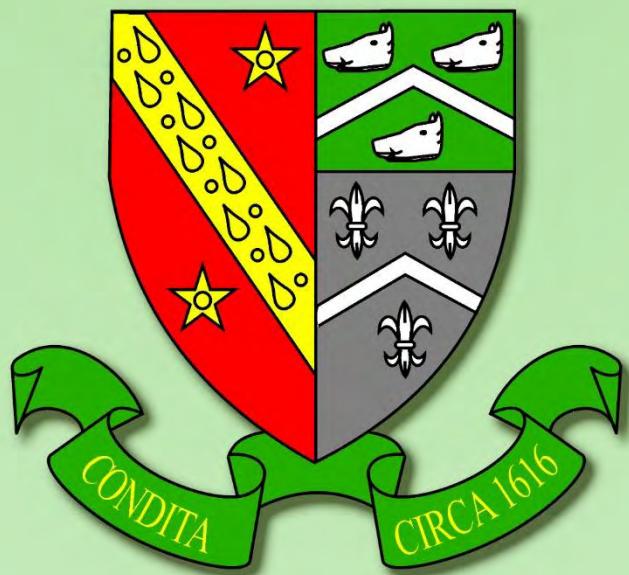


# YSGOL BOTWNNOG



**LLAWLYFR 2024 HANDBOOK**



## YSGOL BOTWNNOG

Mewn Partneriaeth efo'r Gymuned / In Partnership with the Community



Ysgolion Cynradd / Primary Schools

Swyddogion Ieuenctid / Youth Workers

Gwobr Dug Caeredin / Duke of Edinburgh Award

CAMHS

Nyrs yr Ysgol / School Nurse

Heddlu Gogledd Cymru / North Wales Police

Mudiad Meithrin

Coleg Meirion Dwyfor

Clybiau Pêl-droed Lleol / Local Football Clubs

Canolfan Hamdden Dwyfor / Dwyfor Leisure Centre

Clwb Chwaraeon Pwllheli / Pwllheli Sports Club

Busnesau a Ffermydd Lleol / Local businesses and farms

AHNE Liŷn AONB

Llanw Liŷn

Gyrafa Cymru / Careers Wales

Prifysgol Cymru, Bangor / University of Wales, Bangor

Ffermwyr Ifanc Porthdinllaen a'r Rhiw / Rhiw and Porthdinllaen Young Farmers Clubs

Capeli ac Eglwysi Lleol / Local Chapels and Churches

Cymdeithasau Lleol / Local Societies

Cyfeillion Liŷn

Urdd Gobaith Cymru

Ysgolion Gwyrdd Gwynedd a Môn / Green Schools Gwynedd & Môn

Cadw Cymru'n Daclus / Keep Wales Tidy

Ymgyrch Ysgolion Iach / Wales Healthy School Project

# BOTWNNOG

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## GAIR O GROESO A FEW WORDS OF WELCOME

✉ YSGOL BOTWNNOG, BOTWNNOG, LLŶN, GWYNEDD. LL53 8PY

☎ 01758 730220

✉ pennath@botwnnog.ysgoliongwynedd.cymru

网址 [www.ysgolbotwnnog.org](http://www.ysgolbotwnnog.org)

Prifathro / Headteacher: **Mr Dylan Minnice**

Cadeirydd y Llywodraethwyr / Chairman of the Governors: **Mr Glyn Hughes**

Mae Ysgol Botwnnog yn ysgol hapus sy'n cynnig addysg o safon, yn morol am ganlyniadau da a hefyd am feithrin a datblygu talentau a doniau pobl ifanc Llŷn mewn awyrgylch ofalgar.

Croeso cynnes i'ch mab/merch ac i chithau fel rhieni i Ysgol Botwnnog. 'Rwy'n hyderus y daw eich plentyn / plant a chithau i weld fod Ysgol Botwnnog yn ysgol arbennig ac mai gwir yw geiriau "Cân yr Ysgol" gan y diweddar Mr Gruffydd Parry.

"O'r Sarn ac Aberdaron  
Tudweiliog, Abersoch  
O'r Rhiw neu o Lanengan  
O ba le bynnag boch.

Yr ysgol orau welwyd  
Fe wyddwn ni bob un,  
Yw'r ysgol ym Motwnnog  
Hen ysgol hogia Llŷn".

Er bod y manylion yn y ddogfen hon yn gywir pan gyhoeddir hwy, ni ellir rhagdybio na fydd unrhyw newid a all effeithio ar y trefniadau perthnasol cyn dechrau neu yn ystod y flwyddyn ysgol neu mewn blynnyddoedd i ddod.

*Ysgol Botwnnog values its happy and safe working environment, its examination results and also its emphasis on developing pupils' talents in a caring environment.*

*The words of the school song by the late Mr Gruffydd Parry (a well-known author and former teacher) refer to "Hen Ysgol Hogiau Llŷn" - "Yr ysgol orau welwyd" - "the best school" - an old and respected educational establishment for all pupils in Llŷn which prepares today's teenagers for tomorrow's world.*

*Although the particulars in this document are correct at the time of publication, it should not be assumed that there will be no change affecting the relevant arrangements before the start of or during the school year or in relation to subsequent school years.*

## MANYLION YR YSGOL / SCHOOL DETAILS

Rhif Number	<b>4003</b>	Enw'r Ysgol School Name	<b>YSGOL BOTWNNOG</b>	Pennaeth Headteacher	<b>Dylan Minnice</b>		
Cyfeiriad a rhif ffôn Address and tel.no	<b>Ysgol Botwnnog, Botwnnog, Llŷn, Gwynedd. LL53 8PY 01758 730220</b>						
Statws Status	<b>Uwchradd Gyfun / Secondary Comprehensive Ysgol Ddydd Cydaddysgol / Coeducational Day School</b>			Oedran Age	<b>11 - 16</b>		
Categori laith Language Category	<b>Categori 3 – Ysgol Cyfrwng Cymraeg / Category 3 – Welsh Medium School</b>						
Rhif Mynediad (Capasiti) Admission Number(Capacity)	Ceisiadau ar gyfer Medi 2023 Applications made for September 2023	Apeliadau a dderbyniwyd / llwyddiannus Appeals received / successful	Cyfanswm Nifer disgylion Medi 2023 Total Number of Pupils September 2023	<b>110</b> ym mhob blwyddyn in each year	<b>87</b>	<b>0 / 0</b>	<b>488</b>

## CYSYLLTU Â NI / CONTACT US

Os am gysylltu gyda'r ysgol neu drefnu cyfarfod gallwch wneud hynny drwy gysylltu â'r swyddfa:  
*If you need to contact the school or arrange a meeting you can do so by contacting the office:*

-  **YSGOL BOTWNNOG, BOTWNNOG, LLŶN, GWYNEDD. LL53 8PY**
-  **01758 730220**
-  **pennaeth@botwnnog.ysgoliongwynedd.cymru**
-  **www.ysgolbotwnnog.org**

## POLISI DERBYN / ADMISSION POLICY

Mae polisi'r ysgol ar dderbyn disgylion yn cydymffurfio â pholisi'r Awdurdod Addysg. Uchafswm nifer mynediad i'r ysgol mewn unrhyw flwyddyn yw 110 disgyl. Mae disgwyl i rieni plant sydd ym mlwyddyn 6 roi gwybod i'r Cyngor Sir o'u dewis o ysgol uwchradd ar gyfer eu plentyn cyn Rhagfyr 22<sup>ain</sup>.

Mae manylion pellach a ffurflenni perthnasol ar gael ar wefan Cyngor Gwynedd:

<https://www.gwynedd.gov.uk/cy/Trigolion/Ysgolion-a-dysgu/Mynediad-i-ysgolion.aspx>

Mae'r ysgol yn gwneud popeth yn ei gallu, pan gyfyd yr angen, i wneud trefniadau arbennig ar gyfer galluogi mynediad i ddisgylion ag anableddau. Os oes gennych unrhyw bryderon yn yr agwedd yma a fydddech cystal â chysylltu efo'r ysgol i drafod.

*The school's Admission Policy conforms with the Education Authority's policy. The maximum number of pupils the school can accept in any year is 110. Parents of year 6 pupils should inform the County Council of their choice of secondary school by December 22<sup>nd</sup>.*

*Further information and relevant forms are available on Gwynedd Council website:*

<https://www.gwynedd.gov.uk/en/Residents/Schools-and-learning/School-admissions.aspx>

*The school does all it can, when the need arises, to make special arrangements for enabling access for pupils with disabilities. If you have any concerns in this aspect please contact the school to discuss.*



## AIMS AND OBJECTIVES

Ysgol Botwnnog is a bilingual comprehensive school, and it is the educational home of over four hundred pupils of all abilities between 11 and 16 years old. In a happy and homely atmosphere, our pupils follow a broad, balanced and interesting curriculum which is relevant to their academic, vocational and social development. As well as a wide-ranging array of extra-curricular activities Ysgol Botwnnog has a tradition of caring for its pupils. Our expectations are high and the pupils respond positively to them in terms of academic performance, behaviour, self-discipline and self-confidence.

### STATEMENT OF THE GOVERNING BODY'S CURRICULAR AIMS:

This school's Governing Body has adopted the following curricular aims:

1. To nurture a civilised society which stresses human and moral values and to develop self-respect as well as respect, tolerance and concern for others.
2. To equip each individual to lead a full life in the bilingual community in which he/she lives.
3. To enable each individual to acquire, to develop and to apply the skills of literacy, numeracy and digital competency.
4. To enable each individual to develop intellectual, creative, social, practical and physical skills.
5. To teach about achievements and aspirations in the arts, the sciences, religion and the search for a better society.
6. To enable each individual to acquire knowledge, attitude and skills relevant to adult life, employment and unemployment in a rapidly changing world, continuing education and the creative use of leisure.
7. To help each pupil to understand the world in which he/she lives and the interdependence of individuals, groups and nations.

The curriculum is presented in the terms of the following areas of experience and learning:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology

## NODAU AC AMCANION

Ysgol gyfun ddwyieithog yw Ysgol Botwnnog, ac mae hi'n gartref addysgol i dros bedwar cant o ddisgyblion o bob gallu rhwng 11 a 16 oed. Mewn awyrgylch hapus a chartrefol, bydd ein disgyblion yn dilyn cwricwlwm eang, cytbwys a diddorol sy'n berthnasol i'w datblygiad academaidd, galwedigaethol a chymdeithasol. Yn ogystal â nifer helaeth o weithgareddau allgyrsiol, mae traddodiad yn Ysgol Botwnnog o ofalu'n dda am ein disgyblion. Mae'n disgwyliadau ni yn uchel ac mae'r disgyblion yn ymateb yn gadarnhaol i hynny o ran perfformiad addysgol, ymddygiad, hunanddisgyblaeth a hunan hyder.

### DATGANIAD O AMCANION CWRICWLAIDD Y CORFF LLYWODRAETHOL:

Mae Corff Llywodraethol yr ysgol hon wedi mabwysiadu'r amcanion cwricwlaidd canlynol:

1. Meithrin cymdeithas waraidd sy'n rhoi pwys ar werthoedd moesol a dynol gan ddatblygu hunan-barch a hefyd parch a goddefgarwch tuag at eraill a gofal drostynt.
2. Galluogi pob unigolyn i fod yn aelod llawn yn y gymdeithas ddwyieithog y mae'n rhan ohoni.
3. Galluogi pob unigolyn i ennill, datblygu a chymhwysyo sgiliau llythrennedd, rhifedd a chymhwysedd digidol.
4. Galluogi pob unigolyn i ddatblygu sgiliau deallusol, creadigol, cymdeithasol, ymarferol a chorfforol.
5. Dysgu am gyflawniadau a dyheadau pobl ym maes y celfyddydau, y gwyddorau, crefydd a'r ymchwil am gymdeithas ragorach.
6. Galluogi pob unigolyn i feithrin gwybodaeth, agweddu a sgiliau sy'n berthnasol i fywyd oedolyn, i waith a diweithdra mewn byd sy'n brysur newid, i addysg barhaol ac i'r defnydd creadigol o hamdden.
7. Cynorthwyo pob disgybl i ddeall y byd y mae'n byw yn ddiwr a'r modd y mae unigolion, grwpiau a chenhedloedd yn ddibynnol ar ei gilydd.

