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| **Mae angen i lawlyfr ysgol gynnwys y canlynol, yn ôl y ddogfen *Rheoliadau ynghylch adrodd am wybodaeth am yr ysgol ac am ddisgyblion: canllawiau cryno, Medi 2011.***  ENW’R YSGOL: BLWYDDYN:  “Ym mhob achos, dylai ysgolion ymdrechu i'r eithaf i wneud llawlyfrau ysgol yn ddiddorol, yn ddeniadol, yn llawn gwybodaeth ac yn hygyrch i gynulleidfa eang.”  Sylwadau cyffredinol:  Arwyddwyd: Dyddiad: | **Gwirio** | **Sylwadau** |
| Enw, cyfeiriad a rhif ffôn yr ysgol. |  |  |
| Enw’r Pennaeth a Chadeirydd y Llywodraethwyr. |  |  |
| Categori’r ysgol o’r canlynol:   * ysgol gymunedol, ysgol sefydledig, ysgol wirfoddol a reolir, ysgol wirfoddol a gynorthwyir, ysgol arbennig gymunedol neu ysgol arbennig sefydledig * ysgol gynradd, ysgol ganol neu ysgol arbennig; * ysgol gyfun, ysgol ramadeg neu ysgol neu ysgol led ddetholus; * ysgol gydaddysgol neu ysgol un rhyw; * ysgol ddydd, ysgol breswyl, ynteu cyfuniad. |  |  |
| Iaith yr ysgol fel y dangosir yn ei chategori CYBLD. |  |  |
| Unrhyw ymlyniad sydd gan yr ysgol â chrefydd neu enwad crefyddol neilltuol. |  |  |
| Manylion y polisi derbyn ar gyfer disgyblion o wahanol oedran, gan gynnwys rhai sy'n hŷn neu'n iau na'r oedran ysgol orfodol (heb fod yn berthnasol i ysgolion arbennig) a threfniadau arbennig ar gyfer derbyn, a galluogi mynediad i ddisgyblion anabl. |  |  |
| Dylai ysgolion uwchradd (ond nid ysgolion arbennig) hefyd nodi nifer y lleoedd ar gyfer pob grŵp oedran perthnasol a oedd ar gael ar ddechrau'r flwyddyn gynt, nifer y ceisiadau neu'r dewisiadau, nifer yr apeliadau a wnaed a'r nifer ohonynt a fu'n llwyddiannus. |  |  |
| Manylion unrhyw drefniadau i rieni ymweld â'r ysgol. |  |  |
| Datganiad ynghylch ethos a gwerthoedd yr ysgol. |  |  |
| Gwybodaeth am y cwricwlwm, sut y trefnir yr addysg a'r dulliau addysgu. Dylai hyn gynnwys manylion am unrhyw drefniadau arbennig a wneir i grwpiau neilltuol o ddisgyblion, gan gynnwys rhai ag anghenion addysgol arbennig. |  |  |
| Crynodeb o gynnwys addysg rhyw a'r modd y caiff ei threfnu. |  |  |
| Crynodeb o'r addysg grefyddol a ddarperir yn yr ysgol, a manylion sut y gall rhiant, neu ddisgybl o'r chweched dosbarth, arfer ei hawl i beidio â chymryd rhan mewn addysg grefyddol ac unrhyw ddarpariaeth arall a wneir ar gyfer y disgyblion hynny. |  |  |
| Gwybodaeth ynghylch natur yr addoli ar y cyd. |  |  |
| Crynodeb o bolisïau a threfniadau'r ysgol mewn perthynas â   * darparu ar gyfer plant ag anghenion addysgol arbennig. * cefnogi a hyrwyddo cyflawniad plant sy'n derbyn gofal mewn addysg. * codi am ychwanegiadau dewisol a manylion y polisïau ynglyn â'r amgylchiadau lle caiff y taliadau hyn eu rhoi heibio. * cyfle cyfartal |  |  |
| Manylion yr aelod o staff sy'n benodol gyfrifol am hyrwyddo cyflawniad plant sy'n derbyn gofal mewn addysg. |  |  |
| Manylion unrhyw addysg gyrfaoedd ac unrhyw drefniadau am brofiadau sy'n canolbwyntio ar waith i'r disgyblion. |  |  |
| Crynodeb o nodau'r ysgol o ran chwaraeon, a manylion y trefniadau i ddisgyblion gymryd rhan mewn chwaraeon ac mewn gweithgareddau all gwricwlaidd. |  |  |
| Manylion dyddiadau tymor ac amserau sesiynau'r ysgol ar gyfer y flwyddyn y gwahoddir disgyblion i ymgeisio amdani. |  |  |
| Y trefniadau a wnaed i sicrhau diogelwch disgyblion, staff ac eiddo'r ysgol (datganiad diogelu). |  |  |
| Crynodeb o brif nodweddion y cytundeb rhwng y cartref a'r ysgol. |  |  |
| Datganiad cryno ynglŷn â'r defnydd o'r Gymraeg yn yr ysgol, er mwyn sicrhau y gall rhieni a darpar rieni gael dealltwriaeth lawn o gymeriad ieithyddol yr ysgol.   * y defnydd o'r Gymraeg fel iaith addysgu mewn gwahanol gyfnodau allweddol, mewn gwahanol bynciau ac - os yw'n briodol - argaeledd trefniadau eraill i addysgu yn Saesneg. * manylion am y defnydd o'r Gymraeg fel iaith gyfathrebu arferol yn yr ysgol y tu allan i addysgu ffurfiol. * unrhyw gyfyngiadau ar y gallu i ddewis yr iaith addysgu. * trefniadau yn yr ysgol i hyrwyddo parhad ar gyfer disgyblion a addysgir drwy gyfrwng y Gymraeg tra bônt wedi’u cofrestru yn yr ysgol, neu wrth drosglwyddo o'r ysgol gynradd i'r ysgol uwchradd. * manylion unrhyw achosion o eithrio o'r Cwricwlwm Cenedlaethol Cymraeg ar yr amod na fydd cynnwys yr wybodaeth hon yn fodd i adnabod unrhyw ddisgybl unigol yr effeithir arno. |  |  |
| Yr adroddiad cymharol diweddaraf ar berfformiad yn asesiadau athrawon ar ddiwedd cyfnodau allweddol ac, ar gyfer ysgolion â disgyblion sy'n dilyn rhaglenni astudio cyfnod allweddol 4, y Crynodeb o Berfformiad Ysgol Uwchradd diweddaraf. |  |  |
| Dylai ysgolion uwchradd gynnwys manylion y gyfran o ddisgyblion 15 neu 16 oed ar ddechrau'r flwyddyn academaidd flaenorol   * a aeth yn eu blaen i addysg amser llawn, hyfforddiant neu * ddysgu seiliedig ar waith * a aeth yn eu blaen i gael swydd * y gwyddys eu bod naill ai heb barhau â’u haddysg na chael swydd, neu * na wyddys i ble yr aethant. |  |  |
| Manylion ffigurau presenoldeb ac absenoldeb blynyddol diweddaraf yr ysgol. |  |  |
| Datganiad ynghylch sut y gellir gwneud cwyn. |  |  |

