  
Possession /Use of a dangerous weapon  
Abusive or threatening behaviour towards a member of staff  
Behaviour which puts others in danger  
Use of the computer equipment to damage other people's work  
Interfering with or compromising the computer management system  
Bullying  
Cyber-bullying including texting and mobile phones  
Taking or distributing photos/videos/recordings without permission

The consequence of these types of behaviour will be exclusion from school, either temporarily or permanently.

Pupils in Years 7 – 11 must remain on the school site throughout the day. Year 12 and 13 pupils are allowed to leave the school during the lunch period, and at other times with the Head of Progress' consent. **It must be emphasised that the school takes no responsibility for these pupils if they exercise this option.**

Lunch is available in the canteen and there are often school activities during the lunch break. The school retains the right to keep a pupil in during the lunch hour in cases of bad behaviour.

Pupils going to see the doctor, optician, dentist or to the hospital should show an appointment card or parental letter to the form teacher before going, and fill in the Exit Book in the school office before leaving school and on return.

All pupils are expected to take part in Games and Physical Education. Pupils are only excused for good medical reasons. Physical Education is a compulsory element of the National Curriculum.

## **BULLYING**

Each member of the school community has the fundamental right to be respected by others and to experience a happy school life. The school's Anti-bullying Policy was formulated following full discussions with parents and the School Council. The policy details how the school endeavours to defend that right by stating clearly the school's position on bullying and by giving guidance to pupils, parents, staff and governors on how to act if bullying is identified or if there is suspicion that bullying is taking place. Bullying happens in all schools. Penweddig is determined to work in partnership with families to decrease its incidence and, as far as possible, to try to eradicate it from the school.

**Bullying is totally unacceptable.** A copy of the anti-bullying policy can be found on the school's website. The school will deal with every occurrence of bullying individually and will follow the school's Anti-bullying Policy. The response may vary across the disciplinary steps 1 to 6 of the school behaviour policy depending on circumstances. Bullying can lead to exclusion.

## **ALL WALES CHILD PROTECTION PROCEDURES**

All members of staff within this school receive annual training and are responsible for the safety and protection of the children who attend. If there are concerns regarding neglect or physical, emotional or sexual abuse then under the **All Wales Child Protection Procedures** staff are duty bound to report the matter to the Child Protection Officer (Mrs E Page) who will advise the Headteacher.

The Headteacher may consult with professional colleagues as well as relevant agencies such as **Health and Social Services**. Following these discussions the Headteacher may be obliged to make an official referral to the **Social Services Department** in accordance with all Wales guidelines and local protocol. It is the Social Services Department who decide on the next course of action. **Due to the nature of the allegations it may not always be appropriate to discuss matters with parents prior to making a referral.** The responsibility for investigating allegations lies with Social Services and the Police.

## **MULTI-AGENCY SUPPORT**

The pastoral support team co-operates closely with a number of external agencies to ensure that the needs and welfare of pupils are addressed by the most suitable professional agency. Regular assistance is provided by the school nurse, and Ceredigion's Inclusion Team.

# Ysgol Gyfun Gymunedol Penweddig

## Camymddygiad difrifol

Nid yw'r mathau o gamymddygiad isod yn dderbyniol ar unrhyw achlysur yn yr Ysgol.

Dwyn  
Fandaliaeth  
Ymosodiad Corfforol  
Meddiant/ Defnydd/ Dosbarthu alcohol  
Meddiant/ Defnydd/ Dosbarthu cyffuriau  
Meddiant/ Defnydd o arf peryglus  
Ymddygiad haerllug neu fygythiol tuag at aelod o staff  
Ymddygiad sydd yn gosod eraill mewn perygl  
Defnydd o'r offer cyfrifiadurol i ddifrodi gwaith eraill  
Ymyrryd/ cyfaddawdu ar reolaeth y system gyfrifiadurol  
Bwlian  
Cyber-Bwlian gan gynnwys negeseuon testun a ffôn  
Cymryd neu ddsbarthu llun/fideo/recordiad o berson heb ganiatâd

Canlyniad y math yma o gamymddygiad fydd eithrio, naill ai dros dro neu yn barhaol.

Ni chaiff ddisgyblion Blynnyddoedd 7 i 11 adael yr ysgol yn ystod y toriad cinio oni bai fod ganddynt apwyntiad penodol. Caiff disgyblion Blwyddyn 12 a 13 adael y safle adeg yr egwyl ginio a chyda chyd-drefniant gyda'r Pennaeth Cynnydd, ar adegau eraill ond **rhaid i rieni dderbyn nad yw'r ysgol yn gyfrifol am y rhai sy'n gadael y safle yn ystod yr amser hwnnw.**

Y mae cinio ar gyfer pawb yn y ffreutur a bydd gweithgareddau amrywiol yn digwydd yn ystod amser cinio. Y mae'r ysgol yn cadw'r hawl i rwystro unrhyw ddisgybl rhag mynd allan yn ystod amser cinio os nad yw ei ymddygiad yn foddhaol.

