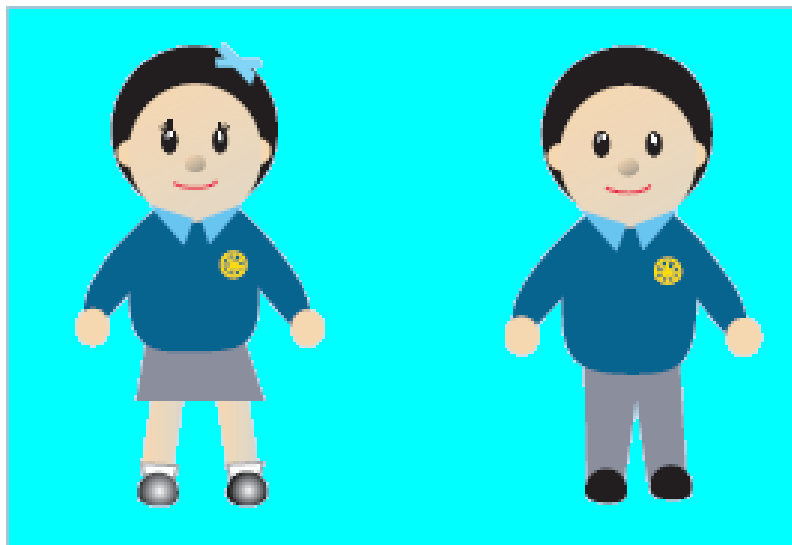


Ysgol Gymraeg Melin Gruffydd Dosbarth Meithrin Nursery Class



'Cofia ddysgu byw'



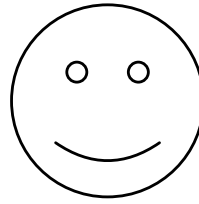
"Yn y blynyddoedd cynnar, rydyn ni'n GOSOD

Y SYLFEINI i'r holl ddysgu yn y dyfodol"

*"During the early years, we SET THE
FOUNDATION for all future learning"*

Pennaeth / Headteacher - Mr. Iltud James

WELCOME



We welcome you and your child to the Nursery at Ysgol Melin Gruffydd. We hope you will have many happy years with us. We look forward to working with you to nurture your child's development, and to sharing the exciting partnership of your child's education.

We hope that this booklet, which sets out the objectives of nursery education, will be of value to you.

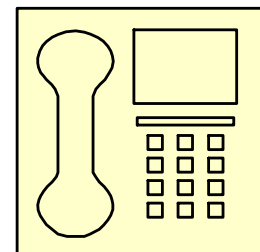
INFORMATION

Ysgol Gymraeg Melin Gruffydd
Yr Erw Las
Yr Eglwysnewydd
Caerdydd
CF14 1NL

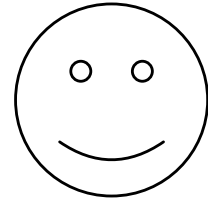
Rhif ffon:- 02920691247

Ebost:- ijames@cardiff.gov.uk

Oriau'r Meithrin:-
Bore:- 9.15—11.45
Pnawn:-1.15—3.40



CROESO



Croeso i chi a'ch plentyn i Ddosbarth Meithrin Melin Gruffydd .Gobeithio y cewch flynyddoedd hapus yn ein cwmni. Edrychwn ymlaen i gyd-weithio a chi er lles a datblygiad eich plentyn,ac at rannu addysg eich plentyn mewn partneriaeth a chi. Gobeithiwn y bydd y llyfryn hwn, sy'n esbonio amcanion addysg feithrin o fydd i chi.

GWYBODAETH

Ysgol Gymraeg Melin Gruffydd
Yr Erw Las
Yr Eglwysnewydd
Caerdydd
CF14 1NL

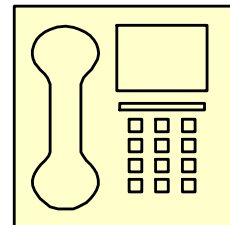
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THE NURSERY CLASS

September 2005 was an exciting time for Ysgol Meithrin Gruffydd as the nursery class moved to its own, new building with new resources.

The unit is fully equipped with a large classroom area, smaller quiet area, toilets, cloakroom and a small kitchen. It has access to an enclosed tarmac playground and grassy, tree filled area outside. The staff and pupils also make good use of the facilities in the main building on a weekly basis.

The Nursery class follow their own themes of work which ensure that skills and suitable activities are offered and assessed, through the medium of Welsh.

