

YSGOL GLANRAFON, YR WYDDGRUG.

**CANLLAW I RIENI AR GYFER AIL-AGOR YR YSGOL –
MEDI 2020.**

**GUIDELINES FOR PARENTS FOR THE RE-OPENING OF
SCHOOL – SEPTEMBER 2020.**



YSGOL GLANRAFON,

YR WYDDGRUG.

Annwyl bawb/*Dear all,*

Yr un yw'r neges unwaith eto – gobeithiwn yn fawr eich bod chi a'ch teuluoedd oll yn cadw'n iach a diogel yn ystod y cyfnod anghyffredin hwn, a'ch bod wedi cael cyfle i ymlacio dros wyliau'r Haf. Fel bob tro, anfonwn ein cofion cynhesaf atoch oll, gan ail adrodd eto cymaint yr ydym wedi eich methu i gyd. Edrychwn ymlaen yn fawr at groesawu pawb yn ôl i'r ysgol yn y dyfodol agos.

Fel y gwyddoch, mae ysgolion Cymru yn ail agor eu drysau i bob disgybl o fis Medi ymlaen. Fel y gwelwch o ddarllen y Canllawiau sy'n dilyn, bydd yr ysgol yn sefydliad gwahanol i'r hyn ydoedd pan fu raid i ni gau ym mis Mawrth. Felly, pwrpas y ddogfen hon a gyflwynaf i'ch sylw yw i roi gwybodaeth fanwl am y gweithdrefnau tynn sydd raid i ni eu rhoi mewn lle a chadw atynt yn y dyfodol. Trwy'r broses baratoi, rydym wedi derbyn arweiniad cadarn oddi wrth asiant Iechyd a Diogelwch allanol ac wedi gweithredu ar hynny er diogelwch ein plant a'n staff. Mae'r Asesiad Risg a baratowyd gan yr ysgol wedi'i gymeradwyo gan Adran Addysg y Cyngor Sir.

Cofiwch os yr hoffech wybodaeth pellach am unrhyw fater gaiff ei nodi yn y Canllawiau hyn, mae croeso i chi gysylltu gyda ni dros y ffôn neu trwy e bost.

The message remains the same – we do hope that you and your families are keeping safe and well during this unusual time, and that you were able to relax during the holiday. As always, we send on our warmest wishes to you all, and repeat that we have missed you so very much. We look forward to welcoming everyone back to school in the near future.

As you know, schools in Wales are re-opening for all pupils from September onwards. As you see from the Guidelines that follow, school will be a different establishment to what it was when we had to close in March. Therefore, the purpose of this document that I present to you, is to give you detailed information regarding the strict procedures that we have to adhere to for the foreseeable future. Throughout the preparation process, we have been given strong guidance by an external Health and Safety agency, and have responded to it, for the safety of our children and staff. The Risk Assessment prepared by school has been commended by the Authority's Education department.

If you would like to have further information regarding any matter that is noted in these Guidelines, you are welcomed to contact us by e mail or phone.

Yn gywir/*Yours sincerely,*

L.L.M.Jones (Miss)

(Prifathrawes – *Headmistress*)

1. TREFNIANT - ARRANGEMENT

Bydd y disgyblion yn dychwelyd i'r ysgol yn y drefn ganlynol: *Pupils will be returning to school in the following order:*

DYDDIAD/DATE	BLYNYDDOEDD DYSGU/TEACHING YEARS
07 & 08.09.20	Derbyn/Reception, Blwyddyn/Years 2,4 & 6
09 & 10.09.20	Derbyn/Reception Blwyddyn/Years 1,3 & 5.
11.09.20 ymlaen/onwards	Derbyn/Reception, Blwyddyn/Years 1,2,3,4,5&6
21.09.20 ymlaen/onwards	Disgyblion Meithrin/Nursery pupils.