Rhaid i ddisgyblion sy'n mynd at y meddyg, optegydd, deintydd neu'r ysbyty ddangos cerdyn apwyntiad neu lythyr oddi wrth riant i'r athro dosbarth cyn mynd, a llenwi'r Llyfr Allan a gedwir yn y swyddfa cyn gadael yr ysgol ac wrth ddychwelyd.

Disgwylir i bob disgybl gymryd rhan mewn gwersi Chwaraeon ac Addysg Gorfforol. Rhaid wrth reswm meddygol da cyn yr esgusodir disgyblion o'r gwersi hyn. Y mae Addysg Gorfforol yn bwnc gorfodol yn y Cwr-icwlwm Cenedlaethol.

## **BWLIAN**

Mae hawl sylfaenol i holl aelodau'r ysgol gael eu parchu gan bawb ac i brofi bywyd hapus yn yr ysgol. Lluniwyd y polisi Gwrth-fwlian mewn ymgynghoriad llawn gyda'r rhieni a'r Cyngor Ysgol. Mae'r polisi'n manylu ar sut y mae'r ysgol yn ceisio diogelu'r hawl yma trwy ddatgan safiad yr ysgol yn erbyn bwlian yn glir ac yn gadarn. Rhoddir canllawiau i ddisgyblion, rhieni, staff a llywodraethwyr yr ysgol ar sut i weithredu os bydd bwlian yn digwydd neu bod amheuaeth bod bwlian yn digwydd. Digwydd bwlian ymhob ysgol. Mae Penweddig yn benderfynol o weithio mewn partneriaeth gyda'r teuluoedd ac asiantaethau allanol i leihau'r nifer o achosion o fwlian ac, mor bell ag y mae'n bosib, i'w ddileu o'r ysgol.

**Mae bwlian yn hollol annerbyniol.** Mae copi o'r polisi gwrth-fwlian ar wefan yr ysgol. Bydd yr Ysgol yn delio â phob achos o fwlian yn unigol, ac yn unol â Pholisi Wrth-fwlian yr Ysgol. Gall yr ymateb amrywio ar draws camau disgyblaeth 1 hyd at 6 o'r polisi ymddygiad yn dibynnu ar yr amgylchiadau. Gall bwlian arwain at ddiarddeliad.

## **CANLLAWIAU AMDDIFFYN PLANT CYMRU GYFAN**

Mae pob aelod o staff yr ysgol hon yn derbyn hyfforddiant blynnyddol ac maent yn gyfrifol am ddiogelu ac amddiffyn y plant sy'n ei mynychu. Os ceir pryderon ynglŷn ag esgeulustra neu gam-drin corfforol, emosiynol neu rywiol, yna mae'n ddyletswydd ar y staff, yn unol â **Threfn Diogelu Plant Cymru Gyfan**, i sôn am y mater wrth y Swyddog Diogelu Plant (Mrs E Page) sy'n hysbysu'r Pennaeth.

Bydd y Pennaeth yn ymgynghori â chydweithwyr proffesiynol yn ogystal ag asiantaethau perthnasol megis y **Gwasanaethau Iechyd a Chymdeithasol**. Yn dilyn y trafodaethau hyn, efallai y bydd rhaid i'r Pennaeth gyfeirio yn swyddogol i'r **Adran Gwasanaethau Cymdeithasol**, yn unol â chanllawiau Cymru Gyfan a phrotocol lleol. Yr Adran Gwasanaethau Cymdeithasol sy'n penderfynu a oes angen gweithredu neu beidio. **Oblegid natur y cyhuddiadau, ni fydd bob amser yn briodol i drafod materion gyda'r rhieni cyn cyfeirio'r plentyn.** Y Gwasanaethau Cymdeithasol a'r Heddlu sy'n gyfrifol am ymchwilio i gyhuddiadau.

## **CEFNOGAETH AML-ASiantaETH**

Cyd-weithia'r tîm bugeiliol yn agos gyda nifer o asiantaethau allanol i sicrhau bod anghenion a buddiannau'r disgyblion yn cael eu trafod gan yr asiantaeth broffesiynol fwyaf addas. Ceir cymorth cyson oddi wrth nyrs yr ysgol, a Thîm Cynhwysiant Ceredigion.

