ADRODDIAD BLYNYDDOL BWRDD Y LLYWODRAETHWYR

AR GYFER Y FLWYDDYN ACADEMAIDD 2020-21

BOARD OF GOVERNORS' ANNUAL REPORT

FOR THE ACADEMIC YEAR 2020-21

Cofia ddysgu byw...

Ysgol Gymraeg Melin Gruffydd

Heol Glan y Nant

Yr Eglwys Newydd

Caerdydd

CF14 1AP

02920 691 247

CYNNWYS/CONTENTS

Tudalen / Page

Cynnwys	2.	Content
Cyflwyniad	3.	Introduction
Y Bwrdd Llywodraethol	4.	The Governing Body
Y Gymraeg	5.	The Welsh Language
Presenoldeb	5.	Attendance
Diarddel Plant	5.	Pupil Exclusion
Dosbarthiadau a staff	6.	Classes and staff
Y Cwricwlwm, Dysgu ac Addysgu	7	The Curriculum,Teaching and Learning
Anghenion Dysgu Ychwanegol	8	Additional Learning needs
Gweithgareddau Chwaraeon	11	Sporting Activities
Yfed a Bwyta'n Iach	11	Healthy Eating and Drinking
Tai Bach	12.	Toilets
Trosglwyddo i'r Uwchradd	12.	Transfer to secondary Education
Y Gymuned	13.	Local Community
Llawlyfr yr Ysgol	13.	School Prospectus
Polisiau a Dogfennau	14.	Policies and Documents
Materion cyllid	15.	Financial matters
Cynllun Gwella'r Ysgol	17.	School Improvement Plan
Dyddiadau a Gwyliau'r Ysgol 2020/21	23.	Dates of School Holidays 2020/21
Cymdeithas Rhieni-Athrawon	23.	PTA
Cyd-Weithio gyda Rhieni	24.	Parental Links

Cyflwyniad

Fel Cadeirydd Llywodraethwyr Ysgol Gymraeg Melin Gruffydd mae'n bleser gen i gyflwyno Adroddiad Blynyddol y Bwrdd Llywodraethol ar gyfer y flwyddyn 2020-21.

Mae cynnwys yr adroddiad yn statudol. Prif bwrpas yr Adroddiad Blynyddol yw cyflwyno gwybodaeth allweddol angenrheidiol i rieni ynglŷn â'r ysgol.

Mae'r Bwrdd yn hynod falch o gael tîm arbennig o Athrawon a staff ym Melin Gruffydd o dan arweiniad Mr James; o gyrhaeddiad ein disgyblion talentog ac o gefnogaeth ein rhieni ymroddgar.

Blwyddyn heriol iawn oedd hi llynedd, ni allai unrhyw un wedi rhagdybio effeithiau Covid 19. Hoffwn ddiolch yn bersonol i holl staff Ysgol Melin Gruffydd am eu hymdrechion diflino i addasu, addysgu a chefnogi ein dysgwyr yn agos ac o bell.

Dymunwn ddiolch i chi gyd am wneud Melin Gruffydd yn ysgol arbennig, sy'n drysor gwerthfawr i gymuned Yr Eglwys Newydd.

Rhodri Jones - Cadeirydd y Llywodraethwyr

Introduction

As Chair of Governors at Ysgol Gymraeg Melin Gruffydd, I am delighted to present the Board's Annual Report for the school year 2020-21.

The contents are statutory and the purpose of the Annual Report is to provide parents with key information concerning the school.

The Board is very proud to have such an outstanding team of teachers and staff at Melin Gruffydd, led by Mr James; of the achievements of our talented pupils; and of our committed and supportive parents.

Last year was a very challenging year, one that no one could have predicted the effect and consequences of Covid 19. I would like to personally thank all of the Melin Gruffydd staff for their tireless efforts in adapting, educating and supporting our learners in school and from a distance.

We wish to thank you all for making Melin Gruffydd such a special place and an asset to the community of Whitchurch.

Rhodri Jones - Chair of Governors

Y Bwrdd Llywodraethol / Board of Governors

		Tan/Until
Mrs Lowri Williams	Rhiant/Parent	29/04/22
Mr Illtud James	Pennaeth/Headteacher	
Mr Rhodri Lloyd	Cymuned/ Community	24/03/22
Mr Arfon Jones	Cymuned/Community	24/03/22
Mr Emyr James	Cymuned/Community	07/04/23
Mr Rhodri Elis Jones	AALl/LEA	25/11/23
Mrs Bethan Collins	AALl/LEA	23/07/24
Dr Natasha Hammond-Browning	AALl/LEA	21/05/24
Mr Dylan Owen	AALl/LEA	20/06/23
Mrs Stephanie Evans	Rhieni/Parent	04/10/24
Miss Angharad Griffiths	Rhieni/Parent	04/10/24
Mr Denis Pugh	Rhieni/Parent	04/10/24
Mrs Sioned Tobias	Rhieni/Parent	14/11/23
Mrs Caryl Eldridge	Athro/Teacher	04/10/24
Mrs Ffion Davies	Athro/Teacher	02/09/22
Mrs Noni Laugharne	Staff nad ydynt yn dysgu/Non teaching staff	18/09/22
Mrs Esyllt Williams	Clerc dibleidlais/non-voting Clerk	

Penodir Llywodraethwyr am gyfnod o 4 blynedd. Ar ddiwedd cyfnod ar ran y rhieni, anfonir llythyr at holl rieni'r disgyblion yn yr ysgol yn gofyn am enwebiadau ar gyfer y lle(oedd) gwag. *Governors are appointed for a period of 4 years. At the end of a Parent Governor's term of office all parents are sent a letter asking for nominations for the vacant position (s).*

Nifer y seddi gwag presennol ar gyfer Rhiant Lywodraethwyr / *Number of current Parent Governor vacancies*	0
Dyddiad(au) o sedd(i) (g)wag ar gyfer Rhiant Lywodraethwr sydd i ddod / *Date(s) of the upcoming Parent Governor vacancy(ies)*	29/04/22

Hysbyseb o Gyfarfod Blynyddol Rhieni/Llywodraethwyr i ddod (yn ol Adran 94 o Ddeddf Trefniadaeth Safonau Ysgolion Cymru 2013): Ni dderbyniwyd deiseb yn gwneud cais am gyfarfod, felly ni chynhaliwyd Cyfarfod Blynyddol yn y flwyddyn 2020/21 oherwydd ni holwyd am gyfarfod.

Notification of upcoming AGPM (as stated under Section 94 of the School Standards Organisation Wales Act 2013): The governing body did not receive a petition requesting a meeting, and therefore did not hold an AGM in 2020/21.

Gellir cysylltu â Chadeirydd y Llywodraethwyr a /neu'r Clerc drwy ffonio'r ysgol.
The Chairperson of Governors and / or Clerk may be contacted by telephoning the school.

Y Gymraeg / The Welsh Language

Rydym yn ymfalchio yn y ffaith taw Ysgol benodedig Gymraeg yw Ysgol Gymraeg Melin Gruffydd. Ar wahân i'r Saesneg, sy'n cael ei chyflwyno yn yr adran Iau, mae pob pwnc yn cael ei addysgu drwy gyfrwng y Gymraeg. Ni addysgir Saesneg yn y Babanod. Anogir pob plentyn i ddefnyddio'r Gymraeg bob amser.

We are proud that Ysgol Gymraeg Melin Gruffydd is a designated Welsh medium primary school. All subjects are taught through the medium of Welsh apart from English, which is taught in Key Stage 2/ Junior department. English is not taught in the Infants. All children are encouraged to use the Welsh language at all times.

Presenoldeb / Attendance 2020-21

Presenoldeb/Attendance	DDYB -N/A
Absenoldebau Awdurdodedig/ Authorised Absences	DDYB -N/A
Absenoldebau Anawdurdodedig/ Unauthorised Absences	DDYB -N/A

Ni fu rhaid cyflwyno'r ffigyrau hyn i'r Sir yn ystod y flwyddyn o achos Covid.

These figures did not have to be provided to the Council this year due to Covid.

Diarddel Plant / Pupil Exclusions

Ni waharddwyd yr un disgybl yn ystod y flwyddyn addysgol 2020-21.

There were no pupil exclusion during the year 2020-21.