2. MYNEDIAD I'R SAFLE – ENTRANCE TO THE SITE.

- Bydd mynedfa ac allanfa benodol ar gyfer yr holl ddisgyblion, ac amser cyrraedd a gadael fel a ganlyn:– *All the pupils will enter and leave the school during the following times as follows:*

DOSB/CLASS	GIÂT/ GATE	MYNEDFA/ALLANFA ENTRANCE/EXIT	AMSER CYRRAEDD/ ARRIVAL TIME	AMSER GADAEL/ LEAVING TIME
Meithrin/Nursery (RHJ/LLD/SB)	Giât waelod/Bottom gate	Drws Babanod/Infants door (RHJ/SB)Drws Meithrin/Nursery door (LLD)	9 a.m.	3 p.m.
Blwyddyn/Years 1 a 2 (ER/CT/CM)	Giât top gate	Prif fynedfa/Main entrance (ER) Drws allanol y dosbarth/Class external door (CT, CM)	9 a.m.	3 p.m.
Blwyddyn/Years 3 a 4 (GJ/EH/DA/GG)	Giât waelod/Bottom gate (GJ) Giât top gate (GG/EH/DA)	Drws ochr/Side door (GJ) Prif fynedfa/Main entrance (GG/EH/DA)	8.50 a.m.	3.05 p.m.
Blwyddyn/Years 5 a 6 (RHJ/GW/LF/LH)	Giât waelod/Bottom gate.	Drws top Door	8.50 .m.	3.05 p.m.

(Byddwch yn derbyn lluniau i gadarnhau y mynedfeydd hyn cyn diwedd yr wythnos.
– *You will receive photos to confirm these entrances before the end of the week.*)

- Dylai pawb geisio dod i'r ysgol ar droed neu ddefnyddio dull personol o deithio lle bo hynny'n bosib. – *Everyone should, wherever possible try to walk to school or use personal vehicles.*
- Os yw plant yn rhannu car gydag eraill y tu hwnt i'w teulu, dylid gwisgo mwgwd bob tro – *If children are sharing transport with another family, masks should be used at all times.*
- Gofynnir i UN rhiant yn unig ddod â'r plant i'r ysgol, gan sicrhau nad yw unrhyw blant iau yn crwydro ar dir yr ysgol. Gofynnir i bawb symud ymlaen ar unwaith a pheidio ag aros o gwmpas wrth ddod â'r plant, a'u casglu. Ni ellir caniatáu i rieni ddod i mewn i'r adeilad heb wneud apwyntiad ymlaen llaw.– *ONE parent only should bring a child to school, and any younger siblings should not wander from their parents. Everyone is asked to move on immediately and not stay around the school, when they bring or collect their children. Parents can not be allowed into the building without a prior appointment.*
- Rhaid i bawb gadw at y pellter cymdeithasol o ddwy fedr wrth aros am eu plant. – *The social distance of 2 metres must be adhered to when waiting for the children.*
- Mae prydlondeb yn HANFODOL ar ddechrau a diwedd pob diwrnod. – *Punctuality is ESSENTIAL at the start and end of every day.*

3. GWISG YSGOL - CLOTHING

- Yn ystod yr wythnos gyntaf, bydd y disgyblion yn dod i'r ysgol yn eu gwisg ysgol. Yn yr wythnosau dilynol, gofynnir i'r disgyblion wisgo dillad gwahanol bob diwrnod - eu gwisg ysgol am dri diwrnod, eu gwisg Addysg Gorfforol am ddiwrnod a gwisgo'u dillad eu hunain bob dydd Mercher.(Byddwch yn derbyn manylion pellach am hyn yn fuan). Bydd gofyn iddynt ddod â chôt law efo nhw hefyd.–*The pupils are asked to have a change of clothes each day - wear their school uniform for 3 days, their Physical Education kit on one day and their own clothes on a Wednesday.(You will receive further details regarding this in the near future). The pupils will need to bring a coat with them.*
- Os bydd y tywydd yn boeth ar ddechrau'r tymor, gall y plant ddod â het haul efo nhw, a gofynnir i chi roi eli haul ar groen y plant cyn iddynt ddod i'r ysgol. – *If the weather is hot at the beginning of the term, the children can bring a sun hat with them, and you are asked to apply sun cream on their skin before they come to school.*
- Cynghorir pawb i gael cawod a newid eu dillad ar ôl cyrraedd adref. Mae angen golchi y dillad a ddefnyddiwyd bob dydd ar dymheredd o 60 gradd.– *Everyone is advised to have a shower and change the clothes used during the day, after arriving home. The clothes need to be washed at 60 degrees.*
- Anogir disgyblion nad ydynt yn gallu cau eu careiau, i wisgo esgidiau gyda Velcro. – *Those pupils who have difficulty tying their laces, are encouraged to wear shoes that have a velcro fastening.*