## SCHOOL UNIFORM

**Year 7-11:** Penweddig sweatshirt and polo shirt, plain black shoes (not trainers)

**Year 12 & 13:** Penweddig jumper/cardigan and tie, white blouse/shirt

**Everyone:** black knee length skirt/trousers, white/black socks or plain black tights

The sweat shirts, polo shirts and the fleece bearing the school logo, are sold by Ffigar and Alison Jones Aberystwyth. Hoodies are not allowed.

Make-up is not permitted. Earrings are limited to one pair of 'studs' or 'sleepers' in the ears only.

You will be notified of any changes that may occur to the school uniform policy in sufficient time for the September 2019 entry.

## GAMES KIT

**Boys:** school's official shirt, shorts and socks, trainers for the gymnasium, football/rugby boots, swimming trunks and a towel.

**Girls:** school's official shirt, shorts and socks, trainers for the gymnasium, hockey boots, a one-piece bathing costume and a towel.

All the above are available from Ffigar, Aberystwyth.

## PERSONAL PROPERTY

Neither the Education Committee, the School nor the headteacher can accept legal responsibility for pupils' property. At the same time we are ready to help pupils secure their belongings when necessary. **The pupil's name should be put on all bags and items of clothing.**

Senior staff are willing to look after money or other valuable property when a pupil asks. Pupils should never have large sums of money on them during the day. Teachers are also willing to help pupils who have lost property. Lockers are available for pupils. **All belongings not kept in lockers should be removed from the school daily** and lockers should be cleared before holidays.

## EQUAL OPPORTUNITIES

The school's equal opportunities policy states that each Penweddig pupil has the right to the same opportunity in all aspects of school life whatever their gender, race, physical capability or mental ability. The policy clearly defines the obligations involved including setting out the responsibilities of the staff to ensure equal opportunities for each individual. The school has been designed to be accessible to all individuals whatever their physical ability. Anyone wishing to see the equal opportunities, admissions or accessibility policies can obtain a copy from the school.

## ILLNESS AND ABSENCE

On the first day of absence, we ask the parent/guardian to contact the school between 8.30 and 9:00am. A dedicated number is provided (01970 626144) or parents may contact us by e-mail ([abs@penweddig.ceredigion.sch.uk](mailto:abs@penweddig.ceredigion.sch.uk)). The school's "Truancy Call" system will phone the homes where no contact has been received.

On the day that the pupil returns to school, a letter signed by the parent/guardian should be presented which gives the following information: the pupil's name, registration group, date of the first day of absence, reason for absence, and the date of return to school. Illness is the principal legal reason for absence from school.

**Parents no longer have the automatic right to take children on holidays during term-time.** This is only permitted circumstances and at the discretion of the Headteacher.

If pupils are ill during the day they should tell a member of staff. **The school will contact parents if we consider it necessary.** If we have to take a pupil to hospital we contact parents as quickly as possible. It is important that the school is informed of any change in address or phone numbers (home and work), mobile phone numbers (parent and pupil) in order to ensure effective communication when the need arises.

## COLLECTIVE WORSHIP

The school's custom is to hold a daily act of non-denominational worship with a morning assembly and all pupils have Religious Education lessons. Parents have the right to withdraw their children from these activities, provided the Headteacher is advised beforehand by letter.

# Ysgol Gyfun Gymunedol Penweddig

## Y WISG YSGOL

**Blwyddyn 7 -11:** Cyrs chwys a chrys polo Penweddig, esgidiau du plaen (dim "trainers")

**Blwyddyn 12 & 13:** Siwmpwr/cardigan a thei Penweddig, blowsen/crys gwyn

**Pawb:** sgert hyd at y pen-glin/trwser du, sanau gwyn/du neu 'teits' du plaen

Caiff crys chwys, crys polo a 'fleece' gyda bathodyn yr ysgol, eu gwerthu gan Ffigar ac Alison Jones Aberystwyth. Ni chaniateir 'hoody'.

Ni chaniateir colur. Cyfyngir clustdlysau i un pâr o 'studs' neu 'sleepers' yn y clustiau yn unig.

Petai newid i'r polisi gwisg ysgol, fe'ch hysbysir o'r newidiadau mewn da bryd ar gyfer mynediad ym Medi 2019.

## GWISG CHWARAEON

**Bechgyn:** crys, siorts a sanau swyddogol yr ysgol, sgidiau ysgafn ar gyfer y gampfa, sgidiau rygbi/pêl-droed, gwisg nofio a thywel.

**Merched:** crys, siorts a sanau swyddogol yr ysgol, sgidiau ysgafn ar gyfer y gampfa, sgidiau hoci, gwisg nofio un-darn a thywel.