Staff a Dosbarthiadau / Staff and Classes - Haf/Summer 2021

Athro / Teacher	**Blynyddoedd / Year Group**	**Nifer / No.**
Mrs Ffion Davies/	6	25
Mr. Huw Richardson	6	28
Miss Ffion Margetson	5	30
Mrs Caryl Eldridge/Mrs Natasha Farrell	5	30
Miss Morganne Bendle	4	31
Mr James Williams	4	30
Mrs Catrin Llywelyn	3	29
Miss Chloe Jones	3	30
Mrs Catrin Champion	2	30
Miss Rebecca Milward	2	31
Mrs G.Davies / Mrs M. Williams	1	24
Miss Bethan Evans	1	22
Miss Ellen Bowhay	Derbyn / Reception	30
Mrs Bethan Jones	Derbyn / Reception	29
Miss G Roberts/Mrs Mara Llewellyn	Meithrin / Nursery (am)	32
	Meithrin / Nursery (pm)	32
	Cyfanswm/Total	**463**
Mr. Alun Higham a Mrs Lowri Lewis	CPA / PPA	

Staff Cynorthwyol / Support Staff	
Mrs Amy Evans	Uwch Gynorthwydd Higher Level Teaching Assistant
Mrs Rachel Dwyer	Blwyddyn 5&6/Yrs 5&6
Mrs Lorraine Rogers	Blwyddyn 3&4 / Yrs 3&4
Mrs Buddug Williams / Miss Sam Neathey/Mrs Sara Holliday	Bl1&2/Yr 1&2
Miss Catrin Edwards/Miss Lili Davies	Derbyn / Reception
Mrs Glesni Cooper / Miss Daneka Stephens	Meithrin / Nursery
Mrs Chantelle Ohimekpen/Mr Hywel George/Mrs Sharon Rich/Mr Finn Dixon/Miss Hollie Jones/Miss Sara Horne	Anghenion Dysgu Ychwanegol/ Additional Learning Needs
Miss Cadi Dafydd/Mrs Linda Jones/Mrs Emily Watson	Dal fyny/Catch up
Mrs Noni Laugharne	Swyddog Cyswllt Teulu/ Family Liaison Officer
Mrs Esyllt Williams / Mrs Helena Jones	Swyddfa/School Secretary
Mr Simon Bullen Mrs Geraldine Hughes/ Mrs Yvonne Clark/Mrs Karen Murphy Mrs Yvonne Clark / Mrs Geraldine Hughes / Mrs Liz Jones/ Mrs Karen Murphy	Gofalydd/Caretaker Goruchwylwyr Amser Cinio Lunchtime Supervisors Staff Glanhau / Cleaning Staff

Y Cwricwlwm, Dysgu ac Addysgu / The Curriculum, Teaching and Learning

Yn Ysgol Gymraeg Melin Gruffydd, ein bwriad yw datblygu dysgwyr hyderus ac annibynnol. Mae'r Cwricwlwm Cenedlaethol yn ein helpu ni i wneud hyn yn effeithiol.

Ar hyn o bryd mae'n ofynnol yn ôl y Cwricwlwm Cenedlaethol i bob plentyn rhwng 7 ac 13 oed astudio pedwar Pwnc Craidd - Cymraeg, Saesneg, Mathemateg a Gwyddoniaeth, a'r Pynciau Sylfaen canlynol yn yr ysgol gynradd - Hanes, Daearyddiaeth, Dylunio a Thechnoleg, Technoleg Gwybodaeth, Celf, Cerddoriaeth, Addysg Gorfforol ac Addysg Bersonol a Chymdeithasol. Er hynny, rydym eisoes wedi dechrau cynllunio'r pynciau o fewn y 6 Maes yn barod ar gyfer y Cwriciwlwm i Gymru newydd.

Mae'n ofynnol addysgu Addysg Grefyddol yn yr ysgolion hefyd er nad yw'n bwnc yn y Cwricwlwm Cenedlaethol.

Ar gyfer plant y Babanod, mae'r gwaith yn seiliedig ar y Cyfnod Sylfaen o ran Datblygiad Iaith a Llythrennedd, Datblygiad Mathemategol, Gwybodaeth a Dealltwriaeth o'r Byd, Datblygiad Creadigol, Datblygiad Corfforol a Datblygiad Personol a Chymdeithasol.

Yn Ysgol Gymraeg Melin Gruffydd mae cryn bwyslais ar ddatblygiad Sgiliau – Llythrennedd, Rhifedd a Thechnoleg Gwybodaeth- ar draws y cwricwlwm.

Mae pwyslais hefyd ar bwysigrwydd y Celfyddydau ac Addysg Gorfforol o ran datblygu gallu a diddordebau'r plant. Yn ystod cyfnod y plant yn yr ysgol hon, ein bwriad yw rhoi'r cyfle iddynt ymwneud ag ystod o brofiadau diwylliannol drwy ymweld ag orielau celf, cwmnïau theatr deithiol a gweithio gydag artistiaid, awduron, chwedleuwyr neu artistiaid perfformio.

Yn ystod y flwyddyn, bu'r staff yn paratoi a chynllunio ar gyfer cyflwyno Cwriwclwm i Gymru ym mis Medi 2022.

At Ysgol Gymraeg Melin Gruffydd, we aim to develop confident, independent learners. The National Curriculum helps us to do this effectively.

Currently the National Curriculum requires that all children between the ages of 7 and 13 years study four Core Subjects – Welsh, English, Maths and Science and in primary schools the following Foundation Subjects - History, Geography, Design and Technology, Information Technology, Art, Music, P.E. and also PSE. The school is now planning and delivering these subjects within the 6 Areas of Learning and Experience in readiness for the new Curriculum for Wales.

R.E., though not a National Curriculum subject, is also required to be taught in all schools.

For our Infants, activities and work are based around the 6 areas of learning within the Foundation Phase - Literacy Development, Mathematical Development, Knowledge and Understanding of the World, Creative Development, Physical Development and Personal and Social Development.

At Ysgol Gymraeg Melin Gruffydd, there is a strong emphasis on developing key skills – Literacy, Numeracy and ICT – across the whole of the curriculum.

We also emphasise the importance of the Arts and PE in developing children's abilities and interests. During the time that children are with us we hope that they will be involved in a range of cultural experiences through visits to art galleries, visiting theatre companies and work with artists, writers, storytellers or performance artists.

During the year, the staff have been planning and preparing for the New Curriculum for Wales which will be delivered from September 2022.

Anghenion Dysgu Ychwanegol / Additional Learning Needs

Nid yw Cod Ymarfer AAA Cymru'n rhoi plant mewn categorïau pendant o angen arbennig, ond edrychir ar bob plentyn fel unigolyn. Er hyn, mae'n debyg y bydd anghenion arbennig plant yn perthyn i un neu ragor o'r pedwar maes cyffredinol isod:

- cyfathrebu a rhyngweithio anawsterau lleferydd, iaith a chyfathrebu
- dirnadaeth a dysgu anawsterau dysgu sy'n amrywio o ganolig i ddwys
- ymddygiadol, emosiynol a chymdeithasol - mae hyn yn cynnwys amrediad o ymddygiadau gwahanol gan gynnwys pethau fel mynd i gragen, aflonyddu, gorfywiogrwydd, methu canolbwyntio a diffyg sgiliau cymdeithasol
- synhwyrol, corfforol neu feddygol yn cynnwys anawsterau sy'n gysylltiedig â nam ar y golwg neu'r clyw ac anableddau corfforol eraill.

Mae plant yn gwneud cynnydd ar wahanol gyflymder i'w gilydd ac mae'r ffordd maen nhw'n dysgu'n gallu amrywio. Wrth gynllunio gwersi ar sail y Cwricwlwm Cenedlaethol a gweithredu o fewn themâu canolog, mae'r athro/athrawes yn rhoi sylw i hyn drwy edrych yn ofalus ar sut maen nhw'n trefnu eu gwersi, yr ystafell ddosbarth, y llyfrau a'r deunyddiau. Yna, byddan nhw'n dewis y ffyrdd mwyaf priodol o helpu'r plant i ddysgu o blith ystod o weithgareddau.

Mae'r ystod a gynhwysir o fewn anghenion dysgu ychwanegol yn eithriadol o eang, o blant a datganiadau swyddogol hyd at blant disglair sy'n teilyngu gwaith ymestynnol i gadw eu diddordeb a datblygu eu galluoedd. Ym Melin Gruffydd rydym yn darparu ystod o ddarpariaeth arbenigol i ateb anghenion y plant. Bwriadwn i bob disgybl elwa'n llawn o'i gyfnod yn Ysgol Gymraeg Melin Gruffydd; rhaid felly darparu'n llawn ar gyfer pob angen a gosod strwythurau yn eu lle i fonitro a darparu ar gyfer yr anghenion hynny.

Yn ystod y flwyddyn roedd 23 o blant ar y gofrestr, yn cynnwys 7 disgybl gyda datganiad. Erbyn hyn darperir cymorth dysgu i blant ag Anghenion Dysgu Ychwanegol o fewn y dosbarthiadau a thu allan.

Mewn cydweithrediad agos ag athrawon y dosbarth mae athrawes a chyfrifoldeb am Anghenion Dysgu Ychwanegol yn adnabod angen ac yn trefnu cefnogaeth bwrpasol ar gyfer disgyblion. Rhoddir sylw i unigolion a grwpiau o fewn yr ystafell ddosbarth ynghyd a chymorth penodol gan staff ategol arbenigol. Mae'r ysgol yn cydweithio yn agos iawn gyda'r Awdurdod Lleol ac yn

cyfeirio disgyblion sydd angen sylw pellach at wasanaethau Anghenion Dysgu Ychwanegol y Cyngor.

Trwy brosesau asesu manwl sydd yn adnabod anghenion penodol plentyn yn gynnar, ein nod yw darparu rhaglen sydd yn addas ar ei gyfer, ac sydd yn galluogi iddynt lwyddo. Mae hyn yn cynnwys disgyblion ag anableddau, disgyblion ag anawsterau dysgu a disgyblion Mwy Abl a Thalentog. Gyda chaniatâd rhieni, rhoddir enw pob plentyn ag Anghenion Dysgu Ychwanegol ar y Gofrestr A.D.Y. yn unol â'r camau a nodir yng 'Nghod Ymarfer Anghenion Dysgu ychwanegol Cymru'. Yr Awdurdod sy'n gyfrifol am roi Datganiad Anghenion Dysgu Ychwanegol i blentyn. Cynllunia'r ysgol gwricwlwm eang a chytbwys i ddisgyblion, gan ddarparu adnoddau a chymorth priodol yn sicrhau'r gwerth orau posib o'r gyllideb a ddyrannir gan yr Awdurdod Lleol. Rydym yn monitro ac adolygu ar gynnydd disgybl yn barhaus gan addasu'r ddarpariaeth yn ôl yr angen. Cedwir mewn cysylltiad agos a rhieni ynghylch datblygiad eu plentyn, a gwahoddir rhieni i bob adolygiad o gynnydd. Mae copi llawn o'r polisi ADY ar gael yn yr ysgol neu ar y wefan.