The nursery and reception teachers liaise closely throughout the year to ensure continuity and progression through the Foundation Phase and thus avoid any unnecessary overlap and providing the smooth transition from the nursery to the Reception class.

During each session the children will be taught by one teacher and 3 nursery assistants making the ratio of adults to children 1 : 8.

STARTING IN THE NURSERY CLASS

Starting school is a special occasion, and our aim as a staff, is to ensure that the transition between home and school is an enjoyable experience for you and your child. We appreciate that the first few weeks can be difficult, and all our staff are trained to deal with welcoming new children. From experience, we find that a swift, confident and happy farewell makes for a happy and confident child. If a child is unhappy and upset please feel free to contact the school later in the day for reassurance.

Y DOSBARTH MEITHRIN

Ers Mis Medi 2005, mae gan Ysgol Melin Gruffydd adeilad newydd sbon sy'n llawn o adnoddau a chyfarpar newydd.

Tu mewn i'r adeilad mae 'stafell ddosbarth fawr, 'stafell dawel sy'n llai, tai bach, cyntedd a chegin. O'i chwmpas mae iard, ac ardal werdd hyfryd. Yn ogystal caiff y disgyblion y cyfle i ddefnyddio cyfleusterau'r brif adeilad yn wythnosol.

Mae'r dosbarth Meithrin yn dilyn themâu ei hunan gan sicrhau bod sgiliau a gweithgareddau priodol yn cael eu cynnig a'u hasesu, trwy gyfrwng yr iaith Gymraeg. Mae athrawon y dosbarth Meithrin ac athrawon y dosbarth Derbyn yn cyd-weithio'n agos trwy gydol y flwyddyn er mwyn sicrhau parhad a chynnydd y disgyblion trwy'r Cyfnod Sylfaen, gan osgoi unrhyw orgyffwrdd ac felly gofalu bod symudiad hawdd a naturiol o'r Meithrin i'r Derbyn.

Yn ystod pob sesiwn, caiff y disgyblion eu haddysgu gan un athrawes a 3 weinyddes feithrin gan sicrhau cymhareb oedolion/disgyblion o 1 : 8.

DECHRAU YN Y DOSBARTH MEITHRIN

Mae dechrau ysgol yn brofiad arbennig iawn, a gwyddom y gall yr wythnosau cyntaf fod yn rhai anodd ac yr ydym i gyd fel staff wedi ein hyfforddi ar sut i ddelio â phlant newydd. O brofiad gwyddom os y ffarwelir â'r plentyn yn ddi-ffwdan, hapus ac yn hyderus, fe fydd y plentyn yn debygol o ymgartrefi'n gyflym Os yw eich plentyn yn anhapus a dagreuol, mae croeso i chi gysylltu â'r ysgol yn hwyrach er mwyn cael tawelwch meddwl.

PREPARING YOUR CHILD FOR SCHOOL

Encouraging your child to be independent when

- **Going to the toilet**

Children are encouraged to develop good self-help skills and become independent when using the toilet. We appreciate that occasional accidents do happen and this will be dealt with swiftly and sensitively. Soiled clothes will be placed in a carrier bag and your child will be given clean school clothes from our stock. Please ensure that these clothes are washed and returned to school as soon as possible. Please let us know in advance if you have any concerns regarding your child's development in this area.

- **Washing and drying hands**

We would appreciate if this could be reinforced at all times so that it becomes second nature to the child, ensuring good personal hygiene and reducing the spread of germs and illnesses.



- **Wearing coats**

The children will be using the outdoor area at various times of the day throughout the year. We appreciate that zips/buttons can be difficult, but children will be encouraged to recognise his/her name above the coat peg, put their coat on independently and return their coat to the correct peg after coming back in.

- **Tidy up time!**

Children are expected to look after classroom resources and take responsibility for putting them back after use so that they are ready for other children to use.

PARATOI AR GYFER DECHRAU YSGOL

Annog eich plentyn i fod yn annibynnol wrth:-

- **Ddefnyddio'r tŷ bach**

Annogir y plant i ddatblygu sgiliau hunan gymorth ac i dyfu'n annibynnol wrth ddefnyddio'r ty bach. Gwerthfawrogwn bod damweiniau'n digwydd, a byddwn yn delio â'r rhain yn gyflym, yn ddi-ffwdan ac mewn modd sensitif. Bydd dillad y plentyn yn cael eu rhoi mewn cwdyn plastig ac fe fydd y plentyn yn cael dillad ysgol glan o storfa'r ysgol. Gofynnwn yn garedig i chi olchi a dychwelyd y dillad cyn gynted a phosib. Os oes genych bryderon ynghlyn a datblygiad eich plentyn yn y cyswllt hwn, gwerthfawrogwn unrhyw wybodaeth o flaen llaw.