Cyflwynir y cwricwlwm yn nhermau'r meysydd dysgu a phrofiad a ganlyn:

Celfyddydau Mynegiannol  
Dynaethau  
Gwyddoniaeth a Thechnoleg  
Iechyd a Lles  
Leithoedd, Llythrennedd a Chyfathrebu  
Mathemateg a Rhifedd



## LANGUAGE POLICY

Ysgol Botwnnog has been categorised as a Welsh-medium school according to the new categorisation procedure (September 2022).

Welsh Government definition of Welsh-medium school:

"For all schools in this category, Welsh is the main language for internal communication. The school will communicate with parents and carers in either Welsh, English or bilingual as needed. These are schools with a robust Welsh ethos, supporting and enabling learners to use Welsh in all social contexts in and outside the school. Your child will be able to speak, read, write and listen in Welsh and English according to their age and ability. Schools in this category will offer a wide range of their Learning and Experience Areas through the medium of Welsh.

At least 60% of learners undertaking at least 70% of their school activities (curricular and extra-curricular) will be in Welsh. All Category 3 schools will be expected to continue to reflect the linguistic context of the area while working towards increasing their Welsh-medium provision over time."

### AIMS

1. The aim of the school is to promote to the greatest extent the bilingual development of every pupil.
2. As a school we try to make sure that every 'new' pupil feels confident, happy and 'at home' in the bilingual atmosphere and bilingual society of the school. We want every pupil to feel a sense of belonging to the school and try to make sure that every pupil develops to the best of his/her ability in English and Welsh. Our aim as a school is to develop the ability of pupils to be confidently bilingual in order that they can be full members of the bilingual society of which they are a part.
3. Consolidate the bilingualism of pupils from Welsh speaking homes and develop the bilingualism of the Welsh Learners.
4. Provide pupils whose home language is Welsh or who are very competent in the language with an opportunity to use the language across the curriculum but also ensuring competence and proficiency in English.
5. Maintain a close liaison with Primary Schools in order to build on the solid foundations laid by the Primary Schools in the catchment area with regards to developing bilingualism across the curriculum.

### GENERAL GUIDELINES

- (i) **Welsh as a subject**  
Alongside English, Welsh as a subject will be taught to all pupils. First language Welsh speakers and learners who have the ability will sit the First Language external examination.
- (ii) **Welsh as a Medium – Language across the curriculum**  
Since every teaching group apart from English and Welsh is a bilingual group in Ysgol Botwnnog – Welsh and English are oral, written and reading mediums. All pupils of Years 7, 8 and 9 apart from 'new' learners are expected to complete the majority of their work through the medium of Welsh.
- (iii) **Language of communication**  
Welsh is the natural language of communication in school and morning assemblies and school functions are conducted mainly in Welsh.

## POLISI IAITH

Mae Ysgol Botwnnog wedi ei chategoreiddio yn ysgol cyfrwng Cymraeg yn ôl y drefn gategoreiddio newydd (Medi 2022).

Diffiniad Llywodraeth Cymru o ysgol cyfrwng Cymraeg:

“Ar gyfer pob ysgol yn y categori hwn, y Gymraeg yw'r brif iaith ar gyfer cyfathrebu mewnol. Bydd yr ysgol yn cyfathrebu â rhieni a gofalwyr naill ai yn Gymraeg, yn Saesneg neu'n ddwyieithog yn ôl yr angen. Mae'r rhain yn ysgolion sydd ag ethos Cymraeg cadarn, gan gefnogi a galluogi'r dysgwyr i ddefnyddio'r Gymraeg ym mhob cyd-destun cymdeithasol yn yr ysgol a'r tu allan iddi. Bydd eich plentyn yn gallu siarad, darllen, ysgrifennu a gwrandu yn Gymraeg a Saesneg yn unol a'i oedran a'i allu. Bydd ysgolion yn y categori yma yn cynnig ystod eang o'u Meysydd Dysgu a Phrofiad drwy gyfrwng y Gymraeg.

Bydd o leiaf 60% o ddysgwyr sy'n ymgymryd ag o leiaf 70% o'u gweithgareddau ysgol (cwricwlaidd ac allgyrsiol) yn Gymraeg. Bydd disgwyl i bob ysgol Categori 3 barhau i adlewyrchu cyd-destun ieithyddol yr ardal tra'n gweithio tuag at gynyddu eu darpariaeth cyfrwng Cymraeg dros amser.”

## AMCANION

1. Nod yr ysgol yw hyrwyddo i'r graddau mwyaf posibl ddatblygiad dwyieithog pob disgybl.
2. Ceisiwn sicrhau fod pob disgybl 'newydd' yn ymdoddi'n rhwydd i'r awyrgylch a'r gymdeithas ddwyieithog sydd yn yr ysgol. 'Rydym am i bob disgybl deimlo ei fod ef hi yn perthyn i'r ysgol a sicrhau fod pob disgybl yn datblygu hyd eithaf ei allu yn Saesneg ac yn Gymraeg. Ein hamcan fel ysgol yw datblygu gallu disgyblion i fod yn hyderus ddwyieithog er mwyn eu galluogi i fod yn aelodau cyflawn o'r gymdeithas ddwyieithog y maent yn rhan ohoni.
3. Cadarnhau dwyieithrwydd disgyblion o gartrefi Cymraeg a datblygu dwyieithrwydd Dysgwyr y Gymraeg.
4. Rhoi cyfle i ddisgyblion sy'n naturiol Gymraeg ac yn ddysgwyr da i ddefnyddio'r iaith ar draws y cwricwlwm ond hefyd diogelu eu medr a'u hyfedredd mewn Saesneg.
5. Sicrhau cyswllt clos â'r ysgolion Cynradd er mwyn adeiladu ar y sylfeini cadarn a osodwyd yn Ysgolion Cynradd y dalgylch o safbwyt datblygu dwyieithrwydd ar draws y cwricwlwm.

## CANLLAWIAU CYFFREDINOL

### (i) Cymraeg fel pwnc

Ochr yn ochr â Saesneg, fe ddysgir Cymraeg fel pwnc i'r holl ddisgyblion. Bydd y Cymry cynhenid a dysgwyr sydd â'r gallu ganddynt yn sefyll arholiad allanol Cymraeg iaith Gyntaf.

### (ii) Cymraeg yn Gyfrwng - iaith ar draws y cwricwlwm - Blwyddyn 7 - 11

Gan mai dosbarthiadau dwyieithog yw pob dosbarth yn Ysgol Botwnnog mae'r Gymraeg a'r Saesneg yn gyfrwng llafar, darllen ac ysgrifennu pob grŵp dysgu ar wahân i'r pynciau Cymraeg a Saesneg. Disgwylir i bob disgybl o flynyddoedd 7, 8 a 9 heblaw dysgwyr 'newydd' wneud y mwyaf o'u gwaith drwy gyfrwng y Gymraeg.

### (iii) Iaith Cyfathrebu

Cymraeg yw iaith naturiol cyfathrebu yn yr ysgol, yn yr ystafell ddosbarth a thu allan. Drwy gyfrwng y Gymraeg yn bennaf y cynhelir y gwasanaethau boreol a gweithgareddau'r ysgol.



## PASTORAL CARE - WELFARE

The aim of the school's system of pastoral care is to look after the child's welfare, to supervise his/her behaviour and general progress and to offer guidance on choosing a career. A happy school creates happy and contented pupils who will therefore give of their best. Ysgol Botwnnog is justly proud of its family atmosphere which fosters academic and social success.

When a pupil comes to Ysgol Botwnnog, he or she becomes a member of one of the following classes – 7 Madrun, 7 Meillionydd or 7 Mellteyrn, and the pastoral system is based on Form Tutors. As Ysgol Botwnnog is a comparatively small school the Headteacher and his staff can get to know the pupils and their families and as a result most of the pupils' worries and problems can be dealt with in an effective and sensitive way. We have a tradition of working in close co-operation with the home for the benefit of the pupils.

School's Welfare Officer: ..... **Mrs Carys Hughes**  
Counsellor: ..... **Ms Deneise Jones**  
School Nurse: ..... **Ms Bethan Jones**

### CHILD PROTECTION

The safety of our pupils is a priority at Ysgol Botwnnog and we have a duty to act on any concerns that are raised about the safety or welfare of any of our pupils. The **Designated Child Protection Officer** is **Mr Aled Williams**, the Deputy Headteacher, and the **Designated Child Protection Governor** is **Mr Glyn Hughes**, both of whom can be contacted by phoning the school. The **Education Department's Designated Child Protection Officer** can be contacted by phoning 01286 679007. The school enables and encourages pupils to inform us about any worries or complaints.

### BULLYING

Bullying is not acceptable at Ysgol Botwnnog. All staff are aware that bullying is totally unacceptable and will do everything possible to eliminate it.

If a pupil feels that he / she is being bullied, the matter should be brought to attention of the staff so that the situation can be dealt with. The school has a clear policy as regards to dealing effectively with bullying. **If parents suspect that their son / daughter is unhappy then they should contact the School.**

### DISCIPLINE

School discipline is based on the policy of all teachers being responsible for the conduct of their own class but if necessary, pupils can be referred to the Heads of Departments, Assistant Headteachers, the Deputy Headteacher or the Headteacher. Detention at break time or lunch time can be used in the first place, with detention after school for the more serious misbehaviour. Parents will be given full details of any impending detention if it involves keeping pupils at school after 3.30 p.m.

The Headteacher has the right to exclude pupils from attending school for any reason which he deems sufficient. Exclusions may be for a fixed period or they may be permanent. Parents have the right of appeal against the exclusion to the Board of Governors.

### HOME AND SCHOOL CONTACT

A good working relationship between school and home is regarded as vital in the development of the pupil. Parents are encouraged to take an active interest in their children's education and to develop a healthy relationship between school and the home. To this end Parents' Meetings are held regularly and reports on pupils' progress are provided each term. Parents are also invited to the various functions organised by the school. **Individual meetings may also be arranged provided the school is contacted in advance.**

### LINKS WITH PRIMARY SCHOOLS IN THE CATCHMENT AREA

A close and friendly relationship exists between us. The relationship between primary and secondary schools and between school and home is very important indeed, and we try to visit the primary schools in our catchment area as often as possible.

Under normal circumstances, before the end of the Autumn Term, Year 6 pupils are invited to join us for the day to take part in various workshops. Also, during the Summer Term we arrange for the pupils who will be starting their secondary education in Botwnnog in September to spend a whole day familiarising themselves with the school and meeting their form tutors. That same evening the children are invited to take their parents on a guided tour of the school. Members of staff are available to explain and help and there is an opportunity to ask questions in a friendly atmosphere over a cup of tea in the canteen. This is one of the most important evenings in your son/daughter's educational life. We will confirm these arrangements during the year in light of local circumstances.

## GOFAL BUGEILIOL - LLES

Mae trefn gofal bugeiliol yr ysgol yn gofalu am les y plentyn, arolygu ei ymddygiad a'i gynnydd cyffredinol a rhoi arweiniad iddo/iddi ar ddewis gyrfa. Mae ysgol hapus yn creu disgylion hapus a dedwydd fydd o'r herwydd yn gweithio eu gorau. Mae Ysgol Botwnnog yn falch o'i hawyrgylch deuluol a hapus sy'n help i sicrhau llwyddiant academaidd a chymdeithasol.

Pan ddaw plentyn i Ysgol Botwnnog, daw'n aelod o ddosbarth 7 Madrun, 7 Meillionydd neu 7 Mellteyrn, ac mae'r drefn fugeiliol yn seiliedig ar athrawon neu diwtoriaid dosbarth. Gan mai ysgol gymharol fechan ydyw mae'r pennaeth a'r staff yn adnabod y plant a'u teuluoedd yn dda ac o ganlyniad gellir delio â'r problemau a'r pryderon sy'n wynebu plant mewn modd effeithiol a sensitif. Mae traddodiad o gyd weithio clos rhwng yr ysgol a'r cartref a hyn er lles y disgylion.