Oherwydd sefyllfa Covid-19 rydym wedi gorfod addasu ein ffordd o ddarparu cefnogaeth.

Bydd cynorthwywyr yn cynorthwyo unigolion a grwpiau bychain o blant gyda'u tasgau a bydd ein Swyddog Teulu (cynorthwyydd cyswllt rhieni/ELSA) yn gweithio gydag unigolion a'u teuluoedd. Bydd y cynorthwywyr yn gweithio gyda'r disgyblion i gyflawni eu targedau o'u CAU ac Incerts. Mae'r rhaglenni a'r adnoddau hyn yn cael eu darparu neu eu haddasu i weddu i anghenion disgyblion. Rydym yn mesur llwyddiant yr ymyriadau hyn drwy ddefnyddio rhaglen olrhain Incerts.

The Welsh SEN Practice Code doesn't put children in definite categories of additional learning needs, but each child is looked at as an individual. However, children's additional needs will belong to one or more of the 4 general fields below:

- *Communication and interaction of difficulties in speech, language and communication*
- *Learning difficulties that vary from mild to profound.*
- *Behavioural, emotional and social – this includes a range of different behaviours including things like going into your shell, disruption, hyperactivity, inability to concentrate and lack of social skills.*
- *Sensory, physical or medical including difficulties connected to impairment of vision or hearing and other physical disabilities.*

Children progress at different speeds to each other and the ways in which they learn differ. When designing lessons on the basis of the National Curriculum and acting within central themes, your child's teacher will deal with this by looking very carefully at how they organise their lessons, the classroom, the books and materials. Then they will choose the most appropriate method to help your child from a wide range of activities.

The range that is included within special needs is very wide indeed, from children with official statements to more able children who require extensive work to keep their interests and develop their abilities. In Melin Gruffydd, we provide a range of special provisions to answer the needs of

the children. We intend for all the children to profit fully from their time at Ysgol Gymraeg Melin Gruffydd; we must therefore provide fully for every need and set out structures to monitor and provide for these needs.

During the year we had 23 children on the register, which included 7 statemented pupils. We now provide learning support for children with SEN within the classes and outside.

In close collaboration with the class teacher, a teacher with responsibility for Additional Learning Needs identifies and arranges an appropriate programme of support for pupils according to their needs. Individuals and groups are given appropriate support within the classroom setting and specific support from specialist support staff. The school works very closely with the Local Authority and refers pupils who require further attention to the county's Additional Needs Services.

Through robust assessment processes, we hope to identify children's needs promptly and provide an appropriate programme of support that enables them to succeed. This includes identifying pupils with disabilities, learning difficulties and More Able and Talented children. With parent's permission, each child's name is placed on the Additional Learning Needs register according to the stages described in the 'Welsh Additional Learning Needs Code of Practice'. It is the Authority's responsibility to provide a child with a Statement of Additional Educational Needs. The school plans a broad and balanced curriculum for pupils, providing suitable resources and support ensuring the best value from the monies allocated by the Local Authority. We monitor and review pupil progress continuously, adapting provision as required. Parents are kept fully informed of their child's development and are invited to every review of progress meetings. A full copy of the ALN policy is available in the school or on the school's website.

Due to the situation with Covid-19 we have had to adjust the way in which we provide support.

Teaching Assistants support individuals and small groups of children with their tasks and a parent liaison assistant/ELSA will be working with individuals and their families. The teaching assistants will be working with the pupils to complete their targets from their IEPs and Incerts. These programmes and resources are provided or adapted to suit pupils' needs. We measure the success of these interventions by using the Incerts tracking programme.

Gweithgareddau Chwaraeon / Sporting Activities

Dechreuodd 2020-21 yn wahanol iawn i unrhyw flwyddyn arall ar faesydd chwaraeon Melin Gruffydd. Gyda'r disgyblion mewn swigod dosbarth, doedd dim ffordd ymarferol o gynnal y llu o ymarferion chwaraeon wythnosol sydd fel arfer ar gael i ddisgyblion yr ysgol. Yn anffodus oherwydd COVID-19 fe gollom ni dymor llawn o ysgol ac roedd cyfyngiadau llym mewn lle yn ystod y tymhorau eraill.

Er gwaethaf y pandemig, fe addaswyd yr amserlen ddyddiol i sicrhau bod pob dosbarth yn cael sesiynau wythnosol ar gae chwarae yr ysgol ac roedd pwyslais mawr ar addysgu y plant tu allan gymaint ag oedd posib.

2021-21 started very differently from any other year on the sports fields of Melin Gruffydd. With pupils having to be kept in class bubbles, there was no practical way to conduct the myriad of weekly sports clubs that are usually available to Melin Gruffydd pupils. Unfortunately, due to COVID-19 we lost a full school term and strict restrictions were in place during the other two terms.

Despite the pandemic, the daily school timetable was modified to ensure that all classes had weekly sessions on the school playing field and there was great emphasis on outside learning as much as possible.

Yfed a Bwyta'n Iach / Healthy Eating and Drinking

I atgyfnerthu'n nodau chwaraeon bywyd iach, mae'r ysgol yn hyrwyddo bwyta ac yfed iach ac anogir disgyblion i fwyta'n iach. Dosbarthwyd taflenni i ddisgyblion a'u rhieni, yn eu hannog i ddarparu blychau cinio iach. Paratoir bwydlenni ar lefel Awdurdod sy'n sicrhau'r lefel gywir o faeth. Anogir disgyblion i yfed dwr wrth weithio ac y maent yn ymwybodol o bwysigrwydd hydradiad y corff. Caiff codi ymwybyddiaeth i fyw'n iach le amlwg yng nghwricwlwm a bywyd yr ysgol. I hybu hyn darperir clwb coginio allgyrsiol ac yn ogystal rhoddir lle blaenllaw i gystadleuaeth Cogurdd. Mae'r ysgol wedi cyflawni Cam 5 o Ysgolion Iach ac yn gweithio tuag at y wobr genedlaethol.

To complement the school's sporting aims, the school promotes healthy eating and drinking, pupils are encouraged to eat healthily. Leaflets have been distributed to pupils and parents encouraging them to provide healthy lunch boxes. School menus are prepared to Authority level to ensure the correct nutrition level. Pupils are encouraged to drink whilst working and are aware of the importance of remaining hydrated. A healthy lifestyle is promoted throughout our school curriculum and our activities. To encourage this the school has provided an after school cookery club as well as promoting participation in the Cogurdd competition. The school has completed stage 5 of the Healthy Schools initiative and is now working towards the national award.

Tai Bach / Toilet Facilities

Mae gan yr ysgol ddigon o dai bach i'r disgyblion. Caiff cyflwr y tai bach ei adolygu'n rheolaidd. Mae gan yr ysgol dai bach sydd â mynediad i bobl anabl. Caiff toiledau'r ysgol eu glanhau yn ddyddiol gan lanhawyr yr ysgol. Mae'r glanhawyr yn sicrhau bod tai bach disgyblion mewn cyflwr derbyniol ac yn addas i ddisgyblion ei defnyddio. Os oes problemau gyda'r tai bach mae disgyblion yn adrodd yn syth i aelodau staff a chysylltir gyda'r gofalwr a/neu adran cynnal a chadw adeiladau yr ALl. Mae staff yn sicrhau nad oes gordyrru yn y tai bach trwy gyfyngu ar nifer y disgyblion sydd yn cael defnyddio'r tai bach ar y tro.

The school has a sufficient number of toilets for the pupils. The condition of the toilets are monitored regularly. The school has toilets with disabled access. The school toilets are cleaned twice daily by the school's cleaners. The cleaners ensure that toilets are of an acceptable standard for pupils use. If there is a problem with the toilets pupils report to staff who then contact the site manager and/or LA's Buildings and Maintenance department immediately. Staff ensure that the toilets are not overcrowded by restricting the number of pupils who can use the toilets at any given time.

Trosglwyddo i'r Ysgol Uwchradd

Mae plant Ysgol Melin Gruffydd yn trosglwyddo i Ysgol Gyfun Glantaf ar ddiwedd blwyddyn 6. Fodd bynnag, y rhieni sy'n dewis i ba ysgol y bydd eu plant yn mynd.

Yn ystod Blwyddyn 6, mae'r Awdurdod Addysg Leol yn anfon llyfryn manwl sy'n cynnwys yr holl wybodaeth berthnasol ynghylch trefn ceisiadau a derbyniadau ysgolion uwchradd.

Mae Ysgol Gyfun Glantaf yn darparu ffurflenni derbyn a gwybodaeth i ddisgyblion Blwyddyn 6 ac mae noson agored bob blwyddyn hefyd, a hynny'n rhoi cyfle i rieni disgyblion Blwyddyn 6 gwrdd â phennaeth a staff Ysgol Gyfun Glantaf.

Ar ddiwedd tymor yr Haf 2021, aeth 53 o'n disgyblion i Ysgol Gyfun Glantaf.

Children from Ysgol Gymraeg Melin Gruffydd transfer to Ysgol Gyfun Glantaf at the end of year 6. However, it is the parents who choose which secondary school their children will attend.