- **Golchi a sychu dwylo**

Fe fyddem yn gwerthfawrogi pe bai hyn yn cael ei atgyfnerthu'n gyson, ac o ganlyniad yn tyfu'n weithred naturiol i'r plentyn, gan feithrin eu sgiliau hylendid personol a lleihau ymlediad heintiau.



- **Gwisgo cot**

Fe fydd eich plentyn yn defnyddio'r ardal tu allan yn ystod y dydd drwy gydol y flwyddyn. Gwyddom bod botymau/sip yn medru bod yn anodd ond fe fydd y plant yn cael eu hannog i adnabod eu henwau uwch y bachyn, gwisgo eu cotiau yn annibynnol a'u dychwelyd i'r lle cywir ar ddiwedd y cyfnod.

- **Amser tacluso!**

Disgwylir i blant i ofalu am adnoddau'r dosbarth ac i gymryd y cyfrifoldeb o'u dychwelyd i'r lle cywir yn barod i eraill i'w defnyddio.

ARRIVING 9.15 (morning) 1.15 (afternoon)

Parents are asked to bring their children to the ramp and to wait until the doors are opened by a member of staff at the above times. The introduction sessions in the mornings and afternoons are a crucial part of the child's day as they engage the child in the day's learning focus and aid personal and social development as children settle quicker when they enter the school building with their classmates. Therefore we appreciate punctuality, both in the mornings and afternoons.

.THE END OF THE SESSION

Parents are asked to wait outside, and the staff will call the children out individually to ensure their safety. We **MUST** be notified of any change to the arrangements for collecting your child from school- by phone or note/letter. In emergencies, please contact the school as soon as possible to notify the class teacher if you are going to be late collecting your child, so that your child can be reassured.

ILLNESS AND ABSENCES

Please notify the school if your child is ill so that the correct reason for absence can be noted on the register. While stressing the need for good attendance, it is much better to keep your child at home if he/she is ill as the illness might be passed on to other pupils and staff. We will also contact you if your child becomes unwell during the day.

All accidents are recorded in the class incident book, and parents are notified immediately of any head injuries.

If you intend to take your child out of school for an annual holiday during term time, please complete the appropriate form (available from the office) to be submitted to the office prior to the holiday. Unexplained absences from school will be recorded as unauthorised absences on the child's attendance record.

CYRRAEDD 9.15 (bore) 1.15 (p'nawn)

Gofynnir i rieni ddod a'u plant at lwybr y Dosbarth Meithrin ac i aros tan agorir y drws ar yr amseroedd uchod. Mae sesiwn gychwynol y bore a'r p'nawn yn un gwerthfawr iawn i'r plentyn, lle mae cyd-destun a ffocws yr addysgu a'r dysgu yn cael ei osod, a lle mae plant yn tyfu'n hyderus ac yn annibynnol wrth groesi' trothwy'r ysgol gyda'i ffrindiau. O ganlyniad yr ydym yn gwerthfawrogi prydlondeb yn y boreuau a'r prynhawniau.

AR DDIWEDD SESIWN

Gofynnir i rieni aros am eu plant ar y llwybr, ac mi fydd y staff yn galw'r plant i ddod allan at eu rhieni fesul un er mwyn cael eu trosglwyddo'n ddiogel i'r rhiant/warchodwr .Mae'n HANFODOL ein bod yn gwybod o flaen llaw ynglyn ag unrhyw newidiadau i drefn casglu eich plentyn, boed drwy alwad ffôn neu lythr.

Os oes yna argyfwng sy'n eich rhwystro rhag cyrraedd yr ysgol mewn pryd i gasglu'ch plentyn, a fydddech mor garedig a ffonio mor gynted a phosib, fel nad oes raid i'r plentyn boeni.

SALWCH AC ABSENOLDEBAU

A fydddech mor garedig a roi gwybod i'r ysgol am unrhyw absenoldeb/salwch er mwyn sicrhau bod y rheswm cywir yn cael ei gofnodi ar gofrestr y plentyn. Serch ein bod yn annog presenoldeb da, mae'n hanfodol bod eich plentyn yn gwella'n iawn cyn dychwelyd i'r ysgol fel nad yw'r salwch yn lledu i blant ac oedolion eraill. Os fydd eich plentyn yn cael ei daro'n sâl yn ystod y dydd, fe fyddwn yn cysylltu â chi,

Cedwir cofnod o bob damwain mewn llyfr yn y dosbarth, a rhoddir gwybod i rieni yn syth am unrhyw anaf i'r pen.