Mae'r uchod ar gael o Ffigar, Aberystwyth.

## EIDDO PERSONOL

Nid yw'r Awdurdod Addysg, y Pennaeth na'r Ysgol yn medru derbyn cyfrifoldeb cyfreithiol am eiddo disgyblion. Ar yr un pryd rydym yn barod i helpu disgyblion sicrhau diogelwch eu heiddo. **Dylid rhoi enw disgybl yn glir ar fapiau a dillad.**

Y mae staff hŷn yn barod i ofalu am arian ac eiddo gwerthfawr arall ar gais disgybl. Ni ddylai disgyblion gario symiau mawr o arian yn ystod y dydd. Mae'r athrawon hefyd yn barod i helpu unrhyw ddisgybl sydd wedi colli eiddo. Mae yna loceri ar gael ar gyfer disgyblion. **Dylid mynd â phob eiddo personol nad yw mewn locer adref yn ddyddiol** a dylid clirio'r loceri cyn pob cyfnod gwyliau.

## CYFLE CYFARTAL

Datgana polisi cyfle cyfartal yr ysgol fod gan pob disgybl ym Mhenweddig yr hawl i'r un cyfle ymhob agwedd o fywyd a gwaith yr ysgol beth bynnag bo ei ryw, ei hil, ei abledd corfforol neu ei allu meddyliol. Diffinnir yn fanwl beth yw oblygiadau'r polisi a beth yw cyfrifoldeb staff yr ysgol wrth geisio sicrhau cyfle cyfartal i bob unigolyn. Cynlluniwyd yr ysgol i fod yn hygyrch i bob unigolyn beth bynnag ei abledd corfforol. Mae croeso i unrhyw un gael copïau o bolisiau'r ysgol ar gyfle cyfartal, mynediad i'r ysgol a hygyrchedd.

## SALWCH AC ABSENOLDEB

Ar ddiwrnod cyntaf absenoldeb disgybl, gofynnir i'r rhiant/gwarcheidwad gysylltu â'r ysgol rhwng 9:00 a 9:30 yb. Mae rhif cyswllt arbennig ar gael (01970 626144) neu gellir cysylltu trwy e-bost ([abs@penweddig.ceredigion.sch.uk](mailto:abs@penweddig.ceredigion.sch.uk)). Bydd system "Truancy Call" yr ysgol yn ffonio cartrefi'r disgyblion lle na dderbynnir galwad.

Ar y diwrnod mae disgybl yn dychwelyd i'r ysgol, dylid anfon llythyr wedi ei lofnodi gan y rhiant/gwarcheidwad gan roi'r wybodaeth ganlynol: enw'r disgybl, dosbarth cofrestru, dyddiad cyntaf yr absenoldeb, y rheswm am yr absenoldeb, dyddiad dychwelyd i'r ysgol. Salwch yw'r prif reswm cyfreithlon am absenoldeb o'r ysgol.

**Nid oes gan rieni yr hawl awtomatig bellach i fynd â'u plant ar wyliau adeg y tymor.** Caniateir hyn mewn amgylchiadau eithriadol yn unig yn unol â disgresiwn y Pennaeth.

Os bydd plentyn yn sâl yn ystod y dydd, dylai ddweud wrth aelod o'r staff. **Bydd yr ysgol yn cysylltu â'r rhieni pan farnwn fod angen.** Weithiau bydd yn rhaid i ni fynd â phlentyn yn syth i'r Ysbyty ac fe gysylltw'n gyda'r rhieni mor fuan ag y gallwn pan fo angen gwneud hynny. Mae'n bwysig bod y cartref yn hysbysu'r ysgol o unrhyw newid mewn cyfeiriad a rhifau ffôn (cartref a gwaith), rhifau ffonau symudol (rhiant a disgybl) er mwyn hwyluso cyfathrebu ar frys pan fo angen.

## ADDOLI AR Y CYD

Arfer yr ysgol yw cynnal gwasanaeth a gweithred o addoliad anenwadol a threfnir gwersi Addysg Grefyddol i'r disgyblion oll. Y mae gan rieni'r hawl i dynnu eu plant o'r gweithgareddau hyn, ond rhaid rhoi gwybod mewn da bryd drwy lythyr i'r Pennaeth.