Swyddog Lles yr ysgol: ..... **Mrs Carys Hughes**

Cwnselydd: ..... **Ms Deneise Jones**

Nyrs ysgol: ..... **Ms Bethan Jones**

### DIOGELU PLANT

Mae diogelwch pob disgylbl yn flaenoriaeth gennym yn Ysgol Botwnnog ac mae'n ddyletswydd arnom i weithredu ar unrhyw bryderon a godir yngylch diogelwch neu les unrhyw un o'n disgylion. Mae'r ysgol yn cynorthwyo ei disgylion i gadw eu hunain yn ddiogel. Mae **Mr Aled Williams yn Swyddog Dynodedig Amddiffyn Plant a Mr Glyn Hughes yw'r Llywodraethwr Dynodedig Amddiffyn Plant** gellir cysylltu â hwy drwy ffonio'r ysgol. Gellir cysylltu â **Swyddog Dynodedig Diogelu Plant Yr Adran Addysg** drwy ffonio 01286 679007.

Mae'r ysgol yn annog ac yn galluogi disgylion i'n hysbysu yngylch unrhyw bryderon neu gwynion.

### BWLIO

Nid yw Bwllo yn dderbyniol yn Ysgol Botwnnog. Mae'r staff yn ymwybodol fod unrhyw fath o fwlio yn hollol annerbyniol a gwnawn bopeth posibl i roi stop arno.

Os yw plentyn yn teimlo ei fod yn cael ei fwlio dylai o / hi gysylltu ag aelod o staff ar unwaith fel y gellir ymateb i'r sefyllfa. Mae trefn bendant a chlir i ddelio â bwlis. **Gall rhieni, os ydynt yn amau bod eu plant yn anhapus, ffonio'r Ysgol.**

### DISGYBLAETH

Mae'r drefn disgylblaeth yn seiliedig ar bolisi lle mae'r holl athrawon yn gyfrifol am ymddygiad eu dosbarthiadau eu hunain ond os oes angen, gellir cyfeirio disgylion i sylw'r Penaethiaid Adran, y Penaethiaid Cynorthwyo, y Dirprwy Brifathro neu'r Prifathro. Gellir cadw disgylion i mewn amser egwyl neu amser cinio yn y lle cyntaf, gyda chadw ar ôl ysgol am gamymddwyn mwy difrifol.

Mae gan y Prifathro hawl i atal disgylion rhag mynchu'r ysgol am unrhyw reswm a ystyria'n ddigonol am gyfnod penodol neu yn barhaol. Bydd gan y rhieni'r hawl i apelio yn erbyn gwaharddiad i'r Corff Llywodraethol.

### CYSWLLT Â'R CARTREF

Mae cyswllt iach rhwng yr ysgol a'r cartref yn hanfodol ar gyfer datblygiad y disgylbl. Anogir rhieni i gymryd diddordeb yn addysg eu plant ac i hyrwyddo pob ymdrech i feithrin perthynas iach rhwng yr ysgol a'r cartref. I'r diben hwn trefnir Cyfarfodydd Rhieni yn rheolaidd a darperir adroddiad tymhorol ar gynnydd eich plentyn. Gwahoddir rhieni hefyd i'r amrywiol weithgareddau a drefnir gan yr ysgol. **Gall rhiant drefnu cyfarfod unigol yn yr ysgol drwy wneud trefniant ymlaen llaw os y dymunant.**

### CYSYLLTIAD AG YSGOLION CYNRADD Y DALGYLCH

Mae'r cysylltiad yn un clos a chyfeillgar. Pwysig iawn yw'r cyswllt rhwng ysgolion cynradd ac uwchradd, ac ysgol a chartref ,ac fe fyddwn yn ceisio ymweld ag ysgolion cynradd y dalgylch yn rheolaidd.

Dan amgylchiadau arferol, cyn diwedd Tymor yr Hydref, bydd disgylion Blwyddyn 6 yn cael gwahoddiaid i ymuno â ni am y diwrnod i gymryd rhan mewn gweithdai amrywiol. Hefyd, yn ystod Tymor yr Haf, bydd y rhai sy'n dechrau ym Motwnnog ym mis Medi yn treulio diwrnod cyfan yma er mwyn ymgyfarwyddo â'r ysgol ac i gyfarfod eu hathrawon dosbarth. Y noson honno gwahoddir y plant i ddot yma eto gyda'u rhieni, y tro hwn er mwyn iddynt hwythau gael gweld y lle a blasu'r awyrgylch. Bydd cyfle i gael paned, holi cwestiynau a sgwrsio'n anffurfiol gyda rhai o'r athrawon. Mae hon yn noson holl bwysig ym mywyd addysgol eich mab/merch. Byddwn yn cadarnhau y trefniadau hyn yn ystod y flwyddyn mewn ymateb i'r sefyllfa leol.



## DAY TO DAY SCHOOL ORGANISATION

### TEACHING TIME

A total of 25 hours a week is spent teaching during the 5 years of secondary education. These hours include the time spent on religious education but exclude the statutory daily act of collective worship, registration and breaks.

The day is divided as follows:

- 8:50 - 9:15 : Assembly and Registration
- 9:15 - 10:15 : Teaching Period (Lesson 1)
- 10:15 - 10:30 : Break time
- 10:30 - 12:30 : Teaching Period (Lesson 2 & 3)
- 12:30 - 1:25 : Lunch time
- 1:25 - 1:30 : Afternoon Registration
- 1:30 - 3:30 : Teaching Period (Lesson 4 & 5)

### LUNCH TIME ARRANGEMENTS

No pupils are allowed to leave the premises at lunch time without prior written consent. An excellent meal is prepared for those who wish to avail themselves of this facility. The cost of a full school dinner is £2.70 at present which includes a main course, dessert and a drink. Pupils will have a choice of a variety of healthy hot meals, a selection of salads, freshly-made sandwiches, paninis and baked potatoes. There is also an adequate arrangement in the canteen for those who wish to eat their own packed lunch.

### BREAK TIME

If they so choose, pupils can buy toast, bacon or sausage baps, and hot or cold drinks at break time.

### LEAVING SCHOOL PREMISES

No pupil may leave the school premises during school hours unless official permission has been granted by a member of the Senior Management Team. Parents should make such requests to the Headteacher in writing, by phone or in person. Before leaving the premises, pupils **MUST** report to the main office so that their absence can be recorded.

### ABSENCE FROM SCHOOL

To ensure that everybody who should be in school is present please contact the school on the first morning of absence so that we know if your son/daughter should be here or not. We ask you to let us know if your son / daughter is absent by calling 01758 730220 between 8:15 and 9:15. If the school hasn't received a call by 9:15 telling us why your child is not in school, then we will contact your home or workplace. A medical certificate is requested for absences of a week or more.

**Dental and Medical appointments:** Where possible these should be arranged outside school hours. Failing that, every effort should be made to arrange them before 11 a.m. in the morning or after 3 p.m. in the afternoon.

**Physical Education:** Pupils who are to be excused from Physical Education on medical grounds must provide a parent's note (for a temporary period) or a medical certificate (for an extended or permanent period).

**Arriving Late:** Pupils late for school must report immediately on arrival to the Secretary at the School Office; otherwise the pupil will be marked absent.

### HOLIDAYS DURING TERM TIME

Directives from the Welsh Assembly via the Local Authority regarding the authorisation of school holidays during term time has changed. In order for us to authorise any holiday during term time parents need to make a written application to school before going on holiday.

The school's Governing Body has discretionary powers, which have been deputed to the management team, to authorise term time holidays. This will depend on the length of the absence and any previous holidays; the pupil's current attendance rate; the time of year; the effect on the pupil's educational progress, and any disruption to assessments / examinations. If we are unable to authorise holidays beforehand then the absence will be recorded as unauthorised on the pupil's record. No holidays will be authorised for pupils in Years 10 and 11.

## TREFNIADAETH YSGOL - O DDYDD I DDYDD

### AMSER DYSGU

Treulir cyfanswm o 25 awr yr wythnos yn dysgu yn ystod y pum mlynedd o addysg uwchradd. Mae'r oriau hyn yn cynnwys addysg grefyddol, ond nid y weithred feunyddiol statudol o gyd-addoli, cofrestru nac egwyl. Rhennir y diwrnod fel â ganlyn:

- 8:50 - 9:15 : Gwasanaeth a Chofrestru
- 9:15 - 10:15 : Cyfnod Dysgu (Gwers 1)
- 10:15 - 10:30 : Egwyl
- 10:30 - 12:30 : Cyfnod Dysgu (Gwers 2 a 3)
- 12:30 - 1:25 : Cinio
- 1:25 - 1:30 : Cofrestru Prynhan
- 1:30 - 3:30 : Cyfnod Dysgu (Gwers 4 a 5)

### TREFNIADAU AMSER CINIO

Ni chaniateir i unrhyw ddisgybladael yr ysgol yn ystod amser cinio heb ganiatâd ysgrifenedig o'r cartref. Darperir cinio ardderchog am bris rhesymol yn yr ysgol ar gyfer y sawl sydd ei angen. Cost cinio llawn yw £2.70 ar hyn o bryd sydd yn cynnwys prif gwrs, pwdin a diod. Mae yna ddewis dyddiol o brydau poeth iach, saladau, brechdanau, paninis a thatws trwy'u crwyn. Mae darpariaeth ar gyfer y rhai sy'n dod â'u bwyd eu hunain i fwyta gyda phawb arall yn y ffreutur.

### AMSER EGWYL

Os ydynt yn dymuno gall ddisgyblion brynu tôst, brechdan cig moch neu selsig, a diodydd oer neu boeth yn ystod amser egwyl.

### GADAEL TIR YR YSGOL

Ni all unrhyw ddisgybl fynd oddi ar dir yr ysgol yn ystod oriau ysgol oni bai rhoddir caniatâd swyddogol gan aelod o Uwch Dîm Rheoli'r Ysgol. Dylai rhieni wneud cais am ganiatâd o'r fath i'r Prifathro mewn ysgrifen, dros y ffôn neu wyneb i wyneb. Cyn gadael yr ysgol, **RHAID** i ddisgyblion fynd i'r swyddfa fel y gellir cofnodi eu habsenoldeb.

### ABSENOLDEB O'R YSGOL

Er mwyn sicrhau fod pawb sydd i fod yn yr ysgol yn bresennol gofynnwn i chi gysylltu â'r ysgol ar fore cyntaf unrhyw absenoldeb fel ein bod yn gwybod os yw eich mab / merch i fod yma ai peidio. Gofynnwn i chi aelod i ni wybod os yw eich mab / merch yn absennol drwy ffonio 01758 730220 rhwng 8:15 a 9:15. Os na fydd yr ysgol wedi derbyn galwad ffôn erbyn 9:15 yn dweud wrthym pam nad yw eich plentyn yn yr ysgol, yna byddwn yn cysylltu gyda'r cartref neu'r man gwaith. Gofynnir am dystysgrif feddygol am absenoldeb o wythnos neu ragor.

**Apwyntiadau Deintyddol/Meddygol:** Dylid ceisio trefnu'r rhain y tu allan i oriau ysgol. Os nad yw hynny'n bosibl dylid ceisio eu trefnu cyn 11.00 yn y bore neu ar ôl 3.00 yn y prynhawn.

**Ymarfer Corff:** Os yw disgybl am gael ei esgusodi o wersi ymarfer corff am resymau meddygol rhaid cael nodyn gan ei riant (am gyfnod byr dros dro) neu dystysgrif feddygol (am gyfnod estynedig neu barhaol).

**Cyrraedd yn Hwyr:** Rhaid i ddisgyblion sy'n cyrraedd yr ysgol yn hwyr fynd i hysbysu'r Ysgrifenyddes yn y Swyddfa; oni wneir hyn bydd y disgybl yn cael ei gofrestru'n absennol.