Os ydych yn bwriadu mynd ar wyliau yn ystod tymor yr ysgol, yna gofynnwn i chi lenwi'r ffurflen briodol (ar gael o'r swyddfa) a'i ddychwelyd i'r ysgol mewn da bryd. Mi fydd unrhyw absenoldeb heb eglurhad yn cael ei nodi fel un anawdurdodedig ar y

MEDICATION

Please do not send medication to school with your child, try to fit doses around school sessions. We are able to assist children in using asthma medication but asthma pumps **MUST** be clearly labelled with the child's name.



FRUIT AND DRINK

Each child will be provided with a mid morning/afternoon drink (milk/water/squash) and a piece of fruit each day. We ask for a contribution of £1 a week towards the cost of this. Any money left over after paying for the fruit is used to pay for expendable materials e.g cooking ingredients, craft materials, seeds and gardening materials, as well helping to cover the cost of school trips, and parties. Fruit money is collected on a Monday—please place money in an envelope clearly labelled with your child's name. Alternatively you can pay in advance for a term/half term (cheques payable to Ysgol Gymraeg Melin Gruffydd). You will be notified of the amount at the beginning of each term. Therefore, it is not necessary for your child to bring an additional snack.

HOME SCHOOL LINKS—'CYSWLLT CARTREF

We encourage the children to take part in activities at home, which are relevant to the term's theme or which reinforce specific skills. You will be notified of these tasks in the termly news letters explaining the *Cyswllt Cartref*



Open afternoons are held in the Autumn and Spring terms, and a written report will be issued on your child's development at the end of the Summer term. However, should you wish to discuss any particular issue, parents should feel free to make an appointment with the class teacher at any time.

MODDION

A fyddech mor garedig a pheidio a danfon moddion i'r ysgol gyda'ch plentyn. Ceisiwch sicrhau bod y moddion yn cael ei roi cyn ac ar ol y diwrnod ysgol. Rydym yn cynorthwyo plant wrth iddynt ddefnyddio meddigyniaeth Asthma ac mae'n rhaid i'r pwmp gael ei labeli'n glir gyda enw'r plentyn.



FFRWYTH A DIOD

Fe fydd eich plentyn yn derbyn darn o ffrwyth a diod (dwr, llaeth neu sgwash). Gofynnwn yn garedig am daliad gwirfoddol o £1 yr wythnos i dalu amdano. Defnyddir gweddill yr arian i dalu am adnoddau coginio, garddio ynghyd a chyfrannu tuag at gostau cynnal tripiâu, parti Nadolig ayyb. Cesglir yr arian ar Ddydd Llun-rhowch yr arian mewn amlen ag enw'r plentyn arno'n glir os gwelwch yn dda. Gallwch dalu fesul hanner tymor, neu fesul tymor yn ogystal (sieciau'n daliadwy i Ysgol Gymraeg Melin Gruffydd). Cewch wybod ar ddechrau'r tymor beth yw'r cyfanswm. Felly nid oes angen i'r plant ddod a byrbryd o unrhyw fath gyda hwy i'r ysgol.

CYSWLLT CARTREF

Annogir y plant i ymgymryd a thasgau gartref sy'n ymwneud a'r thema / ffocws dysgu/ sgiliau penodol, o bryd i'w gilydd. Cewch wybodaeth pellach ynglyn â'r tasgau hyn yn ein llythyron tymhorol a fydd yn egluro'r 'Cyswllt Cartref'.



Cynhelir prynhawniau agored i rieni yn ystod tymor yr Hydref a thymor y Gwanwyn, ac fe fyddwch yn derbyn adroddiad ysgrifenedig ar ddatblygiad eich plentyn yn ystod tymor yr Haf. Serch hynny, os oes gennych unrhyw bryderon ynghlyn a datblygiad eich plentyn mae croeso i chi drefnu cyfarfod gyda'r athrawes ddosbarth ar unrhyw adeg.

SCHOOL UNIFORM

Grey trousers/shorts

Grey skirt/dress/trousers



Light Blue polo shirt

Navy sweatshirt

Black shoes



(School uniform can be purchased at Joyell's, Whitchurch 02920 693653—other items such as coats, hats, etc, can be ordered from school.)