## SEX EDUCATION

The school's policy was drawn up in line with Welsh Government and county guidelines and is reviewed annually. The policy was written after full consultation with parents, pupils and governors. A copy of the policy is on the school website. The specific objectives are:

- to introduce the facts regarding physical and emotional development during adolescence and ensure understanding.
- to introduce facts regarding sex, contraception, abortion, sexual diseases, and AIDS in the ethical context of a relationship based on respect and love, and to create an awareness of responsibility and of the outcomes of sexual relationships
- to show pupils the importance of making individual, personal decisions regarding sexual relationships, consent and sexual orientation
- to give pupils the opportunity to consider and discuss issues related to sex in order to face life in a sensitive and thoughtful way.

## CAREERS AND WORK-RELATED EXPERIENCES

Making a decision concerning the future is never easy but all young people have to decide upon their future career. Transition from school life to the world of work can be a complex and sometimes a difficult process.

**Careers Wales West**, in conjunction with the school, offers support to pupils and a comprehensive advice package which includes: individual careers guidance and counselling; help with subject choice options (from Year 9 upwards); information on Sixth Form, Further and Higher Education courses; assistance with arranging work experience placements; detailed information on occupations together with employment trends. At all times the involvement of parents is actively encouraged in the decision process.

Careers Advisers attend parents' evenings, arrange Careers Conventions and assist with education/industry conferences.

A Careers Adviser regularly attends the school and whilst every Year 11–13 pupil is given an opportunity for a Careers interview, all pupils are invited to avail themselves of the Careers Company's expertise and can do so by contacting the local Careers Centre at 2 The Barn Centre, Alexandra Road, Aberystwyth, Ceredigion (01970 636150).

World of Work experiences are arranged at the end of Year 10 and work experience is arranged for every student in Year 12 as part of the Welsh Baccalaureate programme. Work experience is an integrated part of the vocational courses in Years 12 and 13.

## SPORTS

Physical education is a compulsory National Curriculum subject and lessons are provided for every pupil in Years 7–13. In addition, physical education is also offered as a GCSE course in Years 10 and 11, and as AS and A level courses in the Sixth Form.

A wide-ranging programme of extra-curricular activities is also provided during lunch time and after school.

**The overall aim is to increase the number of pupils who take part in extra curricular sport and physical activity on a regular basis, and in doing so, contribute to achieving the Welsh Government's target of 90% of children taking part in regular and frequent activity by 2020.**

Our site provides a wide range of sports facilities which includes a large campus with 10 playing fields, two cricket wickets and an athletics track. Inside, a Multi Purpose Hall is used for sports lessons and activities. Use is also made of the full range of Plascrug Leisure Centre's facilities and the school works very closely with the Leisure Centre.

The pupils as individuals, groups, teams and so on, have achieved success across a very, very wide range of activities with many gaining honours at national level. Amongst these activities were: athletics, cross country, mountain running, rugby, football, hockey, gymnastics, basket ball, trampolining, cricket, swimming, driving a pony and trap, and shooting.

Many of the pupils are members of local clubs and sporting associations and there is a good relationship between these groups and the school. Some local clubs make use of the facilities at the school.

## ADMISSIONS

The school adheres to the County's policy and guidelines. A copy of the policy can be obtained from the school. The admission number for each school year is 170. In 2018, 119 written applications were received for a place at the school. No appeals were conducted. The number on roll as at November 2018 is 610.



## ADDYSG RHYW

Mae polisi addysg rhyw yr ysgol yn unol â chanllawiau Llywodraeth Cymru a'r Sir ac yn cael ei adolygu'n flynyddol. Fe'i lluniwyd trwy ymgynghoriad llawn gyda'r rhieni, disgyblion a llywodraethwyr. Mae copi o'r polisi ar wefan yr ysgol. Yr amcanion penodol yw:

- cyflwyno'r ffeithiau ynglŷn â datblygiadau corfforol ac emosiynol cyfnod glasod a sicrhau dealltwriaeth ohono.
- cyflwyno'r ffeithiau ynglŷn â rhyw, atal cenhedlu, erthyliad, clefydau rhywiol, AIDS ynghyd– destun moesol perthynas o barch a chariad a chreu ymwybyddiaeth o gyfrifoldebau a chanlyniadau perthynas rhywiol dangos i'r disgyblion bwysigrwydd gwneud penderfyniadau personol, unigol ynglŷn â pherthynas rywiol, cydsyniad a chyfeiriadedd rhywiol
- rhoi'r cyfle i'r disgyblion fynd trwy'r broses o feddwl a thrafod materion yn ymwneud â rhyw fel eu bod yn medru wynebu sefyllfaoedd bywyd mewn ffordd sensitif a meddylgar.

## ADDYSG GYRFAOEDD a PHROFIADAU YN YMWNEUD Â'R BYD GWAITH

Nid peth hawdd yw gwneud penderfyniadau sy'n ymwneud â'r dyfodol, ond mae gwneud y dewis iawn o yrfa yn wynebu pob person ifanc. Mae'r newid o fywyd ysgol i fyd gwaith yn gymhleth ac weithiau'n broses anodd.