### GWYLIAU YN YSTOD Y TYMOR

Mae cyfarwyddiadau gan y Llywodraeth drwy'r Cyngor Sir ynglŷn â chyfrifoldeb yr ysgol wrth awdurdodi gwyliau yn ystod y tymor wedi newid. Er mwyn i ni allu awdurdodi unrhyw wyliau yn ystod y tymor ysgol mae'n rhaid i rieni wneud cais ysgrifenedig i'r ysgol cyn mynd ar y gwyliau.

Mae gan Corff Llywodraethu'r Ysgol ddisgresiwn sydd wedi ei ddirprwyo ganddynt i'r Tîm Rheoli i awdurdodi gwyliau ai peidio. Bydd hyn yn dibynnu ar hyd y gwyliau ac unrhyw wyliau blaenorol; cyfradd presenoldeb cyfredol y disgybl; yr adeg o'r flwyddyn; effaith ar ddilyniant addysgol y disgybl, ac os yw'n tarfu ar asesiadau / arholiadau. Os na fyddwn yn gallu awdurdodi gwyliau o flaen llaw bydd yn ymddangos fel absenoldeb anawdurdodedig ar record y disgybl. Ni fydd gwyliau yn cael ei awdurdodi ar gyfer disgyblion blynnyddoedd 10 ac 11.



## SCHOOL BUSES

A high standard of behaviour is expected on the buses. Serious misdemeanours could result in the pupils concerned having to find alternative means of transport. No travelling on a school bus is allowed without a valid pass and pupils can only travel on the bus for which they have a pass. A copy of the Code of Conduct on School Buses is available from the school at your request – also available on Gwynedd Council's website – "School Bus Travel Code". Further information, including timetables, are available on Gwynedd Council's website – "Travel to School"

## MEDICAL AND FIRST AID

All staff are aware of the basic principles of First Aid and some have a First Aid Certificate to deal with accidents.

If someone is taken ill during the day or if they have an accident, they should go to the main office where one of the First Aiders will assess them. We may contact the home if we deem it necessary. Parents are expected to make every effort to collect an ill or injured child as soon as possible.

## MEDICINES

No pupils should carry medication with them around school – the school should be advised, by completion of a 3B form, that they require medication and it should be kept in the school office - the 3B form is available to download on the school website or from the school office. No staff are allowed to administer any medication without the formal consent of parents. Parents are expected to inform the school of any medical or clinical condition which might affect the pupil at school.

## HEALTH & SAFETY

The health and safety of our pupils and staff is of paramount importance. The school buildings are protected by combination locks during school hours, which allow easy access for pupils but **all visitors have to report to the office before they can gain access to the school buildings**. A close eye is kept on safety around the site and every effort is made to reduce danger to pupils, staff and visitors. Any concerns about safety issues should be reported to the site Safety Officer (Headteacher) or the designated Health and Safety governor (Mr Glyn Owen) to investigate the risk and organise its rectification.

## SECURITY

All private property is the responsibility of the pupil. All items (clothing, bags, etc.) should be clearly marked for identification purposes. Valuables such as watches and cash should not be left in bags, changing rooms, etc., but should be handed to a member of staff if the pupil cannot safeguard the property. A locker is provided for each pupil – a £5 deposit is required for a key which will be reimbursed on return of the key at the end of Year 11.

## DAMAGING PROPERTY

Any pupil caught damaging school property deliberately or accidentally will be expected to contribute towards repairing the damage.

## SCHOOL UNIFORM

On the day that they visit the school in June pupils are given a list of the uniform that they shall be expected to wear. Pupils are required to wear the school uniform to any school activities unless instructed otherwise. Customised items of uniform with the school logo are for sale in the main office.

## THE MORNING ASSEMBLY

At the start of the school day on certain days all pupils and staff congregate in the School Hall for Morning Assembly which consists of registration followed by a short Service and the Headteacher's announcements.

On other mornings registration classes meet in their form rooms with their form tutors.

## MOBILE PHONES

The use of mobile phones or portable communication devices of any kind during school hours (8:40 - 3:35) is not allowed without specific consent of a member of staff. If they bring a phone with them to school, they should be turned off when they arrive at school, and kept switched off and out of sight until they leave school grounds at the end of the day - if they wish they can leave their phone in the office during the day. Failure to comply may result in the phone being confiscated until the end of the day.

## BYSUS YSGOL

Disgwyllir safon uchel o ymddygiad ar y bysiau. Gall disgylion sy'n ymddwlyn yn wael gael eu gwahardd rhag defnyddio cludiant yr Awdurdod. Ni chaniateir i ddisgyblion deithio ar fws ysgol heb docyn dilys a dim ond ar y bws sydd ganddynt docyn ar ei gyfer y caniateir teithio. Gellir gofyn am gopi o God Ymddygiad ar Fysus Ysgol gan yr ysgol – hefyd ar gael ar wefan Cyngor Gwynedd – "Cod Teithio ar Fws Ysgol". Mae rhagor o wybodaeth, gan gynnwys amserlenni, ar gael ar wefan Cyngor Gwynedd – "Teithio i'r Ysgol"

## MEDDYGOL A CHYMORTH CYNTAF

Mae rhai staff penodol yn yr ysgol gyda thystysgrif Cymorth Cyntaf ac mae'r holl staff yn ymwybodol o ganllawiau sylfaenol cymorth cyntaf.

Os oes rhywun yn sâl yn ystod y dydd neu os ydynt yn cael damwain, dylent adrodd i'r brif swyddfa lle bydd un o'r Cymhorthwyr Cyntaf yn eu hasesu. Byddwn yn cysylltu â'r cartref os bydd angen. Disgwyllir i rieni wneud pob ymdrech i gasglu plentyn sâl neu ag anafwyd cyn gynted â sy'n bosibl.

## MEDDYGINIAETHAU

Ni ddylai unrhyw ddisgybl gario meddyginaethau o gwmpas yr ysgol - dylid hysbysu'r ysgol, drwy lenwi ffurflen 3B, eu bod angen meddyginaethau a dylid ei gadw yn y swyddfa - gellir lawrlwytho ffurflen 3B o wefan yr ysgol neu gallwch ei chasglu o swyddfa'r ysgol. Dylid nodi nad oes caniatâd i athrawon roi meddyginaethau i unrhyw ddisgybl heb gais ffurfiol gan y rhieni. Disgwyllir i rieni hysbysu'r ysgol o unrhyw gyflwr meddygol neu glinigol a allai effeithio ar y plentyn yn yr ysgol.

## IECHYD A DIOGELWCH

Mae lechyd a Diogelwch ein disgylion yn flaueniaeth gennym. Diogelir adeiladau'r safle gan gloeon digidol yn ystod oriau ysgol fel bod disgylion yn gallu cael mynediad hawdd ond **rhaid i bob ymwelydd cofrestru yn y brif swyddfa cyn y gallant gael mynediad i'r ysgol**. Cedwir golwg manwl ar ddiogelwch o amgylch y safle a gwneir pob ymdrech i leihau peryglon i ddisgyblion, staff ac ymwelwyr. Dylid adrodd ar unrhyw faterion diogelwch sydd yn peri pryder i Swyddog Diogelwch y safle (Prifathro) neu'r llywodraethwr lechyd a Diogelwch dynodedig (Mr Glyn Owen) er mwyn iddynt asesu'r risg a threfnu unrhyw atgyweirio.

## DIOGELWCH

Cyfrifoldeb y disgylion yw unrhyw eiddo personol. Dylid marcio popeth (dillad, bagiau, ayyb.) yn glir er mwyn gallu eu hadnabod. Ni ddylid gadael unrhyw beth gwerthfawr megis oriawr neu arian mewn bagiau, yn yr ystafelloedd newid, ayyb., ond dylid eu rhoi i aelod o staff oni all y disgylion eu diogelu. Mae locer ar gael i bob disgyl - telir £5 o flaendal am oriad caiff ei dalu'n ôl pan y dychwelir ar ddiwedd Blwyddyn 11.

## DIFRODI EIDDO

Disgwyllir i unrhyw un sy'n cael ei ddal yn niweidio eiddo'r ysgol yn ddamweiniol neu yn fwriadol gyfrannu tuag at gost ei atgyweirio.

## GWISG YSGOL

Rhoddir rhestr i'r disgylion ym mis Mehefin o'r hyn y disgwyllir iddynt eu gwisgo pan ddônt yma ym mis Medi. Disgwyllir i ddisgyblion wisgo'r wisg ysgol ar gyfer pob gweithgaredd ysgol oni ddywedir yn wahanol wrthynt. Gellir prynu eitemau gyda logo'r ysgol arnynt o swyddfa'r ysgol.

## Y GWASANAETH BOREOL

Daw holl ddisgyblion ac athrawon yr ysgol at ei gilydd yn Neuadd yr Ysgol ar ddechrau'r dydd rhai dyddiau bob wythnos, pryd y cynhelir gwasanaeth ac yna ceir cyhoeddiadau dyddiol y Prifathro.

Ar foreau eraill bydd pob dosbarth cofrestru yn cyfarfod yn eu hystabelloedd dosbarth gyda'u tiwtor.

## FFONAU SYMUDOL

Ni chaniateir y defnydd o ffonau symudol na theclynnau cyfathrebu cludadwy o unrhyw fath yn ystod oriau ysgol (8:40 - 3:35) heb ganiatâd penodol gan aelod o'r staff. Os byddant yn dod â ffôn gyda hwy i'r ysgol, dylid ei ddiffodd pan fyddant yn cyrraedd yr ysgol, a'i gadw wedi'i ddiffodd ac allan o'r golwg nes eu bod yn gadael tir yr ysgol ar ddiwedd y dydd - os dymunant gallant adael eu ffôn yn y swyddfa yn ystod y dydd. Gall methu â chydymffurfio arwain at yr ysgol yn cadw'r ffôn tan ddiwedd y dydd.



## THE SCHOOL'S CURRICULUM

### YEARS 7, 8 & 9 – FROM SEPTEMBER 2024

Year 7, 8 & 9 will be following the new Curriculum for Wales which has been designed to develop pupils to become:  
ambitious, capable learners, ready to learn throughout their lives;  
enterprising, creative contributors, ready to play a full part in life and work;  
ethical, informed citizens of Wales and the world;  
healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The weekly timetable will consist of 25 periods of one hour each. Pupils in years 7, 8 & 9 will have lessons to develop their capabilities in 6 'Areas of Learning and Experience':

- Languages, Literacy and Communication;
- Mathematics and Numeracy;
- Science and Technology;
- Expressive Arts;
- Humanities;
- Health and Well-being.

Pupils are placed in mixed ability groups in year 7. In Years 8 and 9, pupils are set in groups according to ability in most areas of learning. Additional Learning Needs groups, in which pupils are given extra assistance with their work, are also provided according to the needs of pupils in each particular year and subject.

### CROSS-CURRICULAR SKILLS

The school will help develop pupils' cross-curricular skills - Literacy, Numeracy and Digital Competence.

### KEY STAGE 4 (YEARS 10 & 11)

Every pupil will follow courses in Welsh (Language/Literature); English (Language/Literature); Mathematics & Mathematics – Numeracy; Science; the Welsh Baccalaureate Qualification and will choose other subjects from the areas of Technology, Humanities, Creative Expressive Arts and a Modern Language. They will also receive Physical Education lessons.

The Personal and Social Education core will be delivered at various stages in Key Stages 3 and 4 and includes Religious and Moral Education, Careers Guidance, Enterprise, Study Skills, Health Education, Sex Education, Sustainable Development and Citizenship.

The School takes advantage of the facilities offered at Dwyfor Leisure Centre with regular weekly visits. We also have an excellent relationship with the Pwllheli Sports Club so that the sporting and leisure experiences of our pupils can be enhanced and enriched. This is also supported by the opportunity to participate in the Duke of Edinburgh Award Scheme.

### QUALIFICATIONS AND EXTERNAL EXAMINATIONS

Most pupils will sit GCSE exams but some pupils will sit the Entry Level Certificate exam. In addition to these the pupils have the opportunity to study for a variety of vocational qualifications.