4. CYRRAEDD Y DOSBARTH – ARRIVAL IN CLASS.

- Pob disgybl i ddiheintio eu dwylo wrth gyrraedd y dosbarth – *Every child to sanitise his/her hands when arriving in class.*
- Bydd pawb yn golchi eu dwylo gyda sebon hylif ac yn eu sychu gyda thyweli papur yn rheolaidd trwy'r dydd e.e. cyn/ar ôl bwyta, ar ôl cyffwrdd gwahanol arwynebeddau a.y.y.b. – *Everyone will wash their hands thoroughly using liquid soap and water, drying with paper towels regularly during the day e.g. before/after eating, touching different surfaces etc.*
- Mae'r byrddau wedi'u symud i sicrhau bod y disgyblion yn wynebu tuag at ymlaen, a bod y staff yn cadw pellter cymdeithasol – *Tables have been moved to ensure that pupils face forward and that staff maintain social distance.*
- Ni ddylai'r disgyblion ddod ag offer di-angen i'r ysgol gyda nhw o adref, er y gallant ddod â photel o ddiod (dim pefriog)(wedi'i labelu â'u henw) efo nhw a'i gadael ar y bwrdd tan amser mynd adref. Caiff disgyblion Cyfnod Allweddol 2 (Blwyddyn 3-6) ddod â chât pensiliau gydag offer ysgrifennu ynddo efo nhw os y dymunant, a'i adael yn yr ysgol. Ni fydd unrhyw un yn rhannu adnoddau, megis offer ysgrifennu, gydag eraill. *Pupils should not bring any unnecessary items from home with them to school, although they can bring a bottle of drink (not fizzy) (labelled with their name) with them and leave it on the table until home time. Key Stage 2 pupils (Years 3-6) can bring a pencil case, with writing equipment in it, if they so wish, and leave it in school. No-one will share resources such as writing equipment with others.*
- Dynodir toiledau yn arbennig i bob Swigen (Meithrin/Derbyn; Blwyddyn 1 a 2; Blwyddyn 3 a 4, Blwyddyn 5 a 6). Caiff rhain eu glanhau yn ystod y dydd. – *Specified toilets will be used by each Bubble (Nursery/Reception; Years 1 and 2; Years 3 and 4; Years 5 and 6). All toilets will be cleaned during the day.*
- Bydd offer mawr megis beiciau neu sgwteri yn cael eu diheintio'n rheolaidd. – *Large play equipment such as bikes or scooters will be sanitised regularly.*

5. TEITHIO O GWMPAS YR YSGOL – TRAVELLING AROUND THE SCHOOL.

- Bydd y disgyblion yn aros yn y dosbarthiadau, a ddim yn cymysgu gydag eraill yn ddi-angen yn ystod amser gwersi. Yn ystod amseroedd egwyl, bydd y disgyblion o'r Swigod yn creu grŵpiau mwy tu allan. Ni fydd y plant yn cael mynediad i unrhyw le yn yr adeilad ar wahan i'w dosbarth, sinc a thoiled penodol. Bydd gan bob Swigen ardal tu allan ddynodedig hefyd. – *The pupils will stay in their classes (PODs), and classes will not mix unnecessarily during the day. During break times, pupils from each Bubble will create larger groups outside. No child will have admission to any other location in the building apart from the classroom, sink and designated toilet. Each group will have a designated external area also.*
- Bydd arwyddion, posteri a marciau llawr amlwg yn yr adeilad i atgoffa pawb i gadw pellter. – *Signs and posters and foot markings will be prominent in the building to remind everyone to maintain social distancing.*