Please ensure that **every item of clothing/bag/hat etc is clearly labelled with your child's name,** and that your child can recognise his/her own name. Children remove clothing from time to time, so mix ups do happen. Please notify us of any missing items as soon as possible, and we will endeavour to return items of clothing to the right children. As you know, learning through play and real experiences is a crucial part of a child's development, and this inevitably involves getting messy! Whilst we try to ensure that your child's clothes are protected by aprons / shirts it is likely that your child on occasions, will come home with art and craft materials / cooking or food stuff / soil or sand on their clothes . Also, shoe laces are very difficult for young children, so Velcro if you please !

DILLAD YSGOL

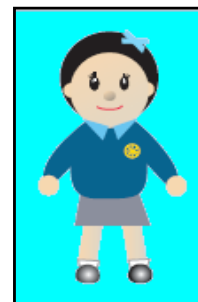
A wnewch chi sicrhau bod enw'r plentyn wedi ei nodi'n glir ar bob dilledyn, bag, het ayyb gan fod y plant yn tynnu dillad o bryd i'w gilydd, ac felly mae cymysgu dillad yn bosib! Rhowch wybod os oes dilledyn ar goll, ac fe wnawn ein gorau i sicrhau ei fod yn cael ei ddychwelyd cyn gynted a phosib.

Mae dysgu drwy chwarae a phrofiadau go-iawn yn rhan hanfodol o ddatblygiad plentyn, ac er y byddwn yn ymdrechu i orchuddio dillad y plan drwy ddefnyddio ffedogau ayyb, y mae'n anochel y bydd eich plentyn, ar adegau, yn dychwelyd â phaent, cynhwysion coginio, tywod, pridd ayyb ar eu dillad ysgol.

Hefyd, mae carrau esgidiau yn anodd iawn i blant bach, felly Velcro amdani plis!



Trowsus hir/byr llwyd



Ffrog/sgert/trowsus llwyd

Crys polo glas golau
Crys chwys glas tywyll
Esgidiau du

Ar gael yn siop Joyell yn y pentre 02920 693653 a gellir
Archebu crysau-t, cotiau ayyb o'r ysgol

TEACHING AND LEARNING

The six areas of learning in the Foundation Phase (statutory education programme 2008) are:-

- Personal and Social Development, Well-being and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Play is used as an approach to all areas of learning. The children learn successfully and with enjoyment. By carefully guiding and structuring play, staff use a child's success to develop and introduce new ideas.

The nursery teacher plans opportunities for all sorts of play and the children can play alone, in pairs and co-operative groups of varying sizes with and without adult guidance. The most important thing to remember is that enjoy playing and are learning without being aware that they are being taught. They are learning through active involvement.

The children will be encouraged to play, explore and learn at their own pace. We offer time, space, materials and equipment in a place where they can feel happy, relaxed, safe and secure.

Your child will develop their self-confidence and independence and are encouraged to do as much for themselves as possible.

Children will be encouraged to learn through a variety of learning activities, experiences and approaches, both in the indoor and outdoor environment, ranging from teacher led structured learning activities to child led activities. Their day will include structured sessions where thematic, cross curricular activities with elements of all six areas will be developed, and where the children are encouraged to express their thoughts and ideas.

The children will also experience focus week activities where one theme/ event is the focus for a range of practical activities undertaken throughout the week. This also involves parents, as we will be asking for volunteers to take responsibility for certain tasks during the week whilst simultaneously getting involved in a variety of the child's learning experience.

DYSGU AC ADDYSGU

Dyma'r meysydd Dysgu a gynhwysir yn y Cyfnod Sylfaen (rhaglen astudio statudol 2008)

- Datblygiad Personol a Chymdeithasol, Lles ac Amrywiaeth Ddiwylliannol
- Sgiliau Iaith, Llythrennedd a Chyfathrebu
- Datblygiad Mathemategol
- Gwybodaeth a Dealltwriaeth o'r Byd
- Datblygiad Corfforol
- Datblygiad Creadigol

Defnyddir chwarae fel mynediad i bob maes dysgu. Mae'r disgyblion yn dysgu'n llwyddiannus gyda mwynhad. Trwy arwain gofalus a chwarae strwythedig bydd y staff yn defnyddio llwyddiant plentyn i gyflwyno a datblygu syniadau newydd. Cynllunnir cyfleoedd ar gyfer pob math o chwarae gan y staff a chaiff y disgyblion chwarae'n unigol, mewn paruau ac mewn grwpiau amrywiol eu maint gyda neu heb arweiniad oedolyn.