CORE (COMPULSORY)	OPTIONAL	
<b>GCSE</b> Welsh Language Welsh Literature English Language English Literature Mathematics Mathematics - Numeracy Double Science (Biology, Chemistry & Physics)  <b>Welsh Baccalaureate Qualification</b> Skills Challenge Certificate	<b>GCSE</b> Art & Design Business Studies Design & Technology D&T – Fashion & Textiles Digital Technology Drama Food and Nutrition French Geography Health and Social Care History Music Physical Education Religious Studies	<b>BTEC / Vocational Qualifications</b> Agriculture Construction Creative Media Production Engineering Personal & Social Education Preparing for Work Wales, Europe and the World  <b>Entry Level Certificate</b> English Mathematics Science Welsh Entry Pathways

## CWRICWLWM YR YSGOL

### BLYNYDDOEDD 7, 8 A 9 – O FIS MEDI 2024

Bydd Blynnyddoedd 7, 8 a 9 yn dilyn y Cwricwlwm i Gymru newydd sydd wedi'i gynllunio i ddatblygu disgyblion i ddod yn:

ddysgwyr uchelgeisiol a galluog, sy'n barod i ddysgu drwy gydol eu bywydau;  
gyfranwyr mentrus, creadigol, yn barod i chwarae rhan lawn mewn bywyd a gwaith;  
ddinasyddion moesegol, gwybodus Cymru a'r byd;  
unigolion iach, hyderus, yn barod i fyw bywydau boddhaus fel aelodau gwerthfawr o gymdeithas.

Bydd yr amserlen wythnosol yn cynnwys 25 cyfnod o awr yr un. Bydd gan ddisgyblion blynnyddoedd 7, 8 a 9 wersi i ddatblygu eu galluoedd mewn 6 'Meysydd Dysgu a Phrofiad':

leithoedd, Llythrennedd a Chyfathrebu;  
Mathemateg a Rhifedd;  
Gwyddoniaeth a Thechnoleg;  
Celfyddydau Mynegiannol;  
Dyniaethau;  
Iechyd a Llesiant.

Caiff y disgyblion eu rhoi mewn grwpiau gallu cymysg ym mlwyddyn 7. Ym Mlynnyddoedd 8 a 9, mae disgyblion yn cael eu gosod mewn grwpiau yn ôl gallu yn y rhan fwyaf o feysydd dysgu. Hefyd, mae grwpiau Anghenion Dysgu Ychwanegol, lle mae disgyblion yn cael cymorth ychwanegol gyda'u gwaith, yn cael eu darparu yn ôl anghenion disgyblion pob blwyddyn a phwnc penodol.

### SGILIAU TRAWS-GWRICWLAIDD

Bydd yr ysgol yn datblygu sgiliau trawsgwricwlaidd y disgyblion - Llythrennedd, Rhifedd a Chymhwysedd Digidol.

### CYFNOD ALLWEDDOL 4 (BLYNYDDOEDD 10 AC 11)

Bydd pob disgybl yn dilyn cyrsiau mewn Cymraeg (Iaith/Llenyddiaeth); Saesneg (Iaith/Llenyddiaeth); Mathemateg a Mathemateg – Rhifedd; Gwyddoniaeth; Cymhwyster Bagloriaeth Cymru ac yn dewis pynciau eraill o feysydd Technoleg, Dyniaethau, Celfyddydau Creadigol a Mynegiannol ac Iaith Dramor. Byddant hefyd yn derbyn gwersi Addysg Gorfforol.

Bydd y Craidd Addysg Bersonol yn cael ei gyflwyno ar wahanol adegau yng Nghyfnodau Allweddol 3 a 4 yn cynnwys Addysg Grefyddol a Moesol, Cyngor Gyrfaoedd, Profiad Menter, Sgiliau Astudio, Addysg Iechyd, Addysg Rhyw, Datblygiad Cynaliadwy a Dinasyddiaeth Fyd Eang.

Byddwn yn manteisio ar y cyfleusterau a gynigir yng Nghanolfan Hamdden Dwyfor yn wythnosol a byddwn yn cydweithio gyda Chlwb Chwaraeon Pwllheli er mwyn ehangu a chyfoethogi profiadau disgyblion o bob oed ym maes chwaraeon a hamdden. Bydd hyn yn cael ei gefnogi hefyd trwy gael cyfle i gymryd rhan yng Nghynllun Gwobr Dug Caeredin.

### CYMWYSTERAU AC ARHOLIADAU ALLANOL

Bydd mwyafrif helaeth y disgyblion yn sefyll arholiadau TGAU tra bydd rhai yn sefyll Tystysgrifau Lefel Mynediad. Yn ogystal, bydd cyfle i ddisgyblion astudio ar gyfer amrywiaeth o bynciau galwedigaethol.

CRAIDD (GORFODOL)	DEWISOL	
<b>TGAU</b> Cymraeg Iaith Cymraeg Llenyddiaeth Saesneg Iaith Llenyddiaeth Saesneg Mathemateg Mathemateg - Rhifedd Gwyddoniaeth Dwbl (Biology, Cemeg a Ffiseg)	<b>TGAU</b> Addysg Gorfforol Astudiaethau Crefyddol Busnes Bwyd a Maeth Celf a Dylunio Cerddoriaeth Daearyddiaeth Dylunio a Thechnoleg D&T – Ffasiwn a Thecstilau Drama Ffrangeg Hanes Iechyd a Gofal Cymdeithasol Technoleg Digidol	<b>BTEC/Cymwysterau Galwedigaethol</b> Adeiladwaith Addysg Bersonol a Chymdeithasol Amaethyddiaeth Cyfryngau Creadigol Cymru, Ewrop a'r Byd Paratoi at Waith Peirianeg  <b>Tystysgrif Lefel Mynediad</b> Cymraeg Saesneg Mathemateg Gwyddoniaeth
<b>Cymhwyster Bagloriaeth Cymru</b> Tystysgrif her sgiliau		



## MUSIC INSTRUMENT LESSONS

The school purchases the services of peripatetic music teachers (Gwynedd & Anglesey Schools' Music Service) who offer a support service to the Music Department. The school will charge a fee towards the cost of instrumental lessons, details of which may be obtained from the school office. It is possible to assist pupils to prepare for a musical instrument examination according to the specialisation of the teacher but this service cannot be guaranteed from year to year.

## HEALTH AND WELLBEING EDUCATION AND SEX EDUCATION

The Governing Body believes that sex education should be an integral and core part of each pupil's curriculum and the way in which it is presented encourages children to give proper consideration to moral issues and the value of family life.

The Science Department deals with the factual aspects of Health Education and Sex Education in Key Stages 3 and 4. The Health & Wellbeing programme of study covers matters such as personal responsibility, social problems, abuse, sexual attitudes, forming relationships, issues such as STDs and family planning and drug / alcohol awareness. Experts in the field of health education are invited to the school to contribute to this programme.

## RELIGIOUS EDUCATION

Pupils study many aspects of different religions, during the lessons and school assemblies. Religious Education is presented as part of Humanities in Key Stage 3 and through modular methods in Key Stage 4 as well as through the experiences presented by Personal and Social Education in Years 10 and 11. Parents have the right to apply for their child to be excluded from religious education activities by writing to the Headteacher. Appropriate alternative arrangements will be made for any pupil who chooses to be excluded from religious education lessons

## HOMEWORK

The work and academic progress of each pupil is assessed regularly. Homework is an important aspect of this assessment and plays a major part in the pupils' course of study. It includes writing, learning, investigating, reading and researching.

## CAREERS PROGRAMME

The school through its Careers Programme helps pupils to develop the skills, the knowledge and the understanding they need to face a changeable world of work.

The Careers Programme mainly includes:

- support from 'Careers Wales' Advisors;
- open days/evenings and events at local colleges;
- visits to Employers;
- enterprise Workshops.

The Careers Advisor from 'Careers Wales' co-operates with the school to advise pupils on the best and most realistic choices available to them. Use is made of 'Careers Wales Online' ([www.careerswales.com/en](http://www.careerswales.com/en)) to support pupils in their decision making.

The school has developed its relationship with employers and the local business community and has benefited from their contribution to the curriculum.

The aim of the Careers Programme is to broaden the horizons of pupils by informing them of career opportunities locally and beyond. Pupils are encouraged to aim high and reach their true potential.

Careers Wales Adviser: ..... **Mrs Nia Parry** (nia.parry@gyrfacymru.com)

## GWERSI OFFERYNNAU CERDDOROL

Mae'r ysgol yn prynu gwasanaeth athrawon cerdd peripatetig (Gwasanaeth Cerdd Ysgolion Gwynedd a Môn) sy'n cynnig gwasanaeth ategol i'r Adran Gerdd. Bydd yr ysgol yn codi tâl tuag at gost gwersi offerynnol ac fe geir manylion drwy gysylltu â swyddfa'r ysgol. Yn unol ag arbenigedd yr athro/athrawes gellir cynorthwyo disgylion i baratoi at arholiad offerynnol ond nid oes modd gwarantu'r gwasanaeth o flwyddyn i flwyddyn.

## ADDYSG IECHYD A LLES AC ADDYSG RHYW

Cred y Corff Llywodraethu y dylai addysg rhyw fod yn rhan allweddol a chreiddiol o gwricwlwm pob disgyl ac mae'r modd y'i cyflwynir yn annog disgylion i roi ystyriaeth i agweddu moesol a gwerth bywyd teuluol.

Yr Adran Wyddoniaeth sy'n addysgu agweddu ffeithiol Addysg Iechyd a Rhyw yn CA3 a CA4. Mae'r rhaglen addysg Iechyd a Lles yn delio gyda materion megis cyfrifoldeb personol, problemau cymdeithasol, cam-drin, agweddu at ryw, creu perthynas, materion megis clefydau a drosglwyddir yn rhywiol a chynllunio teulu ac addysg gyffuriau/alcohol. Gwahoddir arbenigwyr ym maes iechyd i'r ysgol i gyfrannu i'r rhaglen hon.

## ADDYSG GREFYDDOL

Astudir sawl agwedd ar wahanol grefyddau, yn y gwersi ac yn ystod Gwasanaethau'r Ysgol. Cyflwynir Addysg Grefyddol fel rhan o'r Dyniaethau yng Nghyfnod Allweddol 3 a thrwy ddull modiwlaid yng Nghyfnod Allweddol 4 yn ogystal â thrwy'r profiadau a geir trwy Addysg Bersonol a Chymdeithasol ym mlynnyddoedd 10 ac 11. Mae gan rieni yr hawl i wneud cais i'w plentyn gael ei eithrio o weithgareddau Addysg Grefyddol drwy lythyru'r penneth. Bydd trefniadau amgen priodol yn cael eu gwneud ar gyfer unrhyw ddisgybl sy'n dewis cael ei eithrio o wersi Addysg Grefyddol.

## GWAITH CARTREF

Gwneir asesiadau cyson o waith a datblygiad academaidd pob disgyl. Un agwedd bwysig o'r asesu yw'r gwaith cartref ac mae'n rhan hanfodol o raglen pob disgyl. Gall gynnwys amryfal weithgaredd megis gwaith ysgrifenedig, dysgu, ymholi, darllen ac ymchwilio.

## RHAGLEN GYRFAOEDD

Drwy ein Rhaglen Gyrfaoedd mae'r ysgol yn helpu disgylion i ddatblygu'r wybodaeth, y sgiliau a'r ddealltwriaeth y byddant eu hangen ar gyfer byd gwaith cyfnewidiol, ac ar gyfer rheoli eu gyrfa yn y dyfodol.

Mae'r Rhaglen Gyrfaoedd yn cynnwys:

- cefnogaeth gan gynghorwyr Gyrfa Cymru;
- diwrnodau blasu/nosweithiau agored a gweithgareddau yn y colegau lleol;
- ymweliadau â Chyflogwyr;
- gweithdai Mentergarwch.