In year 6 the Local Education Authority sends parents a detailed brochure giving all the relevant information regarding the procedure for secondary school applications and admissions.

Ysgol Gyfun Glantaf provides year 6 pupils with admission forms and information and there is also one evening held each year, giving an opportunity for the parents of year 6 to meet with the head and staff of Glantaf.

At the end of the summer term 2021, 53 of our pupils transferred to Ysgol Glantaf.

Y Gymuned / Local Community

Dymuna'r Corff Llywodraethol ddiolch yn fawr i'r gwirfoddolwyr o'n cymuned leol, sy'n cynnig eu hamser yn rheolaidd er mwyn helpu ein disgyblion gyda'u sgiliau darllen, mewn sesiynau wedi'u trefnu gyda'r athrawon. Mae hyn yn gyfraniad amhrisiadwy i ddatblygiad gallu llythrennedd ein plant. Hefyd, dymuna'r Llywodraethwyr ddiolch i'r rhai sy'n gwirfoddoli o'u hamser i fynd ar ymweliadau, sy'n help mawr i'r staff.
Mae'r ysgol wedi chwarae rhan y gymuned trwy berfformio, trwy ymweld â mannau arbennig ar gyfer dibenion addysgol, trwy wahodd aelodau o'r gymuned i gyfoethogi'r cwricwlwm a thrwy gefnogi elusennau.

The Governors wish to thank the many individuals from our community who regularly volunteer their time to assist our pupils with their reading, in organised sessions arranged by the teachers. This is an invaluable contribution to the development of literacy skills, for which we are very grateful. We would also like to thank those who volunteer to assist the staff on school trips. This support is very much appreciated.
The school has played a part in the community by performing, by visiting places for educational purposes, by inviting members of the community to enrich the curriculum and by supporting charities.

Llawlyfr yr Ysgol / School Prospectus

Adolygwyd y prosbectws a gwnaed mân newidiadau i adlewyrchu dyddiadau ac ystadegau cyfredol yn ogystal ag arolwg o Amcanion a Nodau'r ysgol ar gyfer y flwyddyn ysgol 2020/21, yn unol â'r canllawiau a dderbyniwyd gan Llywodraeth Cymru. Yn unol â rheolau Statudol, dosbarthwyd y llawlyfr yma i rieni plant sy'n cychwyn yn ein dosbarthiadau Derbyn - rydym hefyd yn rhoi copi bob blwyddyn i blant Blwyddyn 3 wrth iddynt ymuno â Chyfnod Allweddol 2. Gellir cael copi pellach o'r llawlyfr o swyddfa'r ysgol neu oddi ar wefan yr ysgol:

www.ygmg.cymru

The School's prospectus for the academic year 2020/21 was reviewed and amended according to the Welsh Assembly guidelines. To comply with statutory regulations a copy of the school prospectus has been issued to parents/guardians of pupils commencing full time education as from September 2020 - we also give a copy to our Year 3 pupils on entry to Key Stage 2.

Copies of the prospectus are available from the school office or on the school website: www.ygmg.wales.

Polisiau a Dogfennau / Policies and Documents

Yn ystod y flwyddyn ddiwethaf adolygwyd y canlynol:-
Polisi Preifatrwydd Ysgolion, Hysbysiad Preifatrwydd y Cyfrifiad Blynyddol o'r Gweithlu Ysgolion, Polisi Presenoldeb a Llesiant staff yr Ysgol, Polisi a Gweithdrefn Gwyliau Ysgol, Polisi Gofalwyr Ysgolion, Polisi Rhyddid Gwybodaeth, Polisi Chwythu'r Chwiban, Polisi Datblygiad Personol a Pherthynas (Addysg Rhyw), Polisi Iechyd Meddwl, Polisi Gwisg Ysgol, Adroddiad Blynyddol y Llywodraethwyr, Côd Ymddygiad Rhieni, Cofrestr Busnes y Llywodraethwyr, Polisi TGCh, Polisi E-Ddiogelwch, Polisi Cyfryngau Cymdeithasol, Polisi Gwrthfwlio, Cytundeb Ysgol Cartref, Polisi Ymddygiad / Disgyblaeth, Polisi Cyflogau.

Last year, the school reviewed the following:-
School Privacy Policy, Annual Workforce Census Privacy Notice, School staff Attendance and Wellbeing Policy, School Holiday Policy and Procedure, School Carers Policy, Freedom of Information Policy, Whistleblowing Policy, Personal Development and Relationships Policy, Mental Health Policy, School Uniform Policy, Governors Annual Report, Parental Code of Conduct, Governors Business Register, ICT Policy, E-Safety Policy, Social Media Policy, Anti-Bullying Policy, Home School Agreement, Behaviour / Discipline Policy, Pay Policy.

Cyllid / Budget

Costau / Expenses
Doedd dim un aelod o'r Corff Llywodraethol wedi hawlio costau yn y flwyddyn ariannol 2020/21.
No-member of the Governing Body claimed expenses during the financial year 2020/21.

Rhoddion gan y PTA/*PTA Donations* 2020/21 = £0

CARDIFF COUNCIL/GYNGOR CAERDYDD				
SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2020-2021				
Governing Body/Corff Llywodraethu of:	Ysgol Melin Gruffydd			
	Governor Approved Budget/Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/ Gwariant Cyflawnedig	
	£	£	£	£
Staffing costs/Costau Staff				
Teaching Costs/Costau Addysgu	958,409		964,094	
Special Needs Teachers/Athrawon Anghenion Arbennig	0		0	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	0		0	
Long Term Supply/Llanw Hir Dymor	33,368		78,751	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	107,939		88,172	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwywyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwywyr	219,466		209,773	
Foreign Language Assistants/Cynorthwywyr Ieithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwylwyr Canol Dydd	15,964		11,487	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	50,739		51,256	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	11,650		5,590	
Other Staff Costs/Costau staff eraill	31,770		77,992	
Performance Management/Rheoli Perfformiad	0		0	
Total Staffing Costs/Cyfanswm Costau Staff		1,429,305		1,487,115
Premises Related Costs/Costau Eiddo				
Caretaking/Domestic Staff/Staff Gofalwyr/ Domestig	49,191		48,704	
Grounds Staff/Staff y Tir	2,400		2,166	
Cleaning Costs/Costau Glanhau	38,489		38,909	
Energy Costs/Costau Ynni	28,035		21,486	
Rates/Cyfraddau	37,450		37,450	
Repairs and Maintenance/Atgyweiriau a Chynhaliaeth	13,521		12,867	
Water/Dŵr	8,600		7,906	
Total Premises Related Costs/Cyfanswm Costau Eiddo		177,686		169,488
Transport Costs/Costau Cludiant				
Pupil Transport Costs/Costau Cludiant Disgyblion	5,000		0	
Staff Transport Costs/Costau Cludiant Staff	300		0	
Vehichle Costs/Costau Cerbydau	1,200		2,192	
Total Transport Costs/Cyfanswm Costau Cludiant		6,500		2,192
Supplies and Services/Cyflenwadau a Gwasanaethau				
Teaching Materials/Adnoddau Addysgu	35,000		31,964	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	15,655		16,079	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	15,000		0	
Catering Costs/Costau Arlwyo	4,550		722	
Unallocated / Savings to be found/Arian heb ei ddosbarthu / Cynilion	29,181		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	11,800		10,409	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	0		0	
Clerk to Governing Body/Clerc y Corff Llywodraethu	1,110		1,102	
Other office costs/Costau swyddfa eraill	600		635	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	9,000		5,427	
Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliaeth a threuliau	0		0	
Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau		121,896		66,337

Central Services/Gwasanaethau Canolog				
School Meals/Prydau Ysgol	6,700		6,700	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	47,043		41,387	
Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog		53,743		48,087
Income/Incwm				
Additional Central Funding/Nawdd Canolog Ychwanegol	-160,460		-60,243	
Community Education/Addysg Cymunedol	0		0	
Donations/Rhoddion	-17,250		0	
Lettings/Gosodiadau	-9,000		-933	
Other Income/Incwm arall	0		-595	
Grant Income/Incwm rhent	0		-302,021	
Sales/Gwerthiannau	0		0	
School Meals Recharge/Talu am Brydau Ysgol	0		0	
Training and Tuition Income/Incwm Hyfforddiant	0		-2,100	
Total Income/Cyfanswm Incwm		-186,710		-365,892
Interest and Other/Llog ac Arall				
Interest on investments/Llog ar fuddsoddiadau	0		0	
School Investments/Buddsoddiadau Ysgol	0		0	
Withdrawl Investments/Buddsoddiadau Dileadau	0		0	
School Deficit/Gwariant Ysgol				
Temporary Loans/Benthyciadau Dros Dro	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Interest/Llog	0		0	
		0		0
Total Interest and Other/Cyfanswm Llog ac arall				
Total Net Expenditure/Cyfanswm Gwariant Net		1,602,420		1,407,328
Less Uninvested Balance Brought Forward/Llai'r Balans na fuddsoddwyd a ddygwyd ymlaen		-65,550		
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd		-37,450.00		-37,450.00
Contribution to / from balances/Cyfraniad i / o falansys				129,542
Revised Net Expenditure/Gwariant Net Diwygiedig		**1,499,420**		**1,499,420**
Summary/Crynodeb				
Total resources available in 2020-2021 / Cyfanswm adnoddau ar gael yn 2020-2021	£			
School balances Brought forward from 2019-2020/Balansau ysgol a ddygwyd ymlaen o 2019-2020	74,164.83			
School Loans Brought forward from 2019-2020/Benthyciadau Ysgol a Ddygwyd ymlaen o 2019-2020	0.00			
Prior Year Adjustment/Cyn Addasiad Blwyddyn	0.00			
Total delegated resources/Cyfanswm adnoddau dirprwyedig	1,536,870			
Total/Cyfanswm	**1,611,034.83**			
Actual Expenditure/Gwariant Cyflawnedig	1,407,327.95			
Less change in investments/Llai'r newid mewn buddsoddiadau	0.00			
Less Movements in Temporary Loan/Llai'r Symudiadau â Benthyciadau Dros Dro	0.00			
Less variance in earmarked rates/Llai'r amrywiant â chyfraddau a glustnodir	0.00			
Total balance carried forward to 2021-2022/Cyfanswm Balans a ddygwyd ymlaen i 2021-2022	**203,706.88**			
Statement of Balances Held/Datganiad Balansau	£			
Uninvested Balance as at 31st March 2021/Balans na fuddsoddwyd ar 31 Mawrth 2021	195,092.52			
Invested Balance as at 31st March 2021/Balans a fuddsoddwyd ar 31 Mawrth 2021	8,614.36			
Outstanding Loans as at 31st March 2021/Benthyciadau dros ben ar 31 Mawrth 2021	0.00			
Total Balances held as at 31st March 2021/Cyfanswm Balansau ar 31 Mawrth 2021	**203,706.88**			
for Corporate Director Resources	Matthew W. Jones			