6. TREFNIADAU DYSGU/ADDYSGU – TEACHING/LEARNING ARRANGEMENTS.

- Bydd staff yn cynllunio tasgau a gweithgareddau sy'n hyrwyddo lles, datblygiad corfforol a chreadigol y disgyblion, gyda phwyslais hefyd ar ddatblygu sgiliau Llythrennedd a Rhifedd y disgyblion. - *Staff will provide activities that will enhance the children's well being, physical and creative development, with emphasis also on developing the pupils' Literacy and Numeracy skills.*
- Bydd rheolau a chanllawiau yn cael eu rhannu'n rheolaidd gyda'r plant ar sut i gadw'n ddiogel, a'r hyn sy'n ddigwylidig oddi wrthynt. – *Guidelines will be regularly shared with the children on how to keep safe and of the expectations whilst they are in school.*
- Byddwch yn derbyn gwybodaeth am y diwrnod y bydd eich plentyn yn cael sesiwn Addysg Gorfforol er mwyn iddynt ddod i'r ysgol yn eu dillad Addysg Gorfforol ar y diwrnod hwnnw. Bydd y Swigod yn cynnal sesiynau Addysg Gorfforol tu allan ar y cyd. – *You will receive information as to what day your child will be having a Physical Education session so that they can come to school in their kit. The Bubbles will have Physical Education sessions together outside.*
- Ni fydd gwasanaethau ysgol gyfan/cyfnodau allweddol yn digwydd yn y neuadd yn ystod y cyfnod hwn. Bwriedir cyflwyno myfyrdodau trwy dechnoleg i bawb.– *Whole school/Key Stage services will not be held in the hall during this time. It is intended to present a service for everyone by means of technology.*

7. AMSEROEDD EGWYL A THREFNIADAU CINIO – BREAK AND LUNCH TIMES

- Bydd amseroedd egwyl wedi'u rhaglennu'n ofalus i leihau y nifer o blant fydd allan yr un pryd. Bydd y drefn fel a ganlyn: *The break times will be time tabled carefully to avoid having too many children outside at the same time. This will be as follows:*

EGWYL BORE/MORNING BREAK		EGWYL PRYNHAWN/AFTERNOON BREAK	
Dim amser penodol – No specific time	Meithrin/Derbyn – Nursery/Reception	1.30-1.40 p.m.	Derbyn/Reception
10.15 -10.30 a.m.	Blwyddyn/Years 1&2	1.45-1.55 p.m.	Blwyddyn/Years 1&2
10.30–10.45 a.m.	Blwyddyn/Years 3&4	2.00 – 2.10 p.m.	Blwyddyn/Years 3&4
10.45 – 11 a.m.	Blwyddyn/Years 5&6	2.15-2.25 p.m.	Blwyddyn/Years 5&6

- Bydd staff y gegin yn darparu un dewis o fwyd poeth neu becyn bwyd i'r disgyblion sy'n dymuno cael cinio ysgol. Bydd pawb yn bwyta eu cinio yn y dosbarthiadau. Byddant yn golchi eu dwylo cyn ac ar ôl bwyta'r bwyd. Bydd y disgyblion sy'n dod â'u cinio efo nhw o adref yn gadael y blwch ar y bwrdd yn y dosbarth hyd at amser cinio.–*The kitchen staff will prepare a choice of one hot meal or packed lunch for those pupils wishing to have a school lunch. Everyone will eat their lunch in the*

classroom. They will wash their hands before and after eating the food. Those pupils bringing in their packed lunch from home will leave the box on the table in the class.

- Wele gopi o'r fwydlen o rwan i ddiwedd Hydref. – See a copy of the menu from now to the end of October:

Wythnos yn dechrau/Week commencing 07.09.20/28.09.20/19.10.20

LLUN/MONDAY	MAWRTH/TUESDAY	MERCHER-WEDNESDAY	IAU/THURSDAY	GWENER/FRIDAY
Taten bôb neu becyn bwyd iachus – <i>Jacket potato or healthy packed lunch.</i>	<i>Caws a mac neu becyn bwyd iachus- Mac & cheese or healthy packed lunch.</i>	Potyn Pasta Bolognaise neu becyn bwyd iachus – <i>Pasta bolognaise pot or healthy packed lunch.</i>	Cyri cyw iâr a reis neu becyn bwyd iachus – <i>Chicken curry and rice or healthy packed lunch.</i>	Nygets cyw iâr a sglodion neu becyn bwyd iachus – <i>Chicken nuggets & chips or healthy packed lunch.</i>