Gweithia Cynghorydd Gyrfa o 'Gyrfa Cymru' mewn partneriaeth agos gyda'r ysgol i sicrhau fod disgylion, wrth gynllunio eu gyrfa, yn gwneud dewisiadau gwybodus a realistig am eu camau nesaf a thu hwnt. Gwneir defnydd o 'Gyrfa Cymru ar lein' ([www.careerswales.com/cy](http://www.careerswales.com/cy)) i gefnogi disgylion wrth iddynt wneud penderfyniadau.

Mae'r ysgol yn elwa hefyd o'i chysylltiadau gyda chyflogwyr a byd busnes lleol a'u cyfraniad i gwricwlwm yr ysgol.

Drwy'r Rhaglen Gyrfaoedd anelir at ehangu gorwelion disgylion drwy godi ymwybyddiaeth am gyfleoedd yn lleol a thu hwnt, a chan annog disgylion i gyrraedd eu potensial ac i anelu'n uchel.

Ymgynghorydd Gyrfaoedd Gyrfa Cymru:.....**Mrs Nia Parry** ([nia.parry@gyrfacymru.com](mailto:nia.parry@gyrfacymru.com))



## ADDITIONAL LEARNING NEEDS

The aim of the school is to provide a curriculum and activities which will stimulate and reinforce the pupils' motivation so that they achieve their full potential.

We believe that we can achieve this by keeping a high expectation of every pupil's performance, and by giving each pupil special attention. Every pupil is the responsibility of every teacher. Therefore, support is arranged for pupils with special educational needs within the main-stream classes as well as the special provision for groups and individuals as the need arises. We do not label pupils by withdrawing them from their classes permanently, and we remember that the term additional learning needs refers to a need to extend more able and talented pupils as well as assisting those who have difficulty with school work.

The school has an enthusiastic and dedicated team of teaching assistants and learning coaches who assist pupils in lessons and provide catch-up clubs and help outside the classroom.

The provision is reinforced by the Gwynedd specialist team in Educational Psychology and Pupil Welfare.

Additional Learning Needs co-ordinators: .....**Mr Eurig Davies & Miss Ffion Jones**  
Governor with responsibility for Additional Learning Needs: .....**Mrs Claire Russell Griffiths**

## MORE ABLE AND TALENTED PUPILS

Every pupil has the need (and right) to be encouraged and assisted in reaching his / her full potential; this includes very gifted pupils who, for example:

- learn more rapidly than others;
- retain a great deal in their memory;
- can concentrate for long periods;
- set very high standards for themselves;
- have a specific advanced skill set.

The school will seek to enable more able and talented pupils to realise their true potential and high expectations.

## LOOKED AFTER CHILDREN

The school follows the Welsh Government's statutory guidance "Making a Difference - a guide for the designated person for looked after children in schools". Mr Aled Williams, deputy head is the designated person for children in care within the school. The role is key as a leader and champion for looked after children to ensure that all learners reach their full potential. In addition, Mr Williams is the main contact between the school, family and key agencies and is responsible for monitoring the Personal Education Plans.

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## EXTRA CURRICULAR ACTIVITIES

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In Ysgol Botwnnog pupils are offered a wide variety of extra-curricular activities such as:

Sports - Gymnastics, Athletics, Tennis, Basketball, Netball, Football and Rugby (for boys and girls), Hockey, Cricket, Swimming, Golf, Badminton; School Choirs and bands; Urdd – competitions, Eisteddfod, Visits to Glan Llyn; Competitions - Public Speaking, Writing Competitions, Cookery Competitions; Clubs - Bookclub, Art Club, Reading Club, Spelling Club, Maths Club; The School Council; Duke of Edinburgh Award; Trips and Visits – Theatre Visits, Sporting Event Trips, Foreign Trips, Educational Visits; School Shows, Concerts and Eisteddfod; Workshops in School to enhance the curriculum. By taking advantage of the activities offered pupils are able to enrich their personal and social development.

## THE LIBRARY AND RESOURCES CENTRE

The Library and the Resources Centre have been modernised and are well equipped with a supply of books, magazines and computers for the pupils' use. These facilities are popular and in constant use. They provide a very important role in the development of reading, writing and communication skills across the curriculum.

## ANGHENION DYSGU YCHWANEGOL

Amcan yr ysgol ydyw darparu cwricwlwm a gweithgareddau a fydd yn ysgogi a chryfhau cymhelliant y disgyblion fel eu bod yn cyrraedd eu llawn botensial.

Credwn y gellir gweithredu hyn drwy gadw'n disgwyliadau o berfformiad pob disgybl yn uchel, a thrwy roi sylw arbennig i bob unigolyn. Cyfrifoldeb pob un o'r athrawon ydy pob disgybl. Felly, trefnir cefnogaeth i ddisgyblion sydd angen cymorth o fewn dosbarthiadau prif ffrwd yn ogystal â darpariaeth arbennig i grwpiau neu unigolion fel y bo'r galw. Nid ydym yn labelu plant drwy eu tynnu allan o wersi'n barhaol, a choifiwn fod y term anghenion dysgu ychwanegol yn cyfeirio at yr angen am sylw ymestynnol i rai mwy abl a thalentog yn ogystal ag i'r rhai sydd yn cael anawsterau gyda gwaith ysgol.

Mae gan yr ysgol dîm brwd frydig ac ymroddgar o gymorth ydion dosbarth ac anogwyr dysgu sydd yn rhoi cymorth i ddisgyblion mewn gwensi ac yn darparu clybiau a chymorth i ddisgyblion y tu allan i'r ystafell ddosbarth.

Cefnogir y ddarpariaeth gan arbenigwyr Gwynedd ym maes Seicoleg Addysg a Lles disgyblion.

Cyd-gysylltwyr Anghenion Dysgu Ychwanegol: ..... **Mr Eurig Davies & Miss Ffion Jones**  
Llywodraethwr dynodedig dros Anghenion Dysgu Ychwanegol: ..... **Mrs Claire Russell Griffiths**

## DISGYBLION MWY ABL A THALENTOG

Mae gan bob plentyn yr angen (a'r hawl) i'w feithrin a'i annog i gyrraedd ei botensial; mae hyn yn cynnwys plant galluog iawn sydd, er enghraift:

yn dysgu'n gyflymach nag eraill;  
yn cadw llawer iawn yn y cof;  
yn gallu canolbwytio am gyfnodau maith;  
yn gosod safonau uchel iawn i'w hunain;  
gydag sgiliau arbenigol penodol.

Bydd yr ysgol yn ceisio sicrhau'r cyfle i'r disgyblion mwy abl a thalentog gael gwired du eu llawn botensial a'u disgwyliadau uchel.

## PLANT MEWN GOFAL

Mae'r ysgol yn dilyn canllawiau statudol Llywodraeth Cymru "Gwneud Gwahaniaeth - Canllaw i'r person dynodedig ar gyfer plant sy'n derbyn gofal mewn ysgolion". Mr Aled Williams, Dirprwy Bennaeth yw person dynodedig plant mewn gofal o fewn yr ysgol. Mae'r rôl yn un allweddol fel arweinydd a hyrwyddwr plant sy'n derbyn gofal er mwyn sicrhau bod pob dysgwr yn cyrraedd ei botensial yn llawn. Yn ogystal Mr Williams yw prif gyswilt rhwng yr ysgol, teulu ac asiantaethau allweddol sydd a chyfrifoldeb monitro'r Cynlluniau Addysg Personol.

## GWEITHGAREDDAU ALLGYRSIOL

Yn Ysgol Botwnnog cynigir amrediad eang o glybiau, gweithgareddau a phrofiadau gwerthfawr i'r disgyblion megis: Chwaraeon - Gymnasteg, Athletau, Tenis, Pêl Fasged, Pêl-rwyd, Pêl-droed a Rygbi (i fechgyn a merched), Hoci, Criced, Nofio, Golff, Badminton; Corau a Bandiau Ysgol; Yr Urdd - cystadlaethau, Eisteddfod, Ymweld â Glan Llyn; Cystadlaethau - Siarad Cyhoeddus, Cystadlaethau Ysgrifennu, Cystadlaethau Coginio, Twrnament Gwyddbwyl a Drafftiau; Clybiau - Clwb Llyfrau, Clwb Celf, Clwb Darllen, Clwb Sillafu, Clwb Maths; Cyngor yr Ysgol; Gwobr Dug Caeredin; Ymweliadau a Theithiau - Ymweliadau i Theatru, Teithiau i Ddigwyddiadau Chwaraeon, Teithiau Tramor, Teithiau Addysgiadol; Sioeau, Cyngherddau ac Eisteddfod Ysgol; Gweithdai yn yr Ysgol i gyfoethogi'r cwricwlwm.

Trwy ymuno mewn gweithgareddau fel y rhai uchod mae pobl ifanc yn cyfoethogi eu haddysg bersonol a chymdeithasol.

## Y LLYFRGELL A'R YSTAFELL ADNODDAU

Moderneiddiwyd y Llyfrgell a'r Ystafell Adnoddau gerllaw a bellach mae stoc helaeth o lyfrau, cylchgronau a chyfrifiaduron ar gyfer y disgyblion. Mae'n ganolfan addysg brysur a phoblogaidd. Mae cyfraniad y Ganolfan yn sylweddol yn y broses o ddatblygu sgiliau darllen, ysgrifennu a chyfathrebu ar draws y cwricwlwm.



## FURTHER INFORMATION

### COMPLAINTS PROCEDURE

The Local Education Authority, in accordance with the requirements of the National Assembly has established a procedure to consider complaints concerning the way schools' Governing Bodies and the Education Authorities act in relation to the school's curriculum and other related matters. This procedure is outlined in a document in Welsh and English which is available on the school website. A copy can be provided free of charge as required to any parent seeking to make a complaint under these arrangements. It is emphasised, however, that many complaints can be dealt with quickly and effectively by informal consideration based on discussions with the Headteacher or other staff in the school. This is the first reasonable step, and even in exceptional circumstances, the Governing Body would expect that this step would have been completed before presenting the complaint formally.

An appointment can be made to discuss any complaint with the Headteacher by contacting the school secretary.

### CHARGING FOR EDUCATIONAL ACTIVITIES

The Governing Body has adopted a policy of charging pupils for:

- board and lodging costs on educational visits;
- activities outside school hours;
- external examinations which the school has not prepared the pupil for during the school year;
- examinations when the pupil fails to complete the requirements or fails to attend the examination without a proper reason;
- intentional damage of school property or for losing school property;
- instrumental lessons.

A **voluntary contribution** is requested from parents when it is not possible to charge for an activity but no pupils will be excluded from taking part when their parents cannot contribute. It is possible that some activities will not be held without sufficient voluntary contributions. Further details are available at the school along with information about the provision for pupils who are unable to make a voluntary contribution.

### THE PARENTS AND FRIENDS' ASSOCIATION

The Parents and Friends' Association is very active in supporting the school and every parent or guardian is a full member of the Association. All parents will be notified of meetings and a warm welcome is extended to all to attend. As well as arranging social events, the Association arranges activities to generate income for the School Fund. The Association was responsible for purchasing lockers for the pupils, curtains for the Hall, extra computer equipment, has contributed towards the mini bus, a harp and extra books and equipment for various departments.

Remember, we need your support! The School and your children will appreciate your willing assistance.

### PARENTS AND GOVERNORS

Parents are represented on the Governing Body of the School. Parents who have pupils registered at the school can call for up to three meetings with the Governing Body during a school year by means of a petition.

### HOW TO GET MORE INFORMATION

Statements and policies made by the Governing Body and the Local Education Authority are available at the School together with further information about syllabuses and the curriculum.

Please contact the school office beforehand if you wish to arrange a visit.