Cynllun Gwella'r Ysgol / School Improvement Plan

Yn anffodus, fe wnaeth sefyllfa Covid amaharu'n fawr ar waith yr ysgol yn ystod y flwyddyn. Serch hynny, bu'r ysgol yn weithgar yn ymateb i'r targedau a osodwyd a gwelwyd cynnydd a datblygiadau o fewn y meysydd / Unfortunately, the Covid's situation greatly affected the work of the school during the year. However, the school has been active in responding to the targets set and has seen progress and developments within the agreed areas.

1. Codi safonau ysgrifennu bechgyn - ar y lefelau uwch - targed ysgol gyfan o 50%
   Raising boys' writing standards - at the higher levels - whole school target of 50%

- Mae pob athro wedi dadansoddi data'r bechgyn yn eu dosbarth ac wedi llunio rhestr o gamau gwethredu yn benodol ar gyfer eu dosbarth nhw / *All teachers have analysed the data for boys' writing and have created an action plan list to target their development*
- Mae pob athro wedi gosod targedau heriol ar gyfer grwpiau penodol o fechgyn y dosbarth. Gwiriwyd y data ar gyfer pob dosbarth er mwyn sicrhau bod y targedau a osodwyd yn uchelgeisiol ond yn gyraddadwy / *All teachers have set challenging targets for the targeted groups of boys within each classroom. Data has scrutinised to ensure that the targets are ambitious but achievable.*
- Roedd athrawon yn cynnal sesiynau grŵp ffocws gyda'r bechgyn yn ystod y flwyddyn / *Teachers were targeting boys' writing in their focus group activity during the year*
- Mae un o'r athrawon wedi mynychu rhaglen Datblygu Ysgrifennu Bechgyn y Consortiwm / One teacher has started attending the Consortium's Developing Boys Writing programme
- Rydym wedi adolygu y ddarpariaeth bresennol ar gyfer ysgrifennu yn yr ysgol er mwyn targedu arfer ar lawr y dosbarth / *We have scrutinised the current provision for writing to enable specific targeting of classroom practices.*
- Rydym wedi casglu a chraffu ar ddata pob dosbarth er mwyn sicrhau cynnydd tuag at y targedau a osodwyd ym Medi 2019 / *We have collected and scrutinised data from each year group to ensure that all classes are on target to meet the 50% target set in September 2019.*
- Mae craffu ar lyfrau wedi dangos bod y bechgyn yn cael cyfleoedd helaeth i ysgrifennu'n estynedig ar draws yr ysgol. Gwelwyd esiamplau da iawn o waith ysgrifennu bechgyn ar y lefel uwch / *Book scrutiny showed that boys are having a range of extended writing experiences throughout the school. Examples of good practice were seen on the higher levels of writing.*
- Mae hyn wedi parhau yn darged i bob athro unigol ar gyfer eu i Rheoli Perfformiad am 2020-21/ *This has continued to be a target for every individual teacher for their Performance Management in 2020-21.*
- Ym Mai 2021 casglwyd data ar y sefyllfa gyfredol ym mhob dosbarth, yn dilyn y cyfnodau clo. Mae pob athro yn ymwybodol o'r angen i osod hyn fel ffocws clir i waith iaith gweddill y flwyddyn / *In May 2021 data on the current situation was collected in each class, following the lockdown periods. Teachers were made aware of the need for this to be the clear focus of language work for the remainder of the year*
- Yn anffodus, er gwaethaf ein holl ymdrechion, mae sgil effaith y cyfnodau clo yn golygu na fyddwn wedi cyrraedd y targed o 50% / *Unfortunately, despite all the hard work with writing this year, the impact of the lockdown periods will mean that we have not reached our target of 50%*

2. Cwricwlwm i Gymru - Addasu a chodi safonau yr addysgeg ar draws yr ysgol gyda'r prif ffocws ar y Dyniaethau a phynciau STEM
Curriculum for Wales - Adapting and raising standards of pedagogy across the school with the main focus within Humanities and STEM subjects

- Fe wnaethom gynnal cyfarfod cynllunio gydag athrawon a chynorthwywyr pob Uned yn yr adran Iau ar ddiwrnod HMS dechrau'r flwyddyn gan eu harwain ar ddisgwyliadau yr addysgeg a'r ffocws diweddaraf ar y Dyniaethau a phynciau STEM / *We held a planning meeting with teachers and assistants of each Unit in the Junior Department on the INSET day at the beginning of the year guiding them on the expectations of pedagogy and the latest focus on Humanities and STEM subjects.*
- Datblygwyd a chyflwynwyd fformat newydd ar gyfer cynllunio hir dymor sy'n cyplysu llais y plentyn a ffocws ar brosiectau dyniaethau a STEM / We *developed and introduced a new format for long-term planning that fits the voice of the child and a focus on humanities and STEM projects.*
- Mae'r fformat newydd a phrosiectau newydd bellach ar waith yn yr ysgol / *The new format and new projects are now in place at the school.*
- Roedd STEM yn flaenllaw iawn ar daith gerdded Bl 5 a 6 ym mis Tachwedd / *STEM was at the forefront of the Years 5 and 6 learning walk in November.*
- Ionawr 2021: Cyflwynwyd rhaglen 'Lyfta' i'r ysgol ar gyfnod treialu. Rhaglen sy'n cyfuno sgiliau a gwybodaeth ddaearyddol gyda thrawstoriad eang o sgiliau T.G.Ch. Roedd yr adborth a dderbyniwyd yn ol gan athrawon yn bositif ac felly ymrwymodd yr ysgol i'r rhaglen ar Fai 20fed ac fe gaiff ei gynnwys yn ffurfiol fel rhan o gwricwlwm newydd yr ysgol o Fedi 2021 / *January 2021: 'Lyfta' program introduced to school at trial. A program that combines geographical skills and knowledge with a broad cross-section of T.G.C. The feedback received from teachers was positive and the school therefore committed to the program in May 20th and will be formally included as part of the school's new curriculum from September 2021.*
- Tîm cwricwlwm wedi cyfarfod athrawon pob blwyddyn i gasglu gwybodaeth am yr adnoddau maent yn eu defnyddio (gyda ffocws o ganfod pa adnoddau dyniaethau a gwyddoniaeth oeddent yn troi atynt) ac i gasglu eu barn ar y ffordd ymlaen. Daethpwyd i'r casgliad y byddai athrawon yn dymuno cael dogfenaeth newydd yn amlinellu'n glir yr hyn sydd angen iddynt ei ddysgu yn eu blwyddyn benodol nhw / *Curriculum team met with teachers of each year to gather information on the resources they use (with a focus on finding out what humanities and science resources they were accessing) and to gather their views on the way forward. It was concluded that teachers would want new documentation that clearly outlines what they need to teach in their particular year.*
- Gyrrwyd holiadur i'r rhieni i roi'r cyfle iddynt ddylanwadu ar y cynnwys a'r addysgeg - ffocws ar y dyniaethau yn unig. Coladwyd y wybodaeth yma a'i chyflwyno ar ffurf 'slides'. Y bwriad nawr yw cynnwys rhai syniadau yn y cwricwlwm dyniaethau newydd / *Questionnaire sent to parents to give them the opportunity to influence content and pedagogy - focus on humanities only. This information has been collated and presented as 'slides'. The intention now is to include some ideas in the new humanities curriculum.*
- Tîm Cwricwlwm wedi gwneud cyflwyniad i'r cynorthwywyr ar y cwricwlwm newydd i ategu, atgoffa ac adolygu ar y cyflwyniad wnaethpwyd gan y pennaeth ym mis Medi fel eu bod wedi eu hatgoffa a'u trwytho ar yr elfennau sy'n unigryw i CiG a'r gwahaniaethau sylweddol sydd o gymharu â chwricwlwm 2008. Tynnwyd sylw at yr agwedd 'addysgeg' yn y cwricwlwm a mai dyma un o brif ffocysau CiG / *Curriculum Team makes a presentation to assistants on the new curriculum to complement, remind and review the presentation made by the headteacher in September so that they are reminded and immersed in the elements that are unique to CiG and the significant differences compared to the 2008 curriculum. The 'pedagogy' aspect of the curriculum was highlighted and that is one of the main focuses of CiG.*

3. Cwricwlwm i Gymru - Pob athro yn deall y broses o gynnal ymchwiliadau gweithredol ac wedyn yn addasu y dysgu a'r addysgu o fewn eu dosbarthiadau o ganlyniad iddynt.

