Ysgol Gyfun Cwm Rhondda

Heol Graigwen, Cymer, Porth
Rhondda Cynon Taf, CF39 9HA
Ffôn/Tel: 01443 680800

12.12.2019

Annwyl Rhiant / Warcheidwaid,

Fel rhan o'n hymdrechion parhaus yma yn Ysgol Gyfun Cwm Rhondda i godi safonau cyflawniad hoffwn fanteisio ar y cyfle i'ch atgoffa o weithdrefnau presenoldeb yr ysgol.

Os bydd plentyn yn dost a methu â dod i'r ysgol, gofynnwn yn garedig i rieni gysylltu â'r ysgol i'n hysbysu am hyn gan nodi rheswm dros yr absenoldeb. Yn unol â pholisi'r Awdurdod lleol, gofynnwn i chi wneud hyn bob dydd y bydd y plentyn yn absennol - nid y diwrnod cyntaf yn unig.

Os bydd angen apwyntiad meddygol ar eich plentyn, unwaith eto yn unol â pholisi'r Awdurdod Lleol, gofynnwn i chi ddarparu tystiolaeth swyddogol o'r apwyntiad os gwelwch yn dda. Yn ôl yr Awdurdod lleol, gallai hyn fod yn garden apwyntiad neu bresgripsiwn efallai. Os yn bosibl, gofynnir yn garedig i unrhyw apwyntiadau di-argyfwng i fod ar ôl ysgol.

Er i Swyddfa'r ysgol gofnodi unrhyw achosion o blant yn cyrraedd yr ysgol yn hwyr ar ein systemau cofrestru electronig, gofynnir i rieni gysylltu gyda'r ysgol yn syth i'n hysbysu o'r rheswm dros gyrraedd yn hwyr.

Os ydych chi yn bwriadu mynd ar wyliau fel teulu yn ystod tymor yr ysgol, mae rhaid i chi gyflwyno cais ffurfiol i ofyn am ganiatâd gan y Pennaeth ysgol **CYN** i chi fynd ati i drefnu unrhyw wyliau. Ym Medi 2014, fe weithredodd yr Awdurdod Lleol agwedd lymach at y mater o wyliau yn ystod tymor yr ysgol. Bydd Penaethiaid Ysgol yn ystyried pob cais yn unigol yn unol â pholisi'r Awdurdod fel y nodir isod yng ngweithdrefnau'r Awdurdod.

Pe hoffech ddarllen rhagor am weithdrefnau'r Awdurdod Lleol ynghylch materion presenoldeb dilynwch y ddolen isod.

https://www.rctcbc.gov.uk/CY/Resident/SchoolsandLearning/Schoolattendance/Absencesduringtermtime.aspx

Mentrau ar gyfer mynychu'r ysgol yn YGCR:

Rydym ar hyn o bryd yn gweithredu menter '10 Diwrnod Nadolig' er mwyn hyrwyddo presenoldeb llawn pob disgybl hyd at ddiwedd y tymor. Bydd yr ysgol yn gweithredu system wobrwyo i blant sydd â phresenoldeb 100% hyd at ddiwedd y tymor. Gofynnwn yn garedig i chi gefnogi'r fenter er mwyn sicrhau cyfraddau uchel presenoldeb a chyflawniad cyflawn eich plentyn.

Diolch yn fawr iawn unwaith eto am eich cefnogaeth a'ch cydweithrediad,

Yn gywir,

Miss Rhian Morgan Ellis
Pennaeth

Mr Osian Griffith
Pennaeth Cynorthwyol

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Dear Parent/Guardian

As part of our continued efforts to raise pupil achievement here at Ysgol Gyfun Cwm Rhondda, I should like to take the opportunity to remind you of the school's attendance procedures.

If a child is ill and unable to attend school, we kindly ask that parents contact school to inform us, and stating the reasons for the absence. In line with the Local Authority's policy, we ask that contact is made each day of the child's absence, please - not just the first day of illness.

If a child needs a medical appointment, once again in line with the Local Authority's policy, we ask that the school office is provided with official evidence of any such appointments please. This could take the form of an appointment card or prescription paper, in line with the Local Authority's policy.
Whenever possible, we kindly ask that any non-urgent appointments are arranged outside school time.
Although the school office records instances of late attendance on our electronic registration system, we kindly ask that parents/guardian's contact the school immediately to inform us of any late pupil arrivals.

If you are planning a family holiday during the school term, you must make a formal request to the Head Teacher **PRIOR** to booking any holiday.

From September 2014, the Local Authority has introduced a firmer approach to holidays during term time. Head Teachers will consider each request on its own merits and have the discretion to authorise or unauthorised every leave of absence period in line with the local authority guidelines set out below.

Should you wish to read more to the Local Authority's policies and procedures in relation to Attendance, please follow the link below.
Many thanks, once again for your support and cooperation,

https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schoolattendance/Absencesduringtermtime.aspx

Initiatives to promote school attendance at YGCR:

In order to promote the full attendance of all pupils for the remainder of the Christmas term we are currently running our annual '10 days of Christmas' initiative. The purpose of the initiative is to reward those pupils with 100% attendance during the final ten days of term. We kindly ask you continue to support the initiative by ensuring your child's full attendance to school during this period in order to ensure their continued academic success.

Yours Sincerely,

Miss Rhian Morgan Ellis
Head teacher

Mr Osian Griffith
Assistant Headteacher