Wythnos yn dechrau/Week commencing 14.09.20/05.10.20

LLUN/MONDAY	MAWRTH/TUESDAY	MERCHER-WEDNESDAY	IAU/THURSDAY	GWENER/FRIDAY
Potyn pasta peli cig neu becyn bwyd iachus – <i>Meatball pasta pot or healthy packed lunch.</i>	<i>Selsig, tatws a sbageti neu becyn bwyd iachus- Sausages, mash and spaghetti or healthy packed lunch.</i>	Panini a wedges neu becyn bwyd iachus – <i>Panini and wedges or healthy packed lunch.</i>	Omlet, tatws a sbageti neu becyn bwyd iachus – <i>Omlette, diced potatoes or healthy packed lunch.</i>	Cacen bysgod a sglodion neu becyn bwyd iachus – <i>Fish cake & chips or healthy packed lunch.</i>

Wythnos yn dechrau 21.09.20/12.10.20

LLUN/MONDAY	MAWRTH/TUESDAY	MERCHER-WEDNESDAY	IAU/THURSDAY	GWENER/FRIDAY
Potyn pasta peli cig neu becyn bwyd iachus – <i>Meatball pasta pot or healthy packed lunch.</i>	<i>Bysedd pysgod, tatws a sbageti neu becyn bwyd iachus- Fish fingers, wedges and spaghetti or healthy packed lunch.</i>	Cinio rhôst neu becyn bwyd iachus – <i>Roast dinner or healthy packed lunch.</i>	Potyn pasta tomato neu becyn bwyd iachus – <i>Tomato pasta pot or healthy packed lunch.</i>	Byrfer cig eidion a sglodion neu becyn bwyd iachus – <i>Beef burger & chips or healthy packed lunch.</i>

- Eto er mwyn lleihau y nifer o ddisgyblion allan yr un pryd, bydd yr egwyl ginio'n cael ei rhannu fel a ganlyn: *In order to minimise the number of pupils outside at the same time, the lunch break will be staggered as follows:*

11.45 – 12.30	Derbyn/Reception, Blwyddyn/Years 1 & 2
12.15 – 1.00	Blwyddyn/Years 3,4,5 & 6

Cwtogir yr egwyl i 45 munud i bob adran. – *The lunchtime break will be shortened to 45 minutes per Key Stage.*

- Yn ystod amseroedd chwarae gwlyb, bydd y disgyblion yn aros yn y dosbarthiadau. – *During wet playtimes, pupils will stay in the classes.*

8. DANGOS SYMPTOMAU COVID-19 YN YR YSGOL – SHOWING SIGNS OF COVID-19 IN SCHOOL.

- Ni ddylai gweithwyr, dysgwyr neu rieni/gofalwyr sydd ddim yn teimlo'n dda neu'n dangos symptomau COVID-19 ddod i'r ysgol. Y symptomau yw tymheredd uchel, peswch parhaus o'r newydd neu newid i'r synnwyr arogli neu flas. Byddai'n arfer dda i chi gymryd tymheredd eich plentyn cyn iddo ef/hi ddod i'r ysgol yn y bore. – *Any worker, learner or parent/guardian who does not feel well or is showing symptoms of COVID-19, should not come to school. The symptoms are a high temperature, new persistent cough or a change in smell or taste. It would be good practice for you to take your child's temperature before he/she comes to school in the morning.*
- Os bydd unigolyn yn arddangos symptomau o COVID-19 yn yr ysgol, bydd ef/hi yn cael eu hynysu, (mewn stafell a ddarparwyd yn arbennig ar gyfer hynny) hyd nes y gellir eu casglu a'u cymryd adref. – *If an individual displays symptoms of COVID-19 in school, he/she will be isolated, (in a room specifically prepared for this), until he/she can be collected and taken home.*
- Byddem yn cysylltu ar unwaith gyda rhieni pob plentyn o fewn y dosbarth/swigen lle y gwelwyd bod symptomau o COVID -19 wedi'u hamlygu. – *If suspected COVID -19 symptoms have been noted, the parents of the other pupils within that class/bubble would be notified immediately.*
- Rhaid i unrhyw un sy'n arddangos symptomau aros adref am 10 niwrnod – *Anyone showing symptoms is to stay at home for 10 days.*
- Dylai unrhyw un sy'n byw gydag unigolyn gyda symptomau aros adref am 14 niwrnod o'r diwrnod roedd y person cyntaf yn sâl. – *Anyone living with an individual at home with symptoms is to stay home for 14 days from the day that the first person became ill.*
- Bydd yr ysgol yn adrodd ar unrhyw achos a amheuir o symptomau COVID-19 i'r A.A.LI ac i Adran Iechyd Cyhoeddus Cymru. – *School will report on any case of suspected COVID-19 symptoms to the L.E.A and Public Health Wales.*
- Mewn unrhyw achos o symptomau COVID-19, bydd yr ysgol yn cydymffurfio gyda gofynion y system TTP, a disgwylir i unrhyw un sy'n mynd am brawf COVID-19 rannu'r canyniadau gyda'r ysgol ar unwaith. – *In any case of COVID-19 symptoms, school will co-operate fully with the Track, Trace and Protect system, and anyone connected with the school who has a COVID test are asked to inform us of the result immediately.*