Curriculum for Wales - All teachers understanding the action research process and then as a result, adapting the learning and teaching within their classes.

- Bu Mr James, Mrs Catrin Llywelyn a Miss Milward yn mynychu sawl hyfforddiant tymor yr haf 2000 ac wedi cynnal sawl cyfarfod er mwyn cytuno ar y ffordd ymlaen o ran cynnal ymchwiliadau gweithredol / *Mr James, Mrs Catrin Llywelyn and Miss Milward attended several training sessions and held several meetings to agree on the way forward in conducting action research*
- Dechreuodd ein triawd proffesiynol ar eu hymchwiliad gwethredol yng Ngwanwyn 2000 - 'Ydy llais y plentyn yn arwain at y plant yn gweithio yn fwy annibynnol?' Yn anffodus tarfwyd ar yr ymchwil yn dilyn y cyfnod clo, ond eleni ,mae'r tim addysgeg wedi penodi ymchwiliadau gweithredol fel blaenoriaeth y tim. Ailgydiwyd yn yr ymchwiliadau gweithredol fel modd o ddatblygu a gwella addysgeg ar draws yr ysgol. / *Our professional triad started their investigation - 'Does pupil voice lead to the children working more independently?' Unfortunately due to covid and home learning it wasn't possible to complete the research but this year the pedagogy team have prioritised research in order to develop and advance pedagogical approaches across the school.*
- Cyflwynwyd hyfforddiant i holl athrawon MG yn ystod y cyfnod clo gan eu cyflwyno i batrymlun action research, y patrymlun rydym am ddefnyddio. Gofynnwyd i bob athro fesul blwyddyn fynd ati i wneud gwaith ymchwil ac i ddod o hyd i erthyglau ar un agwedd yr hoffai'r flwyddyn ddatblygu neu arbrofi gyda ar lawr y dosbarth. / *Training was delivered to all MG teachers during the lock-down period and all teachers were introduced to the action research template. Each year has been asked to carry out research and to find articles on one aspect that the year would like to develop or experiment with in the classroom.*
- Mae bob blwyddyn wedi dewis erthygl ac wedi gosod cwestiwn ar gyfer yr ymchwil. Bu trafodaethau gyda'r tim addysgeg gyda'r athrawon sut i fynd ati i ddechrau'r ymchwil. / *All teachers have chosen an article and completed a planning sheet. Discussions have taken place with the pedagogy team and support has been given to establish the research.*
- Yn ystod tymor yr haf mae'r athrawon wedi mynd ati i greu gwaelodlin, gosod strategaethau ar waith a thracio tystiolaeth a data er mwyn canfod canlyniadau / *During the summer term the teachers set a baseline, put strategies in place and then tracked evidence and data to get results.*
- Cynhaliwyd 'Marchnad Siarad' ar ddiwedd tymor yr haf er mwyn adlewyrchu a myfyrio ar yr ymchwiliadau er mwyn clywed am syniadau da a newydd ar gyfer eu defnyddio yn ystod tymor yr hydref ar draws yr ysgol gyfan er mwyn creu cysondeb a datblygiad yn yr addysgeg yr ydym yn ei ddefnyddio. / *A 'Talking Market' was held at the end of the summer term to reflect on the investigations. New and good ideas were taken from the investigations and in the autumn term, they will be introduced alongside pedagogical practices across the whole school that will promote consistency and effective practice.*
- Ar ein diwrnod HMS ar Fehefin 30ain, roedd pob pâr o athrawon wedi cyflwyno canfyddiadau eu hymchwiliadau i weddill yr athrawon. Byddwn wedyn yn trafod os fydd y canfyddiadau hynny yn dylanwadu ar bolisi neu arfer da yr ysgol / *On our INSET day on June 30th, we arranged for each pair of teachers to present the findings of their investigations to the rest of the teachers. We will then discuss whether those findings influence the school's policy or good practice.*
-
- Mae'r flwyddyn yma wedi bod yn llwyddiannus iawn o ran cyrraedd y targed yma. Codwyd ymwybyddiaeth yr athrawon a magwyd eu hyder mewn cynnal ymchwiliadau sydd yn effeithio yr arfer yn y dosbarthiadau / *This year has been very successful in achieving this target. Teachers' awareness was raised and they gained confidence in conducting investigations that affect classroom practice*

4. Cwricwlwm i Gymru- Cryfhau'r cyswllt gyda'r 'byd real/paratoi at fywyd' trwy gynyddu'r defnydd a gwneud defnydd mwy effeithiol o'r 'tu allan' - tir yr ysgol (dysgu awyr agored), y gymuned leol a thramor
Curriculum for Wales- Strengthening the link with the 'real world / preparing for life' by increasing use and making more effective use of the 'outside' - school grounds (outdoor learning), the local community and abroad

- Ar ddechrau'r flwyddyn, bu OutdoorCoachingUK yn cynnal sesiynau dysgu tu allan/ysgol y goedwig gyda Bl 5a6. Roedd yr adborth gan y staff yn gadarnhaol iawn / *At the beginning OutdoorCoachingUK held outdoor learning/forest schools workshops with Yrs 5&6. Feedback from staff was very positive*
- Mae adnodd syniadau o weithgareddau tu allan ar gyfer yr ysgol gyfan wedi cael ei brynu / *A whole school outdoor learning scheme/bank of ideas has been bought*
- Mae'r ysgol wedi ail gofrestru ar wefan y British Council ac mae sawl ysgol o dramor mewn cysylltiad i greu partneriaethau a chydweithio ar brosiectau / *MG has re-registered on the British Council website. Many schools abroad are now in contact to create a partnership and to agree on various projects*
- Maint Cymru wedi cynnal Gwasanaeth a Gweithdai gyda Blynyddoedd 3 a 4. Y disgyblion wedi cynnal ymgyrch codi arian drwy redeg milltir y dydd am wythnos, ac wedi codi £1700 i Maint Cymru / *Maint Cymru held an assembly an workshops with Years 3 and 4. The pupils held a fundraising activity - running a mile a day for a week and raised £1700 for Maint Cymru.*
- MG wedi cymryd rhan yn Blwyddyn 3 Cynllun Ysgolion Creadigol Arweiniol y Cyngor Celfyddydau. Roedd y Prosiect yn targedu ysgrifennu Bechgyn Blwyddyn 2 MG. Penodwyd Anwen Carlisle i weithio fel ymarferydd creadigol a phenodwyd ail ymarferydd i weithio ar yr elfen cerfio pren / *We participated in the Third Year of the Arts Council for Wales' Leading Creative Schools Project. The project target Boys' Writing in Year 2 at MG. We appointed Anwen Carlisle as one of our Creative Practitioners and we appointed a Practitioner to work on the wood carving element.*
- Bu Anwen Carlisle yn gweithio gyda bechgyn Blwyddyn 2 yr ysgol i ysgrifennu stori wreiddiol ar sail stori Culhwch ac Olwen ac fe greodd pob disgybl ddelwedd i gyd-fynd gyda'r stori. Mae Robert Jakes wedi bod yn gweithio gyda'r bechgyn i gerfio eu delweddau ar feinciau pren. Mae llwyfan newydd wedi ei gosod ar y buarth chwarae. Catrin C wedi cynnal sesiwn hyfforddiant i staff Ysgol Pencae a staff / *Anwen Carlisle has been working with the Year 2 boys to write an original story based on the traditional tale of Culhwch and Olwen. Every pupil drew an image to coincide with the story. The woodcarver Robert Jakes has been working with the pupils to help them carve their images onto wooden benches. A new stage has been installed on the playground. Catrin C held a training session for the staff of Ysgol Pencae and MG.*
- Daeth y Cynllun Ysgolion Creadigol i ben ym Mawrth 2020 (ychydig yn gynnar oherwydd y Cyfnod Clo). Yn ffodus roedd gwaith y ddau ymarferydd creadigol gyda disgyblion y ddwy ysgol wedi dod i ben. Mae meinciau pren, wedi eu cerfio gan y disgyblion, ac sydd yn adrodd storïau gwreiddiol y plant wedi'u gosod ar iard Pencae ac ar iard Melin Gruffydd. Yn anffodus, oherwydd y Clo Mawr, ni fu modd i ddisgyblion y ddwy ysgol ymweld â'i gilydd, na chwaith i'r rhieni a chymunedau ehangach yr ysgolion ddod i ddigwyddiadau dathlu. Adroddiad Gwerthuso wedi ei ddarparu i'r Cyngor Celfyddydau / *The Creative Schools Project came to an end in March 2020 (a little early due to Lockdown). Fortunately, the work of both creative practitioners with the pupils of both schools had been completed. Wooden benches, carved by the children, and retelling their original stories have been placed on the playgrounds of Ysgol Pencae and Melin Gruffydd. Unfortunately, due to lockdown, pupils from both schools were unable to visit each other, and we have been unable to hold celebration events for parents and the wider schools' communities. Evaluation Report submitted to the Arts Council.*
- Tymor yr Haf 2021 - pob dosbarth wedi creu cyswllt gydag ysgolion eraill. CS - ysgolion mewn rhannau eraill o Gymru. CS2 - ysgolion mewn rhannau eraill o'r byd. / *Summer Term 2021 - every class has made contact with other schools. FP - schools in other areas of Wales. KS2 - schools in other parts of the world.*