Y peth pwysicaf i'w nodi yw bod plentyn yn mwynhau chwarae ac yn dysgu heb fod yn ymwybodol ei fod yn cael ei addysgu. Mae plentyn yn dysgu trwy ymglymiad gweithgar.

Caiff eich plentyn ei annog i chwarae, i archwilio a dysgu yn ei amser ei hun. Rydyn ni'n cynnig amser, lle, defnyddiau ac offer mewn man lle gall ymlacio gan deimlo'n hapus a diogel.

Bydd eich plentyn yn datblygu hunanhyder ac annibyniaeth wrth gael ei annog i wneud gymaint ag sy'n bosib dros ei hun.

Fe fydd y plant yn cael eu hannog i ddysgu drwy gyfrwng amrywiaeth o brofiadau a thechnegau addysgu boed yn y dosbarth neu yn yr amgylchedd allanol. Byddant yn cynnwys sesiynau strwythedig wedi'u harwain gan yr oedolyn, yn ogystal a phrofiadau dysgu trawsgwricwlaidd a thematig, lle annogir mewnbwn y plant wrth fynd ati i gynllunio a dysgu, a lle fydd y chwe maes dysgu yn cael eu datblygu.

Yn ogystal fe gynhelir wythnosau gweithgareddau thematig, lle fydd un digwyddiad neu thema yn ganolbwynt i ystod eang o brofiadau ymarferol. Annogir chwi fel rhieni i ymuno yn yr wythnosau hyn, drwy wirfoddoli i gymryd cyfrifoldeb dros un o'r gweithgareddau, ac yn hyn o beth cael cyfle gwych i fod yn rhan o brofiadau dysgu'r plentyn.

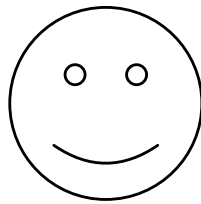
WORKING TOGETHER IN PARTNERSHIP

In the Nursery Class we encourage positive social skills. All adults working in Ysgol Melin Gruffydd who come into contact with the children will show a positive role model, by treating each other and the children with kindness and respect

Children are encouraged to:-

- Be polite
- Work and play together
- Help others
- Listen well
- Try their best
- Share and take turns
- Attempt to complete Home Link tasks
- Attempt to **SPEAK WELSH!**

Praise will be given for individual effort in achieving these goals by awarding and collecting praise stickers in order to win a certificate.



If a child has difficulty in reaching these goals we will work in partnership with parents to decide on practical and positive ways of achieving them. However, we also appreciate that your child may have genuine concerns or difficulties and we will endeavour to assist them on every occasion. Early communication is crucial to ensure consistent and fair approaches to solving issues in these matters .

Thank you for your co-operation.



RELAX AND ENJOY !

Your child will have **FUN**

CYDWEITHIO MEWN PARTNERIAETH

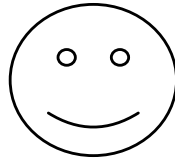
Yn y Dosbarth Meithrin annogwn sgiliau cymdeithasol positif.

Bydd pob oedolyn sy'n dod i gysylltiad a disgyblion yn Ysgol Melin Gruffydd yn arddangos arfer da, drwy drin ei gilydd a'r disgyblion gyda charedigrwydd a pharch.

Disgwylir i'r plant i :-

- Ddangos cwrteisi
- Gyd-weithio a chyd-dynnu
- Helpu eraill
- Wrando'n dda
- Wneud eu gorau glas
- Rannu a chymryd tro
- Ymdrechu i gwblhau tasgau Cyswllt Cartref
- Ymdrechu i SIARAD CYMRAEG !

Rhoddir clod i unigolion am ymdrech arbennig i gyrraedd y targedau hyn, drwy roi a chasglu sticeri clod er mwyn cael tystysgrif.



Os yw plentyn yn ei chael hi'n anodd i gyrraedd y targedau hyn, fe annelwn i gydweithio mewn partneriaeth â chwi fel rhieni i alluogi eich plentyn i'w cyrradd mewn modd teg a chadarnhaol. Ymdrechwn i fod yn ymwybodol o wir bryderon neu drafferthion eich plentyn a gwnawn ein gorau i'w gynorthwyo ar bob achlysur.

Gwyddom bod cyswllt cynnar yn hanfodol wrth ddatrus problemau mewn modd chyson a theg.

Diolch am eich cyd-weithrediad.



YMLACIWCH A MWYNHEWCH!

Mi fydd eich plentyn yn cael **SBRI** !