



YSGOL SYR THOMAS JONES

PENTREFELIN, AMLWCH, YNYS MÔN LL68 9TH

PENNAETH: MR R. AARON BAYLEY

DIRPRWY: DR GERAINT JONES

PENAETHIAID CYNORTHWYOL: MRS MEFYS JONES-EDWARDS, MRS ELERI FOULKES, MRS MANDY ROBERTS
RHEOLWR BUSNES: MRS MENNA MCDONNELL

Annwyl Riant/Warcheidwad ac Athro

Protocol Nosweithiau Rhieni Rhithiol

Gan fod nosweithiau rhieni rhithiol yn newydd i ni gyd, credwn ei bod yn briodol sefydlu protocolau ffurfiol er mwyn lles a diogelwch pawb.

1. Penderfyniad yr athrawon a'r rhieni yw dewis defnyddio sain neu fideo. Serch hynny, rydym yn annog ein hathrawon i gynnal y cyfarfodydd wyneb yn wyneb.
2. Dylai cyfarfodydd fideo â rhieni gael eu cynnal mewn amgylchedd tawel heb unrhyw beth i darfu arnyn nhw.
3. Dylai'r cyfarfodydd gael eu cynnal mewn ystafell addas e.e. cegin, lolfa, stydi ac nid mewn ystafell wely.
4. Dylai pawb wisgo'n addas, fel y bydden nhw ar gyfer cyfarfod wyneb yn wyneb yn yr ysgol.
5. Ni ellir recordio unrhyw sgwrs â fideo na thrwy giplun gan na fyddwch wedi cael caniatâd gan yr ysgol i wneud hynny. Bydd adran gyfreithiol yr Awdurdod Lleol yn ymdrin ag unrhyw gamddefnydd o ddata personol.
6. Fel yng nghyd-destun yr ysgol, mae croeso i'ch mab/merch fynychu'r cyfarfod hefyd.
7. Gofynnwn i chi fod yn brydlon os gwelwch yn dda gan nad oes hyblygrwydd o gwbl yn y slotiau amser a byddan nhw'n cychwyn ac yn gorffen ar yr union amser a nodwyd.
8. Bydd pob athro'n dilyn y strwythur isod i rannu'r prif agweddau o ddysgu eich plentyn yn y slot 5-munud.
 - Beth mae eich plentyn wedi ac yn ei ddysgu yn yr ysgol?
 - Sut mae eich plentyn yn gwneud ar hyn o bryd?
 - Sut mae'r athro'n gwybod hyn?
 - Sut gall eich plentyn wella?
 - Pa gefnogaeth fydd yr athro'n gynnig a beth gallwch chi wneud fel rhieni i gefnogi?
9. Os hoffech drafodaeth pellach am unrhyw fater (gan fod cyfyngiad amser), gall hwn fod yn gyfle i chi ofyn am alwad arall gan yr athro neu'r Arweinydd Blwyddyn.
10. Er nad yw'n debygol o ddigwydd o gwbl, os bydd sgwrs yn troi'n anghwrtais neu os bydd achos o gam-drin geiriol yn erbyn aelod o staff, bydd yr aelod staff yn dod â'r sgwrs i ben ac yn cyfeirio'r mater yn syth at Uwch Dîm Arweinyddol yr ysgol.

Awgrymiadau er mwyn osgoi a datrys problemau technegol:

1. Darllenwch y canllaw'n ofalus o flaen llaw – mae copi ar gael ar ein gwefan: www.ysgolsyrthomasjones.cymru
2. Gwiriwch fod eich dyfeisiau'n gweithio cyn eich apwyntiad cyntaf.
3. Ceisiwch fewngofnodi hyd at hanner awr o flaen llaw.
4. Gwnewch yn siŵr fod eich camera, eich microffon a'r sain wedi eu troi ymlaen yn llawn yn eich gosodiadau a'ch bod wedi rhoi caniatâd i'r system gael mynediad atynt.
5. Bydd safon y sain yn well os mai dim ond un person ar y tro fydd yn siarad (yn agos) at y microffon.
6. Os bydd un ochr yn colli cysylltiad, arhoswch iddyn nhw fewngofnodi unwaith eto – dylech allu ailgydio yn y sgwrs.
7. Os bydd problem gyda'r sain/llun, ceisiwch bwysu'r eicon microffon/camera i ffwrdd ac yna ei droi ymlaen eto.
8. Os bydd y broblem yn parhau, ceisiwch allgofnodi a mewngofnodi unwaith eto neu defnyddiwch ddyfais arall.
9. Cadwch lygad ar eich e-bost/apwyntiadau rhag ofn bod gan yr athro slot hwyrach y gallech ei gael.
10. Os yn bosibl, byddai'n ddefnyddiol i chi gael dyfais yn barod wrth gefn i chi allu mewngofnodi iddi a'i defnyddio.
11. Ni allwn wneud mwy ar y noson felly gofynnwn yn garedig i chi fod yn amyneddgar os bydd problemau technegol yn codi. Rydym yn gwneud ein gorau i gadw cysylltiad yn ystod y cyfnod anodd hwn.

Cwestiynau i rieni ofyn i'w plant yn ddyddiol:

1. Beth nes di ddysgu heddiw?
2. Sut nes di wneud wyt ti'n meddwl?
3. Beth nes di os nad oeddet ti'n deall rhywbeth?
4. Sut wyt ti'n meddwl fedri di wella dy ddysgu dy hun?
5. Beth wyt ti fwyaf balch ohonno?

Yn gywir,

Dr Geraint Owen Jones
Dirprwy Bennaeth



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Dear Parent/Guardian and Teacher,

Virtual Parents' Evening Protocol

As virtual parents' evenings are new to us all, it would be appropriate to set formal protocols to ensure the safety and welfare of all involved.

1. It is the parent and teacher's decision if they wish to use sound or video, but we do encourage our staff to hold face-to-face meetings.
2. Virtual meetings should be held in a quiet environment without any possibility of interruptions.
3. They should be held in an appropriate room i.e. Kitchen, Lounge, Study and not in a Bedroom.
4. Everyone should dress appropriately, as they would for a face to face meeting at the school.
5. You are not permitted to record any sound/video conversation or take screen shots. The Local Authority's legal department will deal with any breaches of personal data.
6. Your son/daughter is also welcome to join the meeting.
7. We kindly ask you ensure that you are prompt to all meetings as there is no flexibility in time slots. Meetings will start and finish at the specified times.
8. Each teacher will follow the structure below to share the main aspect of your child's learning within the 5-minute slot
 - What your child has learned and is learning at the school?
 - How your child is performing at the moment?
 - How the teacher knows this?
 - How can your child improve?
 - What support will the teacher offer and what you can do to support as parents?
9. If you wish to have a further discussion regarding any matter (as time is limited), this may be an appropriate time to ask for a further call from the teacher or Head of Year.
10. In the unlikely event that a conversation becomes discourteous, or an incident of verbal abuse against a member of staff, the staff member will immediately bring the meeting to a close and refer the matter to the Senior Management Team.

Recommendations to avoid and solve technical difficulties:

1. Please read the guidelines carefully – there is a copy on our website: www.ysgolsyrthomasjones.cymru
2. Ensure that your device is in full working order prior to the first appointment.
3. Try to login up to half an hour before your first appointment.
4. Ensure that your camera, your microphone and sound is turned on in your settings and that you have given your computer system permission to gain access to them.
5. The quality of the sound will be better if only one person speaks at a time (closely) into the microphone.
6. If either caller loses connection, please wait for them to reconnect – you should be able to continue the conversation.
7. If there is a problem with the picture/sound, press the microphone/camera icon off and back on again.
8. If the problem persists, try and log out and log back in again or use a different device.
9. Keep an eye on your email/appointments just in case the teacher has a later slot available for you.
10. If possible, it would be useful to have a back up device to log in and use.
11. We cannot do any more during the evening to help and we kindly ask you to be patient if any problems arise. We are doing our best to keep in touch during this difficult period.

Questions for parents to ask their child on a daily basis:

1. What did you learn today?
2. How well do you think you did?
3. What did you do if you didn't understand anything?
4. How do you think you can improve your own learning?
5. What are you most proud of?

Yours sincerely,

Dr Geraint Owen Jones
Deputy Headmaster