- Tymor yr Haf 2021 - Athrawon yn parhau i amlygu cyfleoedd i ddefnyddio'r ardal tu allan yn y Cynllunio Wythnosol / *Summer Term 2021 - Teachers continue to highlight opportunities to use the outdoor areas in their Weekly Planning.*
- Tymor yr Haf 2021 - Llywodraethwyr wedi cytuno i fuddsoddiad ariannol sylweddol yn yr Ardal tu allan. Gyles Morris o gwmni Naturesbase wedi siarad gyda'r athrawon mewn cyfarfod athrawon. Mr James wedi dosbarthu Google Forms i staff yn gofyn iddynt nodi eu blaenoriaethau am ddatblygu'r ardal tu allan. HR a CC wedi casglu'r ymatebion a'u rhannu i gategoriau / *Summer Term 2021 - Governors have agreed to a substantial financial investment in the Outdoor area. Gyles Morris from Naturesbase spoke with teachers during a teachers meeting. Mr James has distributed a GoogleForms asking staff for their priorities for developing the outdoor area. HR and CC have collated the responses and sorted them into areas/categories*
- Cyfloedd i fynd â'r disgyblion ar ymweliadau oddi ar safle'r ysgol wedi'u cwtogi gan y Pandemig / *Opportunities to take the children on visits off the school's site have been curtailed by the Pandemic.*
- Trefnwyd sesiwn hyfforddi arall i gynorthwywyr ar Ddysgu Tu Allan ar ein diwrnod HMS ar Fehefin 30ain. Cafodd y sesiwn ei harwain gan Outdoor Coaching UK a Learning Through Landscapes. Amcan y diwrnod oedd cyflwyno mwy o weithgareddau posib a mwy o arfer da wrth ddysgu tu allan / *We organised another training session on Outdoor Learning for our Teaching Assistants on our INSET day on June 30th. The session was led by Outdoor Coaching UK and Learning Through Landscapes. The aim of this day is to introduce more potential activities and more good practice when learning outdoors.*
- Mae'r holl staff wedi cwblhau holiadur ar ddatblygu tir yr ysgol gan gynnig syniadau ar ddatblygiadau a gweithgareddau sy'n berthnasol i'w hoed dysgu hwy. Mae'r Uwch Dim Rheoli wedi coladu y canfyddiadau / All staff have completed a questionnaire on developing the school grounds offering ideas on developments and activities relevant to their teaching age. The Senior Management Team collated the findings.
- Er gwaethaf y cyfnod clo a sefyllfa Covid, mae llawer o waith wedi ei wneud yn ystod y flwyddyn yn hyfforddi staff, cynllunio ar gyfer datblygu ardaloedd tu allan, creu cysylltiadau gydfag ysgolion eraill a chynnig profiadau gwerthfawr i gefnogi ein cwricwlwm / *Despite the lock down period and Covid, much work has been done during the year training staff, planning for the development of outdoor areas, forging links with other schools and providing valuable experiences to support our curriculum.*

5. Holl staff yr ysgol yn hyderus wrth ymdrin a pharatoi ar gyfer y Fframwaith ADY newydd a'r ysgol yn newid ac addasu eu gweithdrefnau yn sgil hynny
All school staff confident in dealing with and preparing for the Framework New ALN - school changing and adjusting its procedures accordingly

- Mae'r Cydlynydd Anghenion Dysgu Ychwanegol (CADY) wedi mynychu pob cyfarfod Fforwm y Sir er mwyn casglu gwybodaeth ar y Fframwaith Newydd. Yn sgil hyn mae'r CADY wedi dechrau treialu y gwaith papur newydd a dilyn cyfarwyddiadau Liz Jones. Mae'r CADY yn sgwrsio gyda CADY's y clwstwr i sicrhau cysondeb/ *Additional Learning Needs Co-ordinator (ALNCo) has attended every County Forum meeting and has obtained crucial information and documents to share with staff regarding ALNET reform. As a result of this the ALNCo has begun using the proposed paper work and trialing any changes proposed.*
- Wedi gweithio gyda CADY's clwstwr Glantaf i greu adnoddau Mathemateg a phecyn gwybodaeth ar Ymateb Graddoledig ar gyfer plant ADY a'i gyflwyno i athrawon yr ysgol. Mae'r CADY wedi trafod gyda athrawon yn unigol am hyn ac yn sicrhau eu bod nhw yn ymwybodol o ofynion plant ag ADY a sut orau i'w cefnogi nhwl/ *ALNCo worked closely with Glantaf Cluster ALNCO's to create Maths resources to aid ALN learners and created an information pack about the Graduated Response and then introduced it to staff. ALNCo ensured that she discussed this with all staff so that they were confident in knowing how best to support pupils with ALN and what was expected of them before making a referral.*
- Adnewyddu rhestr ADY yr ysgol a chynnal trafodaethau gyda'r athrawon sydd a phlant Gweithred Ysgol yn eu dosbarthiadau er mwyn meddwl am y cam nesa iddyn nhw /*Updated ALN register*

and arranged meeting with staff members to discuss pupils at School Action level to work out the next step for them.

- Mae'r CADY wedi trefnu sesiynnau hyfforddiant gan y tim Lles, y tim Llythrennedd a'r Tim ASD (Autistic Spectrum Disorder) staff gyfan yr ysgol er mwyn cyfoethogi eu gwybodaeth ynglyn a materion ADY a sut orau i gefnogi disgyblion gydag ADY. Roedd y sesiynau yma yn fuddiol iawn wrth i staff sylwi ar y disgyblion yn eu dosbarth y byddai yn elwa o gymorth ychwanegol gan dimoedd arbenigol y Sir./ *The school ALNCo has arranged staff development sessions from the Wellbeing team, the LNST (Literacy Numeracy Support Team) and the ASD team(Autistic Spectrum Disorder) in order to ensure staff knowledge on the various additional needs that some of their pupils may demonstrate. These sessions proved very beneficial due to staff becoming more confident in dealing with certain situations in class and recognizing those pupils* who they think would benefit from additional support from the specialist teams at County level.
- Mae'r CADY wedi mynychu cwrs ACE's y sir ac nawr yn ACE ambassador i'r ysgol/ School ALNCo has been on ACE's course and is now an ACE ambassador for the school.
- Mynychodd y pennaeth sesiynau hyfforddi ar y ddeddf ADY / *The headteacher attended training sessions on the new ALN act*
- Trefnwyd sawl sesiwn hyfforddi a sesiynau diweddaru gwybodaeth i'r athrawon a'r cynorthwywyr */ We arranged numerous training sessions and briefing for teaching and support staff*
- Rhannwyd gwybodaeth am y ddeddf newydd gyda'r rhieni a chrewyd adran newydd benodol ar wefan yr ysgol - https://www.ygmg.com/anghenion-dysgu-ychwanegol / Information on the new ALN act was shared with parents and a designated page was created on the school website - https://www.ygmg.com/en/anghenion-dysgu-ychwanegol/
- Gwahoddwyd y CADY i gynnal sesiwn hyfforddi a diweddaru i'r llywodraethwywr / *The ALNco held a presentation and briefing session for the school's governing body*

Gwybodaeth ychwanegol:
Additional information:

Mae'r corff llywodraethol, y Pennaeth a staff yr ysgol yn gweithredu cynllun cynhwysfawr er mwyn cyrraedd ein targedau. Eleni, mae sefyllfa Covid-19 wedi tarfu ar ein gweithredu, a blaenoriaethau eraill wedi codi.

The governing body, the Head teacher and school staff are implementing a comprehensive action plan to reach our targets. This year, the situation with Covid-19 has disrupted our implementation, and other priorities have arisen.

Dyddiadau a gwyliau'r ysgol - 2020-21 - Dates and school holidays

Tymor/Term	Tymor yn dechrau Term begins	Hanner tymor yn dechrau Half term begins	Hanner tymor yn gorffen Half term ends	Tymor yn gorffen Term ends
Hydref 2020 Autumn	Dydd Iau Medi 3 Sept Thursday	Dydd Llun Hydref 26 Oct Monday	Dydd Gwener Hydref 30 Oct Friday	Dydd Gwener Rhagfyr 18 Dec Friday
Gwanwyn 2021 Spring	Dydd Llun Ionawr 4 Jan Monday	Dydd Llun Chwefror 15 Feb Monday	Dydd Gwener Chwefror 19 Feb Friday	Dydd Gwener Mawrth 26 Mar Friday
Haf 2021 Summer	Dydd Llun Ebrill 12 April Monday	Dydd Llun Mai 31 May Monday	Dydd Gwener Mehefin 4 June Friday	Dydd Mawrth Gorff 20 July Tuesday

Cymdeithas Rhieni ac Athrawon (CRhA) / Parent Teacher Association (PTA)

Dymuna'r Corff Llywodraethol ddiolch i aelodau a swyddogion y gymdeithas am eu llafur caled ac i'r rhieni am eu cefnogaeth a'u haelioni.

Dymuna'r Corff Llywodraethol hefyd annog pob rhiant i gefnogi'r gwaith gwych a gwerthfawr a wneir gan y Gymdeithas Rheini Athrawon.

Twitter @CRhAMelinGruff

The Governing Body wishes to express its gratitude to the members of the P.T.A. for their hard work and to the parents for their continued support and generosity.