Mae **Gyrfaedd Cymru Gorllewin** mewn cydweithrediad â'r ysgol, yn medru rhoi cymorth drwy gynnig gwasanaeth cynhwysfawr a chyngor cyffredinol sy'n cynnwys: cyfarwyddyd gyrfaoel unigol; cymorth gyda dewis pynciau (i Flwyddyn 9 a disgyblion hŷn); gwybodaeth am gyrsiau Chweched Dosbarth, Addysg Bellach ac Addysg Uwch; cefnogaeth wrth ddod o hyd i leoliadau profiad gwaith; manylion am swyddi a newidiadau ym myd gwaith; ynghyd ag annog disgyblion a rhieni i gymryd rhan yn y penderfyniadau.

Mae Ymgynghorwyr Gyrfaedd yn mynychu nosweithiau rhieni, trefnu Cynadleddau Gyrfaedd ac yn helpu gyda chynadleddau addysg/busnes.

Mae'r swyddogion gyrfaedd yn bresennol yn yr ysgol yn rheolaidd a thra bod pob disgybl ym Mlwyddyn 11– 13 yn cael y cyfle am gyfweiliad gyda'r Swyddog Gyrfaedd, mae gwahoddiad i bob disgybl fanteisio ar gyfarwyddyd y Gwasanaeth gyrfaedd drwy gysylltu â'r Ganolfan Gyrfaedd leol yn 2 Canolfan Y Sgubor, Aberystwyth, Ceredigion. (01970 636150).

Trefnir gweithgareddau Byd Gwaith ar gyfer disgyblion ar ddiwedd Blwyddyn 10 a threfnir profiad gwaith ar gyfer pob myfyriwr ym Mlwyddyn 12 fel rhan o raglen Bagloriaeth Cymru. Mae profiad gwaith yn rhan integredig o'r cyrsiau galwedigaethol ym Mlwyddyn 12 a 13.

## CHWARAEON

Mae addysg gorfforol yn bwnc Cwricwlwm Cenedlaethol gorfodol a darperir gwersi addysg gorfforol i bob disgybl ym Mlynnyddoedd 7–13. Ar ben hynny, cynigir addysg gorfforol fel pwnc TGAU ym Mlynnyddoedd 10 ac 11 ac fel pwnc Uwch Gyfrannol a Safon Uwch yn y Chweched Dosbarth.

Tu allan i'r gwersi ffurfiol cynhelir rhaglen eang o weithgareddau chwaraeon allgyrsiol amser cinio ac ar ôl ysgol.

**Y nod gyffredinol yw i gynyddu nifer y disgyblion sy'n cymryd rhan mewn chwaraeon allgyrsiol a gweithgaredd corfforol yn rheolaidd, a thrwy hynny, cyfrannu at darged Llywodraeth Cymru o gael 90% o ddisgyblion yn cymryd rhan mewn gweithgaredd rheolaidd ac aml erbyn 2020.**

Mae'r safle yn cynnig ystod eang o adnoddau chwaraeon gan gynnwys safle mawr gyda 10 cae chwarae, dwy wiced griced a thrac athletau. Tu mewn i'r adeilad defnyddir Neuadd Aml Bwrpas ar gyfer gwersi a gweithgareddau addysg gorfforol. Gwneir defnydd helaeth o holl adnoddau Canolfan Hamdden Plascrug ac mae yna gydweithio da rhwng yr ysgol a'r Ganolfan.

Mae disgyblion wedi profi llwyddiannau unigol, grwpiau, timau ac ati ar draws ystod eang iawn, iawn o feysydd gyda llawer yn ennill cydnabyddiaeth a chlod ar lefel genedlaethol. Ymhlith y meysydd hyn roedd: athletau, traws gwlad, rhedeg mynyddoedd, rygbi, pêl droed, hoci, gymnasteg, pêl fasedg, trampolino, criced, nofio, gyrru merlen a thrap, a saethu.

Mae llawer o ddisgyblion yr ysgol yn aelodau o glybiau a chymdeithasau chwaraeon lleol ac mae yna berthynas dda rhwng y cyrff hyn a'r ysgol. Defnyddia rhai clybiau adnoddau'r ysgol i gynnal eu gweithgareddau.