9. ANAF I DDYSGWYR/OEDOLION AR Y SAFLE – INJURIES TO LEARNERS/ADULTS ON SITE.

- Mae aelodau o staff cymwysiedig wedi'u clustnodi'n benodol ar gyfer gweinyddu Cymorth Cyntaf.- *Designated trained First Aiders have been allocated for the administration of First Aid.*
- Wrth roi sylw i unrhyw glwyfau a.y.y.b. bydd y staff Cymorth Cyntaf yn defnyddio cyfarpar diogelu personol (PPE) bob amser. – *Whilst dealing with injuries etc., the First Aiders will use PPE at all times.*
- Bydd angen caniatad gan riant/gofalwr i fynd â phlentyn i'r feddygfa neu'r ysbyty yn ystod pandemig, os nad yw'r rhieni yn gallu gwneud hynny eu hunain. – *Parent/Carer permission will be sought before taking a child to the surgery/hospital during the pandemic, if parents are not able to do so themselves.*
- Os oes unrhyw amheuaeth (neu ddiffyg gallu cysylltu gyda riant/gofalwr), bydd yr ysgol yn cysylltu gyda Galw GIG/Gwasanaethau Brys am gyngor. – *If there is any doubt (or inability to contact parent/guardian), school will contact Call NHS/Emergency services for advice.*
- Mae staff enwebedig yn barod i fynd â phlentyn i'r ysbyty gan gadw at y pellter cymdeithasol, os na all riant/gofalwr gasglu'r plentyn, a bod y riant wedi rhoi caniatad. – *Nominated members of staff are prepared to accompany a child to hospital keeping to social distancing, if a parent/guardian is unable to take the child, and that the parent has given permission.*

10. YMWELWYR I'R YSGOL – VISITORS TO SCHOOL.

- Os ydych angen cysylltu gydag aelod o staff, bydd angen gwneud hynny trwy e bost neu alwad ffôn. Wele restr o gyfeiriadau e bost aelodau o staff addysgu yr ysgol.– *If you need to contact a member of staff, this will need to be done by e mail or phone. See the list of e mail addresses of the school's teaching staff:*

<u>Y Blynyddoedd Cynnar / Early Years</u>	
Mrs Rhian Jones	JONESR50@hwbcymru.net
Mrs Sioned Booth	BOOTH26@hwbcymru.net
Mrs Lisa Lloyd Davies	DAVIESL48@hwbcymru.net
<u>Blwyddyn 1 a 2 / Year 1 and 2</u>	
Mr Eilir Roberts	ROBERTSE46@hwbcymru.net
Mrs Catrin Morris	MORRISC12@hwbcymru.net

Mrs Catrin Tudur	TUDURC@hwbcymru.net
<u>Blwyddyn 3 a 4 / Year 3 and 4</u>	
Mrs Gwenan Gatrell	GatrellG@hwbcymru.net
Mrs Einir Huws / Mrs Debbie Aykroyd	HUUWSE@hwbcymru.net AykroydD@hwbcymru.net
Mr Gareth Jones	JONESG34@hwbcymru.net
<u>Blwyddyn 5 a 6 / Year 5 and 6</u>	
Mr Rhydian Jones	JONESR261@hwbcymru.net
Mrs Lowri Fernandes / Mrs Gwenan Williams	FernandesL3@hwbcymru.net WILLIAMSG26@hwbcymru.net
Mrs Lowri Hogg	HoggL3@hwbcymru.net
<u>Adnawdd/Uned ADY / Additional Resource Unit</u>	
Mrs Sioned Coulman	CoulmanS1@hwbcymru.net
Mrs Doli Edwards	SEN-CU@hwbcymru.net