You could also visit the school website which is updated regularly: [www.ysgolbotwnnog.org](http://www.ysgolbotwnnog.org)

## GWYBODAETH YCHWANEGOL

### TREFN GWYNO

Mae'r Awdurdod Addysg Lleol, yn unol â gofynion y Cynulliad Cenedlaethol, wedi sefydlu trefn i ystyried cwynion am y modd y mae Cyrff Llywodraethu'r ysgolion a'r Awdurdod Addysg yn gweithredu mewn perthynas â chwricwlwm ysgol a materion eraill cysylltiedig. Mae'r drefn hon wedi ei hamlinellu mewn dogfen bwrpasol yn y Gymraeg a'r Saesneg sydd ar gael ar wefan yr ysgol. Gellir darparu copi'n rhad ac am ddim, yn ôl y gofyn, i unrhyw rieni sy'n dymuno gwneud cwyn dan y trefniadau hyn. Pwysleisir, foddy bynnag, y gellir ymdrin â llawer o gwynion yn gyflym ac yn effeithiol drwy ystyriaeth anffurfiol yn seiliedig ar drafodaethau gyda'r Prifathro neu staff eraill yr ysgol. Hwn yw'r cam rhesymol cyntaf, a hyd yn oed pan fo'r amgylchiadau'n rhai eithriadol, bydd y Corff Llywodraethu'n disgwyl bod y cam yma wedi ei gyflawni cyn cyflwyno'r gŵyn yn ffurfiol.

Dylid cysylltu ag ysgrifenyddes yr ysgol i wneud apwyntiad i drafod unrhyw gŵyn gyda'r Prifathro.

### CODI TÂL AM WEITHGAREDDAU ADDYSGOL

Mae'r Corff Llywodraethol wedi mabwysiadu polisi o godi tâl ar ddisgyblion am:

- gostau llety a bwyd ar ymweliadau addysgol;
- weithgareddau y tu allan i oriau ysgol;
- arholiadau allanol pan nad yw'r ysgol wedi paratoi'r disgyblion ar eu cyfer yn ystod y flwyddyn honno;
- arholiadau pan fo disgybl yn methu â chyflawni'r gofynion neu fynychu'r arholiad heb reswm digonol;
- ddifrod i eiddo'r ysgol neu am golli eiddo'r ysgol;
- wersi offerynnol.

Gofynnir am **gyfraniad gwirfoddol** gan rieni pan na ellir codi tâl am weithgareddau ond sicrheir na waherddir disgyblion rhag cymryd rhan pan na all eu rhieni gyfrannu. Mae'n bosibl na fydd modd cynnal rhai gweithgareddau heb gefnogaeth gwirfoddol deilwng. Ceir manylion pellach yn yr ysgol ynghyd â gwybodaeth am ddarpariaeth ar gyfer disgyblion nad ydynt yn gallu gwneud cyfraniad gwirfoddol.

### CYMDEITHAS RIENI A CHYFEILLION YR YSGOL

Mae gan yr ysgol Gymdeithas Rieni a Chyfeillion gweithgar ac mae bob rhiant a gwarcheidwad yn aelod llawn o'r Gymdeithas. Byddwn yn hysbysu'r holl rieni pan fo cyfarfod ac mae croeso cynnes i unrhyw un fynychu. Yn ogystal â threfnu nosweithiau cymdeithasol, bydd y Gymdeithas yn trefnu gweithgareddau i godi arian i Gronfa'r Ysgol. Bu'r Gymdeithas yn gyfrifol am brynu loceri i'r plant, llenni i'r Neuadd, offer cyfrifiadurol ychwanegol, cyfraniad tuag at fws mini'r Ysgol, telyn i'r Ysgol, Ilyfrau ac offer ychwanegol ar gyfer adrannau'r Ysgol.

Cofiwch 'rydym yn dibynnu ar eich cefnogaeth chi! Bydd yr ysgol a'ch plant yn gwerthfawrogi eich cymorth parod.

### RHIENI A LLYWODRAETHWYR

Mae gan y Rhieni gynrychiolaeth ar y Corff Llywodraethol. Gall rhieni disgyblion cofrestredig yn yr Ysgol ofyn am hyd at dri chyfarfod y flwyddyn gyda'r corff llywodraethu trwy gyfrwng deiseb.

### SUT I GAEL RHAGOR O WYBODAETH

Mae datganiadau a pholisiau'r Llywodraethwyr a'r Awdurdod Addysg Lleol ar gael yn yr ysgol ynghyd â gwybodaeth bellach am gynlluniau gwaith cwricwlwm yr ysgol.

Gallwch gysylltu â swyddfa'r ysgol os ydych yn dymuno trefnu ymweliad.

Mae rhagor o wybodaeth ar gael ar wefan yr ysgol sy'n cael ei diweddar yn rheolaidd: [www.ysgolbotwnnog.org](http://www.ysgolbotwnnog.org)



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## SUMMARY OF SCHOOL'S STRATEGIC EQUALITY POLICY

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### 'EVERY CHILD COUNTS, EVERY DAY COUNTS'

#### 1. ATTENDANCE

Regular attendance is considered very important and without it all our efforts to provide high quality education would be futile. If a pupil is not present at school he / she cannot learn or reach their true potential. Children who are not in school are missing education, social opportunities and experiences essential to develop life skills. Eventually, research has proven that this will lead to poorer results in the examinations. Our attendance policy states that we cannot authorize term time holidays for any pupil in Year 10 or 11, and only for 5 days, when in receipt of a written application letter in advance, in years 7, 8 and 9. Otherwise the absence will be recorded as unauthorised on your child's report. All pupils have a target of 96% attendance over their 5 years at school. If attendance during this period falls only to 90% this is equivalent to missing half a year's lessons over the 5 years! When your child is ill they should be kept at home, but only for the minimum time required to recover, otherwise they should be sent to school. Remember that the County Council have both a duty and responsibility to monitor your child's attendance and to act accordingly.

#### 2. EQUALITY

The right of each pupil to the best education without prejudice is core to our belief and at Ysgol Botwnnog we oppose all kinds of prejudice and differentiation and recognise that everyone has differing needs and aspirations.

At Ysgol Botwnnog we respect individuals whatever their:-

- Ethnic background
- Sex
- Age
- Marital Status
- Sexual Orientation
- Disability
- Religion (or atheism)
- Language
- Nationality
- Dependants

Our aims are to:-

- Create an ethos of safety and appreciation
- Create a feeling of self-respect
- Set high expectations of students and parents
- Give due consideration to learning needs
- Recognize clear strategies in response to incidents of differentiation
- Challenge stereotypes and prejudiced behaviour
- Promote positive images
- Reduce bullying year on year

This is true of the Governing Body, Senior Management Team, all staff, visitors and contractors working at the school.

A full copy of our policies on Attendance and Equality are available on the website, [www.botwnnog.org](http://www.botwnnog.org) or contact the Deputy Headteacher, Mr Aled Williams, for further information.

## CRYNODEB O BOLISI CYDRADDOLDEB STRATEGOL YR YSGOL

### 1. PRESENOLDEB

Heb bresenoldeb da ofer yw ein holl ymdrechion i baratoi addysg o safon uchel i'ch plentyn. Os nad yw disgyl yn bresennol yn yr ysgol ni all gyrraedd ei lawn botensial. Mae ymchwil yn dangos fod plant nad ydynt yn yr ysgol yn colli addysg, cyfleoedd cymdeithasol a phrofiadau hanfodol i ddatblygu eu sgiliau. Mae hyn yn arwain yn y pen draw at berfformiad is yn yr arholiadau. Mae'r polisi presenoldeb yn nodi na allwn awdurdodi unrhyw wyliau yn ystod y tymor ysgol ym mlynnyddoedd 10 ac 11 a dim ond am 5 diwrnod, os derbynir cais ysgrifenedig ymlaen llaw, ym mlynnyddoedd 7, 8 a 9. Fel arall mae'n cael ei gofnodi fel absenoldeb heb awdurdod ar gofnod eich plentyn. Mae i bawb darged o 96% presenoldeb dros y 5 mlynedd maent yn Ysgol Botwnnog. Mae presenoldeb o 90% yn y cyfnod yma gyfystyr â cholli hanner blwyddyn o wersi dros 5 mlynedd! Pan fydd eich plentyn yn sâl cadwch ef/hi adref am y lleiafswm o amser sy'n rhaid, fel arall gyrrwch ef/hi i'r ysgol. Cofiwch fod y Cyngor Sir yn monitro presenoldeb eich plentyn ac efo'r cyfrifoldeb a'r hawl i weithredu.

### 2. CYDRADDOLDEB

Mae hawliau pob plentyn i addysg heb ragfarn o unrhyw fath yn sylfaenol i Ysgol Botwnnog. Mae Ysgol Botwnnog yn gwrthwynebu pob math o ragfarn a gwahaniaethu ac yn cydnabod fod gan bawb anghenion a thuедdiadau gwahanol.

Yn Ysgol Botwnnog byddwn yn parchu unigolion beth bynnag fo eu:

Tarddiad ethnig  
Rhyw  
Oedran  
Statws priodasol  
Tueddiadau rhywiol  
Anabledd  
Crefydd (neu anffyddiaeth)  
Iaith  
Cenedl  
Dibynyddion

Ein nod yw:-

Creu ethos o ddiogelwch a gwerthfawrogiad  
Creu ymdeimlad o hunan barch  
Gosod disgwyliadau uchel ar ddisgyblion a'u rhieni  
Rhoi ystyriaeth addas i anghenion dysgu  
Adnabod gweithdrefnau eglur ar gyfer ymateb i ddigwyddiad gwahaniaethol  
Herio ymddygiad rhagfarnllyd a stereoteipiau  
Hyrwyddo delweddu positif  
Lleihau digwyddiadau bwlio flwyddyn ar flwyddyn

Mae hyn yn wir am y Corff Llywodraethol, Uwch Dîm Rheoli, Staff, Ymwelwyr a Chontractwyr yn gweithio yn yr ysgol.

Mae copi llawn o'r Polisiau Presenoldeb a Chydraddoldeb ar wefan yr ysgol [www.botwnnog.org](http://www.botwnnog.org) neu cysylltwch â'r Dirprwy, Mr Aled Williams os am wybodaeth bellach.



## DYDDIADAU TYMHORAU A GWYLIAU YSGOL (2024/25)

### HYDREF

Dechrau:	2 Medi*
Hanner Tymor:	28 Hydref – 1 Tachwedd
Gorffen:	20 Rhagfyr

### GWANWYN

Dechrau:	6 Ionawr
Hanner Tymor:	24 - 28 Chwefror
Gorffen:	11 Ebrill

### HAF

Dechrau:	28 Ebrill
Calan Mai (Gŵyl banc):	5 Mai
Hanner Tymor:	26 -30 Mai
Gorffen:	21 Gorffennaf

#### \* Diwrnodau Hyfforddiant -

Bydd yr ysgol yn ail-agor **Ddydd Llun, 2 Medi, 2024** i athrawon, a **Dydd Mercher, 4 Medi** i ddisgyblion (i'w gadarnhau).

Bydd yr ysgol ar gau am 3 diwrnod arall yn ystod y flwyddyn (i'w cadarnhau).

## TERM DATES / HOLIDAYS (2024/2024)

### AUTUMN TERM

Starts:	2 September*
Half Term:	28 October – 1 November
Ends:	20 December

### SPRING TERM

Starts:	6 January
Half Term:	24 - 28 February
Ends:	11 April

### SUMMER TERM

Starts:	28 April
May Day:	5 May
Half Term:	26 - 30 May
Ends:	21 July

#### \* Training Days -

School will re-open for teachers on Monday, 2 September, 2024 and for pupils on Wednesday, 4 September (to be confirmed).

The school will be closed to pupils on 3 other days (to be confirmed).