We would also encourage all parents to support the excellent and essential work of the PTA.

***Twitter* @CRhAMelinGruff**

Cydweithio gyda rhieni / Parental links

Mae barn rhieni yn bwysig i lwyddiant a dyfodol Ysgol Melin Gruffydd! Bydd holiaduron yn cael eu rhoi ar wefan yr ysgol/ap yr ysgol ar gyfer eich sylwadau.

Nosweithiau Agored

Mae'r ysgol yn darparu dwy noson agored i rieni ymweld â'r ysgol er mwyn trafod gwaith a datblygiad eu plant. Cynhelir un noson yn ystod Tymor yr Hydref a'r llall yn nhymor y Gwanwyn.

Adroddiadau Datblygiad y Disgybl

Mae'r disgyblion yn derbyn adroddiad ysgrifenedig manwl yn flynyddol. Hefyd, mae CADY'r ysgol, Mrs Bethan Jones, wedi cyfarfod â rhieni yn gyson i drafod anghenion eu plant. Un datblygiad pwysig o fewn yr ysgol yw rôl y Swyddog Teulu – Mrs Noni Laugharne. Os oes angen dod i'r ysgol i drefnu cyfarfod gyda'r athro/athrawes/pennaeth, mae modd cysylltu â'r ysgol i wneud trefniant cyfleus. Yn dymhorol anfonir llythyr i'r rhieni yn cyfeirio at waith y tymor sydd i ddod.

Disgyblion Newydd

Yn ystod Tymor yr Hydref cynhelir cyfarfod - "Noson Groeso" - ar gyfer y rhieni. Yn ystod y noson, ceir cyfle i dderbyn gwybodaeth am waith y dosbarth yn ogystal â chyfle i holi'r athrawon perthnasol. Mae'r ysgol wedi darparu cytundebau Ysgol/ Cartref, llawlyfrau, holiadur anabledd, ffurflen caniatâd lluniau ar y we i'r disgyblion newydd. Bu'r ysgol yn paratoi a dosbarthu Cytundebau Cartref Ysgol, llawlyfrau, slipiau caniatâd ar gyfer cynnwys lluniau ar y rhyngrwyd ar gyfer y plant Meithrin a Derbyn newydd.

Cyfarthrebu gyda Rhieni

Mae'r ysgol yn cyfathrebu gyda'r rhieni mewn amryw o ffyrdd digidol– negeseuon ar ap yr ysgol MySchoolApp, e-bost, Instagram, Twitter, Facebook ac ar wefan yr ysgol– www.ygmg.com

Taliadau Arlein

Un datblygiad pwysig sydd yn fwy poblogaidd eleni eto yw'r system i'r rhieni fedru talu ar-lein am weithgareddau ac ymweliadau – www.parentpay.com

The views of parents is important to the success and the future of Ysgol Melin Gruffydd! On occasions, parental questionnaires are shared on the school website/school app for your comments.

Open Evenings

Two open evenings are arranged every school year enabling the class teachers and parent/ guardians to discuss the pupils' work and progress. One evening is held during the Autumn Term and the other during the Spring term.

Pupil Progress Reports

Pupils receive detailed written reports once a year. Also, the school's SENCO, Mrs Bethan Jones, met with parents throughout the year to discuss pupils' needs and progress. One positive development is the role of our Family Engagement officer – Mrs Noni Laugharne. If parents wish to discuss anything with the teachers/head teacher, it is possible to contact the school to arrange a convenient appointment. At the beginning of every term, a letter is sent to all parents summarising the work and topics that are to be covered.

New Pupils

During the Autumn Term, the school invited parents to school – "Welcome to the New Class" evenings. During these evenings, parents met the new teachers, received information regarding the curriculum and had the opportunity to ask relevant questions.
The school prepared and distributed Home School Agreements, handbooks, permission slips for including photos on the internet for the new Nursery and Reception children.

Communicating with Parents

The school communicates digitally with parents via the school app (MySchoolApp), email, Instagram, Twitter, Facebook and the school website – www.ygmg.cymru

Online Payments System

An important development that is now more popular is the school's online payment system for school events and visits – parentpay.com

Dymuna'r bwrdd llywodraethol ddiolch i'r rhieni a chyfeillion Melin Gruffydd am eu cefnogaeth arbennig!

The governing body would like to thank the parents and friends of Melin Gruffydd for their continued excellent support!

PENNAETH/HEADTEACHER: Mr Illtud James

CYFEIRIAD/ADDRESS:
Heol Glan y Nant
Yr Eglwys Newydd/Whitchurch
Caerdydd/Cardiff
CF14 1AP

FFON/TEL: 02920691247

E-BOST/E-MAIL: YsgolMelinGruffydd@caerdydd.gov.uk

GWEFAN/WEBSITE: www.ygmg.cymru

TRYDAR/TWITTER: @MelinGruffydd

Atodiad 1

Ysgol Gymraeg Melin Gruffydd

Annwyl Riant

Eich hawl i ofyn am gyfarfod â chorff llywodraethu'r ysgol

Rwyf yn ysgrifennu atoch ar ran y corff llywodraethu i roi gwybod i chi am newidiadau i'r rheoliadau a threfniadau newydd o ran cael cyfarfod â chorff llywodraethu'r ysgol.

Mae Deddf Safonau a Threfniadaeth Ysgolion (Cymru) 2013 (y Ddeddf) yn dileu'r gofyniad i gyrff llywodraethu ysgolion gynnal cyfarfod blynyddol â rhieni, a chyflwynwyd trefniadau newydd yn lle hynny er mwyn galluogi rhieni i ofyn am hyd at 3 chyfarfod â chorff llywodraethu'r ysgol yn ystod unrhyw flwyddyn ysgol ynghylch materion sy'n peri pryder iddynt.

Dan y Ddeddf bydd angen bodloni pedwar amod os yw rhieni yn dymuno arfer eu hawliau i gynnal cyfarfod.

1. Bydd angen i Rieni lunio deiseb o blaid cynnal cyfarfod.
Bydd angen i rieni o leiaf 30 o ddisgyblion a gofrestrwyd yn yr ysgol lofnodi'r ddeiseb. Os deiseb ar bapur ydyw, rhaid rhoi llofnod ysgrifenedig yn ogystal â nodi enw a dosbarth pob plentyn sy'n ddisgybl cofrestredig yn yr ysgol. Os deiseb electronig ydyw, y 'llofnod' sydd ei angen yw enw'r rhiant wedi'i deipio yn ogystal ag enw a dosbarth pob plentyn sy'n ddisgybl cofrestredig yn yr ysgol a chyfeiriad e-bost pob rhiant sy'n 'llofnodi' y ddeiseb electronig.

2. Rhaid galw'r cyfarfod i drafod materion sy'n effeithio ar yr ysgol
Ni ellir galw'r cyfarfod i drafod materion megis cynnydd disgyblion unigol, nac i wneud cwyn yn erbyn aelod o staff neu gorff llywodraethu'r ysgol.

Dylai'r ddeiseb gynnwys manylion cryno'r mater/materion i'w trafod, a'r rhesymau dros alw'r cyfarfod. Dylid nodi'r wybodaeth hon yn glir ar frig y ddeiseb, gyda llofnodion y rhieni yn ymddangos islaw hynny.

3. Gellir cynnal hyd at dri chyfarfod yn ystod y flwyddyn ysgol
Mae'r gyfraith yn galluogi rhieni i arfer eu hawliau i ofyn am hyd at dri chyfarfod â chorff llywodraethu ysgol yn ystod y flwyddyn ysgol.

4. Rhaid bod o leiaf 25 diwrnod ysgol yn weddill yn y flwyddyn ysgol

Un o amodau'r gyfraith yw bod rhaid bod o leiaf 25 diwrnod ysgol yn weddill yn y flwyddyn ysgol pan gyflwynir y ddeiseb i'r ysgol er mwyn gallu cynnal y cyfarfod.

Ystyr "diwrnod ysgol" yw diwrnod pan fo'r ysgol ar agor i ddisgyblion: Nid yw hyn yn cynnwys penwythnosau, gwyliau cyhoeddus, gwyliau ysgol na diwrnodau HMS.

Y cyfeiriad ar gyfer cyflwyno deiseb yn gofyn am gyfarfod â chorff llywodraethu'r ysgol yw:
Cadeirydd y Llywodraethwyr, d/o Ysgol Gymraeg Melin Gruffydd, Heol Glan y Nant Road, Yr Eglwys Newydd, Caerdydd, CF14 1AP.

Mae rhagor o wybodaeth ar sut y gall rhieni fynd ati i ofyn am gyfarfod â'r corff llywodraethu ar gael ar wefan Llywodraeth Cymru yn:

http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=cy

Yn gywir,

Cadeirydd y Llywodraethwyr

Appendix 1

Ysgol Gymraeg Melin Gruffydd

Dear Parents

Your right to request a meeting with the school's governing body

I am writing to you on behalf of the governing body to advise you of changes in regulations and new arrangements to meet with the school governing body.

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents instead new arrangements have been introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.
The parents of at least 30 registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

2. The meeting must be called to discuss matters which affect the school
The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

3. A maximum of 3 meetings can be held during the school year
The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A “school day” means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school’s governing body is: Chair of Governors c/o Ysgol Gymraeg Melin Gruffydd, Glan y Nant Road, Whitchurch, Cardiff CF14 1AP.

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government’s website at: http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en

Yours sincerely,

Chair of governors