## DERBYNIADAU

Dilynir polisi a chanllawiau'r Sir. Gellir cael copi o'r polisi drwy gysylltu â'r ysgol. Y rhif derbyn ar gyfer pob blwyddyn ysgol yw 170. Yn 2018, derbyniwyd 119 o geisiadau ysgrifenedig am le yn yr ysgol. Ni chynhaliwyd unrhyw apeliadau. Y nifer ar y gofrestr yn Nhachwedd 2018 yw 610.

## MUSIC

Music is a compulsory National Curriculum subject up to Year 9. Music is offered as an optional GCSE, AS and A level subject.

In addition to the subject lessons, a rich provision is provided by the County Music Service. Many peripatetic music teachers come to the school on a weekly basis to provide instrumental lessons (excluding the piano) and voice tuition. Currently around 75 students take these lessons.

This network allows a good percentage of students to attend County and Three Counties orchestras, bands and choirs. For a school of its size, a high proportion are selected annually as members of National Youth Orchestra, Bands and Choir.

Penweddig pupils have regular success in the Urdd competitions with a good number performing on the stage of the National Urdd Eisteddfod.

## CULTURAL ACTIVITIES

Pupils are given ample opportunities to participate in a wide range of cultural activities including visits and competitions of all kinds. Many pupils have experienced success in art competitions, design, musical competitions, and prose and poetry competitions. Many of these opportunities are offered by the Urdd.

## YR URDD AND “CLWB GYTS”

Every pupil is encouraged to become a member of the Urdd as very many activities are organised under the Urdd banner every year. These include sports competitions, the Urdd Eisteddfod homework and stage competitions, visits to the Urdd's camps, excursions to support the Welsh football and rugby teams, and other visits including foreign trips.

GYTS is a club that encourages participation and enjoyment of activities through the medium of Welsh. GYTS is run by the pupils themselves with the 6th Form taking a leading role.

## HUMANITARIAN ACTIVITIES

There is a strong tradition of organising activities to raise funds for charitable bodies including local, national and international causes. The activities are coordinated by members of the Sixth Form. Usually a sum of about £2500 or more is raised during the year.

## HEALTH AND SAFETY

Careful regard is given to all aspects of health and safety. This is carried out in partnership with Sodexo, who are responsible for the school site and buildings, the Local Education Authority and the school. Regular meetings are held to monitor health and safety standards and to improve any aspects which need to be strengthened or refined. All members of staff carry an identity card and a record of all visitors is kept centrally.

## CHARGING POLICY

The general underlying principle is that the school endeavours, as far as resources allow, to provide what is necessary to ensure that the National Curriculum is fully implemented. However, voluntary contributions will be requested for some school activities in or out of school time. In these instances the activity will only be possible if there is sufficient voluntary funding. We will, however, ensure that no pupil will be excluded from such an activity by reasons of inability or unwillingness to make a voluntary contribution.

## CHARGING POLICY FOR INSTRUMENTAL/SINGING TUITION

A contribution towards the peripatetic music provision is requested.

The policy exempts the following categories of pupils from being charged: those receiving free meals and pupils who are studying music for external examinations (GCSE, AS, A level).

The situation will be reviewed annually to assess whether or not there may be a need to ask for such contribution.

## COMPLAINTS PROCEDURES

If a parent is dissatisfied with any aspect of the school's work the parent should, in the first instance, express his/her view to the Headteacher and it is hoped that the vast majority of cases can be dealt with at this level. If not, then the parent can bring the matter to the attention of the Chair of Governors or, if need be, to the Education Authority. A copy of the complaints procedures is available on the school website.

# Ysgol Gyfun Gymunedol Penweddig

## CERDDORIAETH

Mae cerddoriaeth yn bwnc Cwricwlwm Cenedlaethol gorfodol hyd at Flwyddyn 9. Cynigir cerddoriaeth fel cwrs dewisol i TGAU ac i Safon Uwch.

Yn ogystal â'r gwersi pwnc, mae yna ddarpariaeth gref trwy gyfrwng y Gwasanaeth Cerdd Sirol. Daw nifer dda o athrawon peripatetig i'r ysgol yn wythnosol i ddarparu gwersi offerynnol (ag eithrio'r piano) a lleisiol. Ar hyn o bryd, cymer tua 75 o fyfyrwyr ran yn y gwersi hyn.

Trwy'r rwydwaith hon mynychu canran dda o fyfyrwyr cerddorfeydd, bandiau a chorau'r Sir a'r Tair Sir. Am ysgol o'i maint, llwydda nifer dda iawn i gael eu dewis i Gerddorfa, Bandiau a Chôr Ieuenctid Cymru yn flynyddol.

Caiff disgyblion Penweddig lwyddiannau cyson yng nghystadlaethau'r Urdd gyda nifer dda yn troedio llwyfan Eisteddfod Genedlaethol yr Urdd yn rheolaidd.