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| **A school handbook needs to include the following, according to the *Regulations concerning reporting on information about the school and on pupils: concise guidelines, September 2011* document*.***  NAME OF THE SCHOOL: YEAR:  “In every case, schools should make the utmost effort to make school handbooks interesting, attractive, full of information and accessible to a wide audience.”  General observations:  Signed: Date: | **Check** | **Observations** |
| Name, address and phone number of the school. |  |  |
| Name of the Head Teacher and Chair of the Governors |  |  |
| The school’s category out of the following:   * community school, foundation school, voluntary controlled school, voluntary aided school, special community school or special foundation school * primary school, intermediate school or special school; * comprehensive school, grammar school or school or semi-selective school; * co-educational school or same sex school; * day school, residential school, or combination. |  |  |
| The school’s language as shown in it PLASC category. |  |  |
| Any attachment the school has with religion or a religious denomination. |  |  |
| Details of the admissions policy for pupils of various ages, including some who are older or younger than the compulsory school age (not relevant to special schools) and special arrangements for admission , and enabling admission to disabled pupils. |  |  |
| Secondary schools (but not special schools) should also note the number of places for each relevant age group that were available at the beginning of the previous year, the number of applications or choices, the number of appeals made and the number of them that were successful. |  |  |
| Details of any arrangements for parents to visit the school. |  |  |
| Statement regarding the school’s ethos and values. |  |  |
| Information about the curriculum, how the teaching and the teaching methods are organized. This should include details of any special arrangements made for particular groups of pupils, including some with special educational needs. |  |  |
| Summary of the content of sex education and the way it is arranged. |  |  |
| Summary of the religious education provided in school, and details of how a parent, or sixth-form pupil, can exercise their right not to take part in religious education and any other provision made for those pupils. |  |  |
| Information regarding the nature of the collective worship. |  |  |
| Summary of the school’s policies and arrangements in relation to   * providing for pupils with special educational needs. * supporting and promoting the achievement of pupils who receive care in education. * charging for selective additions and the details of policies regarding circumstances where these payments are put aside. * equal opportunities |  |  |
| Details of the member of staff who, is specifically responsible for promoting the achievement of pupils who receive care in education. |  |  |
| Details of any careers education and any arrangements about experiences that concentrate on work for the pupils. |  |  |
| Summary of the school’s objectives as regards sport, and details of the arrangements for pupils to take part in sports and in extra-curricular activities. |  |  |
| Details of term dates and times of school sessions for the year for which the pupils are invited to try. |  |  |
| The arrangements made to ensure the safety of pupils, staff and school property (safeguarding statement). |  |  |
| Summary of the main characteristics of the agreement between the home and the school. |  |  |
| Concise statement regarding the use of Welsh in school, in order to ensure that parents and prospective parents have a full understanding of the school’s linguistic character.   * The use of Welsh as a teaching language in various key stages, in various subjects and – if appropriate- the availability of other arrangements to teach in English. * details of the use of Welsh as the usual communication language in school outside formal teaching. * any limitations on the ability to choose the teaching language. * arrangements in school to promote continuation for pupils taught through the medium of Welsh whilst they are registered in school , or in transferring from the primary school to the secondary school. * Details of any cases of exemption from the Welsh National Curriculum on condition that the contents of this information will not be a means to identify any individual pupil who is affected. |  |  |
| The latest comparative report on performance in teacher assessment at the end of key stages and, for schools who have pupils who follow key stage 4 study programmes, the latest Summary of Secondary School Performance . |  |  |
| Secondary schools should include details of the proportion of 15 or 16 year old pupils at the beginning of the previous academic year   * who went on to full-time education , training or * work-based learning * who went on to get a job * that it is known that they either did not continue with their education or get a job, or * that it is not known where they went. |  |  |
| Details of the school’s latest annual attendance and absence figures . |  |  |
| Statement regarding how a complaint can be made. |  |  |