## ATODIAD 1 – PWY 'DI PWY (2023-24) APPENDIX 1 – WHO'S WHO (2023-24)

### ATHRAWON / TEACHERS

Pennaeth Cynorthwyo / Pennaeth Gyfadran Technoleg a Mynegiannol / Cerdd / Cydgysylltad ADY	Prifathro Dirprwy Brifathro	<b>Mr Dylan Minnice</b> <b>Mr Aled Williams</b> <b>Mr Eurig Davies</b> <b>Miss Bethan Priestley</b>	Headteacher Deputy Headteacher Assistant Headteacher / Head of Technology and Expressive Arts Faculty / Music / SEN Coordinator Assistant Headteacher / Head of Mathematics
Pennaeth Cynorthwyo / Pennaeth Mathemateg	Arweinydd cwricwlwm - Dylunio a Thechnoleg / Baglariaeth Cymru	<b>Mr Dion Bee</b> <b>Mrs Ela Fflur Bryn</b> <b>Mrs Menna Bowen</b> <b>Miss Fiona Bridle</b> <b>Mrs Carol Davies</b> <b>Dr Katie Davies</b> <b>Mrs Elin Denham</b> <b>Mrs Emily Ellis Owen</b> <b>Miss Awen Griffith</b> <b>Mr Gareth Hodgson</b> <b>Mrs Gwenllian Hughes-Jones</b> <b>Miss Mared Huws</b> <b>Mrs Elin Huws Evans</b> <b>Mrs Ceri Meredydd</b> <b>Mr Deio Parri Jones</b> <b>Mr Elgan Jones</b> <b>Miss Ffion Jones</b> <b>Mr Irfon Morris Jones</b> <b>Mrs Alaw Jones Japheth</b> <b>Mrs Melissa Minnice</b> <b>Mrs Manon Gwyn Morgan</b> <b>Miss Emma Roberts</b> <b>Mrs Sioned Gwenllian Roberts</b> <b>Mr Elgan Rowlands</b> <b>Miss Leanne Stedham</b> <b>Miss Debbie Williams</b> <b>Mrs Elin Wallace Jones</b> <b>Miss Eleri Pierce Williams</b> <b>Mr Owen Llywelyn Williams</b> <b>Mrs Nia Yule</b>	Curriculum Leader - Design & Technology / Welsh Baccalaureate Mathematics / Science French / Welsh Science / Mathematics Design & Technology – Textiles & Food Science Physical Education English / Physical Education Head of Welsh / History Physical Education / Language / Welsh Baccalaureate Curriculum Leader History Welsh / English Head of Expressive Arts / Art / Welsh Baccalaureate Welsh / Wales, Europe & the World Digital Technology Coordinator Science / Mathematics Welsh / SEN Coordinator Head of Humanities / Geography Head of Physical Education / Girls' Welfare Head of English Welsh / Drama Curriculum Leader Religious Studies Curriculum Leader Food & Nutrition / Design & Technology – Textiles & Food / Health & Wellbeing / Welsh Baccalaureate Mathematics / Science / Physical Education Science Music French / Modern Foreign Language Coordinator Head of Science Faculty Mathematics / Business English / TGCH Head of Health and Wellbeing / Language / Agored Cymru / Welsh Baccalaureate
Pennaeth Celfyddydau Mynegiannol / Celf / Baglariaeth Cymru	Arweinydd cwricwlwm Astudiaethau Crefyddol		
Cymraeg / Cymru, Ewrop a'r byd	Arweinydd Cwricwlwm Bwyd a Maeth / Thechnoleg – Tecstilau a Bwyd / Iechyd a Lles / Baglariaeth Cymru		
Cydrifydd Technoleg Digidol	Mathemateg / Gwyddoniaeth / Addysg Gorfforol		
Gwyddoniaeth / Mathemateg	Gwyddoniaeth		
Cymraeg / Cydgysylltad ADY	Addysg Gorfforol		
Pennaeth Dynaethau / Daearyddiaeth	Saesneg / Addysg Gorfforol		
Pennaeth Addysg Gorfforol / Lles y Merched	Pennaeth Saesneg		
Pennaeth Dynaethau / Daearyddiaeth	Cymraeg / Drama		
Pennaeth Addysg Gorfforol / Lles y Merched	Arweinydd cwricwlwm Astudiaethau Crefyddol		
Pennaeth Saesneg	Arweinydd Cwricwlwm Bwyd a Maeth / Thechnoleg – Tecstilau a Bwyd / Iechyd a Lles / Baglariaeth Cymru		
Cymraeg / Drama	Mathemateg / Gwyddoniaeth / Addysg Gorfforol		
Gwyddoniaeth	Gwyddoniaeth		
Cerdoriaeth	Cerdoriaeth		
Ffrangeg / Cyd-gysylltad leithoedd Tramor Modern	Ewrop a'r byd		
Pennaeth y Gyfadran Gwyddoniaeth	Pennaeth y Gyfadran Gwyddoniaeth		
Mathemateg / Busnes	Mathemateg / Busnes		
Saesneg / TGCH	Saesneg / TGCH		
Pennaeth Iechyd a Lles / Iaith / Agored Cymru / Baglariaeth Cymru	Pennaeth Iechyd a Lles / Iaith / Agored Cymru / Baglariaeth Cymru		

### Staff Cymorth Dysgu / Learning Support Staff

Miss Demi Parry Davies	Mrs Brenda Dobson	Mrs Mattie Ellis Hughes
Mrs Dawn Gulliford	Mrs Delyth Hughes	Mrs Rhian Jones
Miss Sian Eirian Jones	Mr Dafydd Owen	Miss Lauren Rice
Miss Rene Roberts	Mrs Caryl Rowlands	Mrs Glenys Thomas

### Staff Cyswilt Cartref a Chynhwysiad / Family Liaison and Inclusion Staff

Miss Elen Hughes	Mrs Susan Jones	Mrs Carol Pilling
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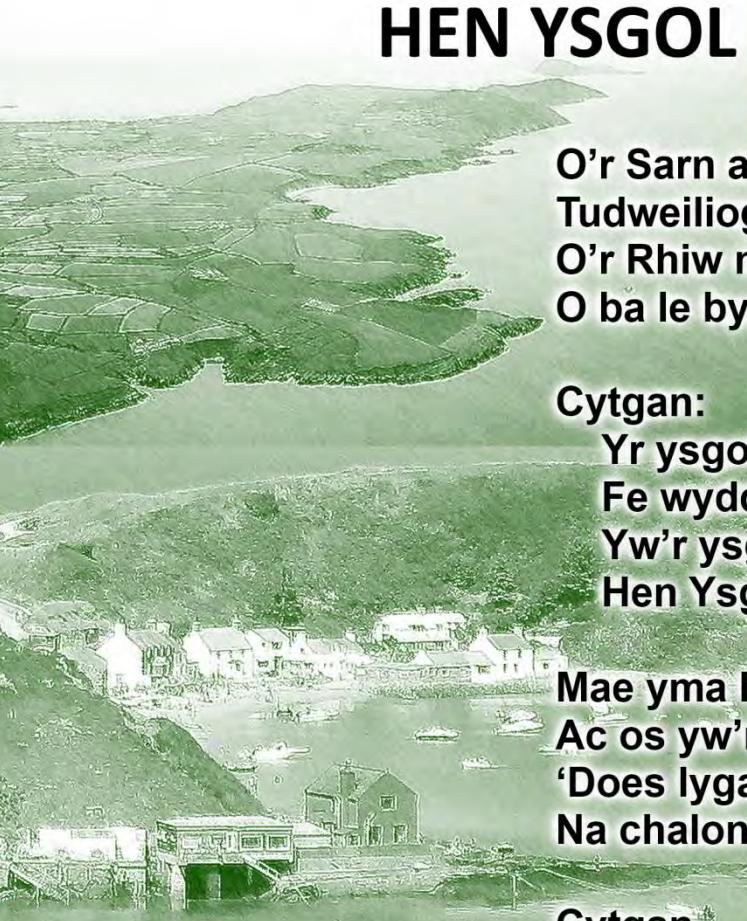
### Staff Ategol / Support Staff

Technegydd Labordy a Thechnoleg	<b>Mrs Helen Mary Evans</b>	Laboratory & Technology Technician
Gofalwr	<b>Mr Arfon Jones</b>	Caretaker
Technegydd Llyfrgell a Chyfrifiaduron	<b>Mrs Grace Roberts</b>	Library & Computer Technician
Swyddog Gweinyddol	<b>Mrs Manon Llywelyn Williams</b>	Administration Officer
Ysgrifennyddes	<b>Mrs Nia Williams</b>	Secretary

### Staff y Gegin a Glanhau / Kitchen & Cleaning Staff

Prif Gogyddes	<b>Miss Delyth Jones</b>	Head Cook
Dirprwy Brif Gogyddes	<b>Mrs Siân Roberts</b>	Deputy Head Cook
<b>Mrs Susan ap Robert</b>	<b>Mrs Paula Carr</b>	<b>Mrs Mari Davies</b>
<b>Miss Ann Griffiths</b>	<b>Mrs Glenys Hardy</b>	<b>Mrs Gwyneth Manion</b>
<b>Ms Sheryl Jenkins</b>	<b>Mrs Meira Roberts</b>	<b>Miss Nia Roberts</b>
	<b>Mrs Gwenda Williams</b>	

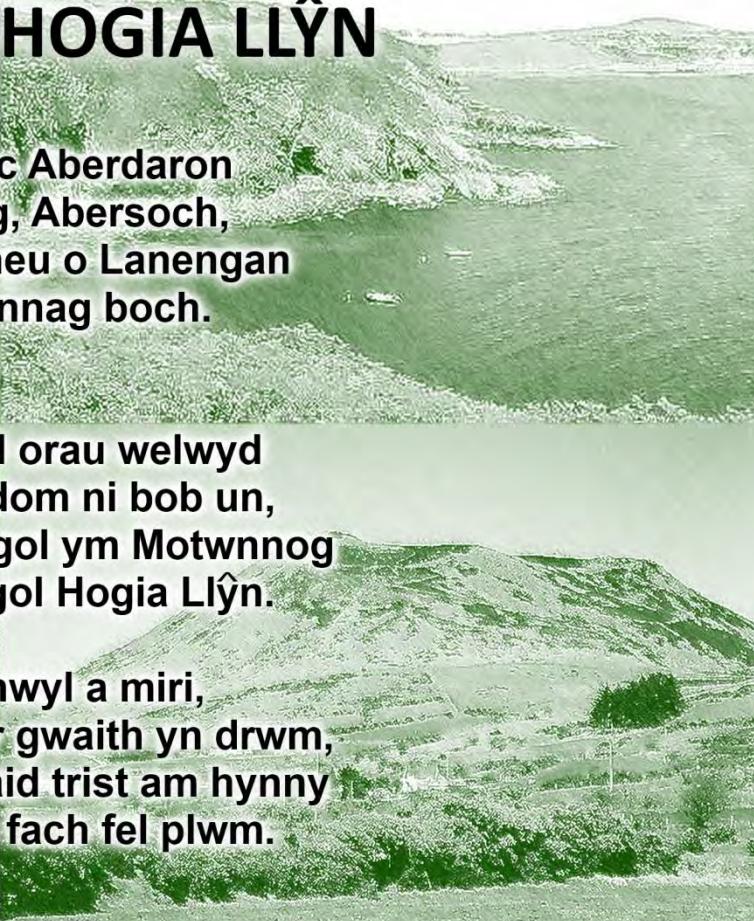
# HEN YSGOL HOGIA LLŶN



O'r Sarn ac Aberdaron  
Tudweiliog, Abersoch,  
O'r Rhiw neu o Lanengan  
O ba le bynnag boch.

Cytgan:

Yr ysgol orau welwyd  
Fe wyddom ni bob un,  
Yw'r ysgol ym Motwnnog  
Hen Ysgol Hogia Llŷn.



Mae yma hwyl a miri,  
Ac os yw'r gwaith yn drwm,  
'Does lygaid trist am hynny  
Na chalon fach fel plwm.

Cytgan



A ninnau eto'n ifanc  
Ac am fod hwyl a sbri  
A chwerthin oesau basiodd  
Tu mewn i'w muriau hi.

Cytgan



A phan ddaw mis Mehefin  
A'i arholidau câs,  
Bydd porffor ar Fynytho  
A dŵr y môr yn las.

Cytgan



A phan fydd rhaid ymadael,  
A phawb i'w le ei hun:  
Bydd hiraeth mewn calonnau  
Am hen gyfoedion Llŷn.

Cytgan

Gruffydd Parry