## DIWYLLIANNOL

Caiff y disgyblion lawer iawn o gyfleoedd i gyfranogi mewn ystod eang o feysydd diwylliannol gan gynnwys ymweliadau a chystadlaethau o bob math. Daeth llwyddiant i ran nifer helaeth o ddisgyblion mewn cystadlaethau celfyddydol, dylunio, cyfansoddi cerddoriaeth, a chyfansoddi llenyddiaeth a barddoniaeth. Daw llawer o'r cyfleoedd hyn trwy gyfrwng gweithgareddau'r Urdd.

## YR URDD A CHLWB GYTS

Anogir pob disgybl i ymaelodi â'r Urdd gan fod yna lawer iawn o weithgareddau yn cael eu trefnu o dan faner yr Urdd yn ystod y flwyddyn. Mae hyn yn cynnwys cystadlaethau chwaraeon, cystadlaethau gwaith cartref a gwaith llwyfan Eisteddfod yr Urdd, ymweliadau â'r Gwersylloedd, teithiau i gefnogi timau pêl-droed a rygbi Cymru, teithiau eraill gan gynnwys rhai tramor.

Clwb i hybu defnydd a mwynhad o gyfranogi mewn gweithgareddau trwy gyfrwng y Gymraeg yw GYTS — Gwnewch Ymdrech Trwy Siarad. Trefnir Clwb GYTS gan y disgyblion eu hunain gyda'r Chweched Dosbarth yn chwarae rhan flaenllaw.

## GWEITHGAREDDAU DYNGAROL

Mae yna draddodiad cryf iawn o gynnal gweithgareddau i godi arian tuag at achosion da ac i gefnogi mudiadau lleol, cenedlaethol a rhyngwladol. Cyd-gordir yr holl weithgareddau gan aelodau'r Chweched Dosbarth. Fel arfer codir tua £2500 neu fwy mewn blwyddyn.

## IECHYD A DIOGELWCH

Rhoddir sylw gofalus i holl agweddau iechyd a diogelwch. Gwneir hyn mewn partneriaeth â Sodexo, sy'n gyfrifol am yr adeilad a'r safle, yr Awdurdod Addysg Lleol a'r ysgol. Cynhelir cyfarfodydd rheolaidd i fonitro safonau iechyd a diogelwch ac i wella ar unrhyw agwedd sydd angen ei chryfhau a'i mireinio. Mae pob aelod o staff yn cario cerdyn adnabod a chedwir cofnod canolog o bob ymwelydd i'r safle.

## POLISI CODI TÂL

Yr egwyddor gyffredinol yw bod yr ysgol yn ceisio ei gorau o fewn yr adnoddau sydd ar gael i ddarparu'r hyn sydd ei angen ar gyfer cyflwyno'r Cwricwlwm Cenedlaethol yn ei gyflawnder. Fodd bynnag, fe ofynnir am gyfraniadau gwirfoddol tuag at gostau rhai gweithgareddau, yn ystod a thu allan i oriau arferol yr ysgol. Yn yr achosion hyn fe fydd y gweithgaredd yn bosib pan fo ariannu gwirfoddol digonol ar gael. Sicrheir na waherddir disgybl o'r fath weithgaredd am nad yw'n medru neu nad yw'n dymuno gwneud taliad gwirfoddol.

## POLISI CODI TÂL AM WERSI OFFERYNNOL/CANU

Gofynnir am gyfraniad tuag at wersi peripatetig cerddoriaeth.

Mae'r polisi yn eithrio rhai categorïau o ddisgyblion rhag gorfod talu, sef y disgyblion sy'n derbyn ciniawau rhad a'r disgyblion sy'n astudio cerddoriaeth ar gyfer arholiadau allanol (TGAU, UG, Safon Uwch).

Adolygir y sefyllfa yn flynyddol er mwyn asesu os oes angen gofyn am gyfraniadau ai peidio.

## GWEITHDREFN GWYNO

Os oes gan riant gŵyn am unrhyw agwedd o'r cwricwlwm neu unrhyw agwedd o waith yr ysgol dylid gwneud hynny, yn y lle cyntaf, trwy fynd â'r gŵyn at y pennaeth a gobeithir y medrir delio â'r mwyafrif llethol o achosion ar y lefel honno. Os na, yna gall y rhiant ddwyn y mater i sylw Cadeirydd y Llywodraethwyr, neu, os na fodlonir y rhiant, trwy fynd â'r gŵyn at yr Awdurdod Addysg. Mae copi o'r weithdrefn gwyno ar gael ar wefan yr ysgol.