- Dim ond trwy apwyntiad y caiff unrhyw un fynediad i'r ysgol – *It is by appointment only that admission will be allowed into the building.*
- Bydd angen i unrhyw ymwelydd ddefnyddio hylif diheintio dwylo a dilyn gweithdrefnau'r ysgol ynglyn â glanweithdra bob amser. – *Any visitor to school will need to use the hand sanitiser at the entrance and follow the school's procedures on hygiene at all times.*

11. GADAEL YR YSGOL – LEAVING THE SCHOOL.

- Bydd yr amser gadael yn amrywio ac yn ysbeidiol er mwyn lleihau y nifer fydd allan ar yr un pryd. Gweler yr amseroedd yn Eitem 2 o'r Cyfarwyddiadau hyn.– *The leaving times will be staggered to avoid having too many out together at the same time. See the times in Item 2 of this Guidance.*
- Bydd y plant yn golchi eu dwylo yn drwyadl eto wrth adael y dosbarth – *Pupils will wash their hands thoroughly again as they leave the class.*
- Bydd y staff yn arwain y disgyblion at y mynedfeydd a bydd y rhieni/gofalwyr yn aros amdanynt gan gofio cadw at y pellter cymdeithasol. Ni ddylai oedolion aros o

gwmpas yr ysgol ar ôl derbyn y plant – *Staff will lead the children to meet the parents/guardians who will wait by ensuring the social distance measures are adhered to. Adults should not stand around the school once they have been joined by the children.*

12. PROSESAU GLANHAU – CLEANING PROCESSES.

- Bydd yr adeilad wedi'i lanhau'n ddwfn cyn i'r ysgol ail agor. – *The school will have been deep cleaned thoroughly before school re-opens.*
- Bydd staff yn sychu i lawr arwynebeddau, dolenni drysau ac offer trwy gydol y dydd. – *Staff will be wiping down surfaces, door knobs and equipment throughout the day.*
- Bydd holl doiledau'r ysgol yn cael eu glanhau yn ystod y dydd. – *All the school's toilets will be cleaned during the day.*
- Bydd y staff glanhau yn sicrhau bod yr holl arwynebeddau'n cael eu glanhau'n ddwfn ar ddiwedd y dydd. – *The cleaning staff will ensure that all surfaces will be deep cleaned at the end of the day.*
- Bydd pob pnawn Gwener yn cael ei ddynodi fel cyfnod o lanhau dwfn i'r holl adeilad. – *Every Friday afternoon will be dedicated to a deep clean to the whole building.*

13. CLYBIAU – CLUBS.

- Bydd y Clybiau Ben Bore ac ar ôl ysgol yn ail ddechrau ddydd Llun, Medi 14eg. RHAID cofrestru lle i'r plant trwy system Schoolcomms. Bydd y nifer sy'n gallu derbyn brechwast am ddim yn cael ei gyfyngu i 30 o ddisgyblion, a rhaid cofrestru ar gyfer hwnnw hefyd. – *The Morning and After School Clubs will re-commence on Monday, September 14th. Every child using these facilities MUST be registered before hand using the Schoolcomms system. The number who can access the Free Breakfast will be limited to 30 pupils, and these must be registered via Schoolcomms.*
- Bydd sesiynau Meithrin Plus yn ail ddechrau pan fydd yr holl ddisgyblion Meithrin wedi dod i mewn – a dylai hwn fod mewn lle erbyn dydd Llun, Medi 28ain – *The Meithrin Plus sessions will re-commence when all the Nursery pupils have come in – and should therefore start during the week beginning 28.09.20.*

14. PWYSIG – IMPORTANT.

Am resymau lechyd a Diogelwch amlwg, mae'n hanfodol fod pawb yn cadw at y canllawiau hyn, a byddwn yn cysylltu gyda chi ar unwaith os y gwelir fod unrhyw ddisgybl nad yw'n fodlon cydymffurfio gyda'r gofynion yma. – *For obvious Health and Safety reasons, it is essential that everyone adheres to these Guidelines, and we will contact you directly if any pupil does not conform with these requirements.*