09/09/2014

Annwyl Bennaeth

**Nosweithiau Gwyll**

O edrych ar ddyddiadau tymhorau 2014/2015 mae ysgolion i gau ar Ddydd Llun, 20 Gorffennaf, go gyfer gwyliau’r Haf; hynny yw mae Dydd Llun, 20 Gorffennaf, yn ddiwrnod ysgol arferol. Mae’r Awdurdod wedi penderfynu dilyn yr un patrwm a llynedd gan gyfarwyddo ysgolion i gau ar Ddydd Gwener, 17 Gorffennaf, am y gwyliau ac felly mae angen trefnu dwy noson gwyll. **Golyga hyn na fydd pumed diwrnod HMS gan mai’r pumed diwrnod yw’r ddwy noson gwyll.**

Gofynnir i chwi sicrhau’r canlynol ynglŷn â’r nosweithiau:

 Dylai rhaglen y noson gynnwys cyd safoni gwaith plant, datblygu llythrynnedd, datblygu rhifedd a cau’r bwlch.

 I’w cynnal ar nosweithiau heblaw eich noson cyfarfod arferol.

 Eu cynnal rhwng 3.30pm a 6.00pm.

 Anelu i gynnal sesiynau’r dalgylch a/neu deulu ar nosweithiau cyffredin.

 Dyddiadau a **rhaglen** y nosweithiau i’w danfon i’r Awdurdod ymlaen llaw.

 Y pennaeth i arwyddo taflen yn dilyn y noson i gadarnhau bod y noson wedi ei gynnal ac unrhyw sylwadau ar y cyfarfod, ynghyd â chofrestr o’r staff.

A fyddech gystal â chytuno ar y dyddiadau yn eich cyfarfod dalgylch / teulu nesaf, a dychwelyd y ffurflen (Atodiad A) mor fuan â phosib.

Ar ôl cynnal y nosweithiau, bydd gofyn i chwi ddychwelyd y taflenni cofrestru (Atodiadau B ac C).

Yn gywir

Gareth Jones

Swyddog Addysg (Cynradd)

**Atodiad A**

Trefniadau Nosweithiau Gwyll 2014/15

Enw’r Ysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rhif yr Ysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dyddiad noson gwyll 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dyddiad noson gwyll 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dychwelwch y daflen hon, **gan gynnwys manylion y rhaglenni**, i sylw Mr D Gareth Jones cyn gynted a phosib, os gwelwch yn dda:

Mr D Gareth Jones (Swyddog Addysg)

Adran Dysgu Gydol Oes

Parc Mownt

Ffordd Glanhwfa

Llangefni

LL77 7EY

**ATODIAD B**

COFRESTR PRESENOLDEB STAFF YSGOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noson Gwyll 1, 2014/15

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Manylion unrhyw absenoldebau gan gynnwys trefniadau i gwblhau’r oriau priodol:

Unrhyw sylwadau i gyflwyno i’r Awdurdod:

**Atodwch rhaglen y noson os gwelwch yn dda**.

Cadarnhaf fod y manylion uchod yn gywir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Pennaeth)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dyddiad)

**ATODIAD C**

COFRESTR PRESENOLDEB STAFF YSGOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noson Gwyll 2, 2014/15

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Manylion unrhyw absenoldebau gan gynnwys trefniadau i gwblhau’r oriau priodol:

Unrhyw sylwadau i gyflwyno i’r Awdurdod:

**Atodwch rhaglen y noson os gwelwch yn dda**.

Cadarnhaf fod y manylion uchod yn gywir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Pennaeth)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dyddiad)

Dr Gwynne Jones

Cyfarwyddwr Dysgu Gydol Oes/

Director Lifelong Learning

CYNGOR SIR YNYS MÔN

ISLE OF ANGLESEY COUNTY COUNCIL

Parc Mownt

Ffordd Glanhwfa

LLANGEFNI

Ynys Môn - Anglesey

LL77 7EY

ffôn / tel: (01248) 752900 ffacs / fax: (01248) 724264

Gofynnwch am - Please ask for: Mr Gareth Jones

ffôn / tel (01248)752947 ffacs / fax (01248)724264

E-Bost - E-mail: dgjed@ynysmon.gov.uk

Ein Cyf - Our Ref. TRgwyll

Eich Cyf - Your Ref.

09/09/2014

Dear Head Teacher

**Twilight Evenings**

On looking at the term dates for 2014/2015 schools are to close on Monday, 20 July, for the Summer holidays; that is Monday, 20 July, is a normal school day. The Authority has decided to follow the same pattern as last year and direct schools to close on Friday, 17 July, for the holidays and so there is a need to arrange two twilight evenings. **This means that there will be no fifth INSET day as the two twilight evenings are the fifth day.**

You are requested to ensure the following regarding the evenings:

• The programme should include joint moderation of pupils’ work, developing literacy, developing numeracy, closing the gap.

• Hold on an evening apart from your usual meeting evening.

• Hold between 3.30pm and 6.00pm.

• Aim to hold catchment and / or family sessions on common evenings.

• The evenings’ dates and **programmes** to be sent to the Authority beforehand.

• The head teacher to sign a sheet following the evening to confirm that the evening had been held and any observations on the meeting, along with a register of staff.

Would you please agree on the dates in your next catchment / family meetings, and return the form (Appendix A) as soon as possible.

After holding the evenings, you will be required to return the registration sheets (Appendices B and C).

Yours sincerely

Gareth Jones

Education Officer (Primary)

**Appendix A**

**Twilight evening arrangements 2014/15**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twilight evening 1 date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twilight evening 2 date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this sheet, including the programme for the evenings, for the attention of Mr D Gareth Jones as soon as possible:

Mr D Gareth Jones (Education Officer)

Lifelong Learning Department

Parc Mownt

Ffordd Glanhwfa

Llangefni

LL77 7EY

**APPENDIX B**



STAFF ATTENDANCE REGISTER

**Twilight Evening 1 : 2014/15**

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| Teachers | Assistants |
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Details of any absence including arrangements to complete the appropriate hours:

Any observations to be presented to the Authority:

**Please attach the programme for the evening.**

I confirm that the above details are correct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head Teacher)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**APPENDIX C**

**STAFF ATTENDANCE REGISTER**

Twilight Evening 2, 2014/15

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| Teachers | Assistants |
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Details of any absence including arrangements to complete the appropriate hours:

Any observations to be presented to the authority:

**Please attach the programme for the evening.**

I confirm that the above details are correct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head Teacher)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)