

Canllawiau Ysgol y Moelwyn - Covid

Dyddiad: 31/08/2021

Adran 1: Presenoldeb yn yr ysgol.

Pryd NA ddylwn i anfon fy mhleintyn i'r ysgol?

- Ni ddylech anfon eich pleintyn i'r ysgol os oes gan eich pleintyn unrhyw symptomau Covid sef peswch, tymheredd neu golli arogl/blas. Os ydy hyn yn digwydd os gwelwch yn dda a wnewch chi roi gwybod i'r ysgol yn syth. Dylent aros gartref, hunanynysu, trefnu prawf COVID-19 a rhoi gwybod i'r ysgol.
- Ni ddylech anfon eich pleintyn i'r ysgol os ydy o/hi wedi cael prawf covid cadarnhaol. Rhaid iddyn nhw ac aelodau eraill o'u haelwyd sydd dros 18 oed ac fydd heb eu brechu yn llawn hunanynysu. Nid oes angen i aelodau'r aelwyd sydd wedi eu brechu yn llawn neu dan 18 oed hunanynysu yn yr achos hwn.
- Os caiff pleintyn ei anfon i'r ysgol yn sâl caiff ei anfon adref. Bydd trefniadau ynysu yn cael eu gwneud a goruchwyliaeth o bell yn cael ei threfnu tan i'r rhiant gyrraedd.
- Bydd yr ysgol yn mesur gwres os oes amheuan am iechyd.

Adran 2: Beth ydy trefniadau teithio i'r ysgol?

- Mae trefniadau a disgwyliadau teithio Cyngor Gwynedd a luniwyd y llynedd yn parhau heb newid.
- Mae croeso i ddysgwyr ddefnyddio beic neu sgwter i ddod i'r ysgol. Bydd gan yr ysgol le saff i'w cadw yn ystod y dydd. Cofiwch wisgo dillad saff gan gynnwys helmed!
- Disgwylir i ddisgyblion wisgo mwgwd ar drafniadau ysgol a chadw pellter corfforol lle mae modd.

Adran 3: Iechyd a diogelwch ar y safle.

- Mae'r ysgol wedi cwblhau asesiad risg ar y cyd ag arbenigwyr Cyngor Gwynedd.
- Bydd rhai ymwelwyr ar y safle gan gynnwys cwmnïau sy'n cario nwyddau a rhai unigolion proffesiynol trwy drefniant. Byddant yn gweithredu gofynion iechyd a diogelwch yr ysgol.
- Gofynir i chi gynnal, lle bo modd, bob trafodaeth fel rhiant ar y ffôn.
- Os oes angen i chi ddod i'r ysgol i nôl eich pleintyn gan ei fod yn sâl, byddwch yn derbyn canllawiau wrth drefnu.
- Mae un ddesg arbennig ym mhob ystafell ddosbarth. Desg yw hon er mwyn i'r athro fentora neu/drafod gwaith hefo disgyblion. Mae sgrîn yn y canol. Gofynir i unrhyw blentyn sy'n ei defnyddio lanhau'r gadair cyn ac ar ôl ei defnyddio. Darperir bagiau a bin cyfleus ym mhob ystafell.

Beth yw'r disgwyliadau ymddygiad diogel?

- Rydym i gyd yn deall bod rhaid cael safonau uchel iawn o safbwynt ymddygiad diogel er mwyn i'r ysgol agor yn saff.
- Bydd staff yr ysgol yn atgoffa pob dysgwr i gadw'r rheolau diogelwch yn gyson. Hefyd mae posteri a chanllawiau gwledol yn yr ystafelloedd dosbarth a'r coridorau. Maen nhw yna i atgoffa am y rheolau diogelwch yn gyson.
- Byddwn yn cadarnhau ein disgwyliadau yn glir o ran ymddygiad diogel pob disgybl. Mae'r disgwyliadau wedi eu seilio ar yr egwyddor fod gan bob bob aelod o staff yr hawl sylfaenol i wybod y bydd pob unigolyn arall, staff a dysgwr, yn parhau'r rheol pellter corfforol ac yn ymddwyn yn ddiogel.
- Rydan ni'n gofyn i chi ddarllen y canllawiau ymddygiad diogel hefo eich pleintyn a'u trafod hefo fo/hi.

Pa drefniadau fyddwn ni'n eu rhoi ar waith ar gyfer disgyblion wrth iddynt aros cyn mynd i mewn i adeilad yr ysgol?

- Bydd yr ysgol yn cychwyn ar yr un amser i bawb sef 8:50 a.m.
- Ar ddechrau'r dydd, bydd rhai bysiau yn cyrraedd ychydig cyn y gloch felly bydd disgyblion yn cyrraedd ar amser gwahanol.
- Disgwylir i ddisgyblion, ar ôl cael caniatad i ddod i fewn i'r adeilad, fynd yn syth i ystafelloedd cofrestru.
- Bydd yr ysgol wedi marcio'r manau aros yn glir (ee drwy ddefnyddio arwyddion, 'bollards' neu dâp) i ddiogelu disgyblion sy'n aros i fynd i mewn i'r adeilad. Bydd y marciau'n dangos sut y gall y disgyblion gadw pellter corfforol diogel.
- Bydd disgwyl i ddisgyblion olchi dwylo hefo gel wrth gyrraedd yr ysgol. Byddwn yn sicrhau hylif diheintio dwylo ar gael ym mhob mynedfa i wneud yn siŵr bod disgyblion yn gallu golchi eu dwylo wrth iddynt adael adeilad yr ysgol a mynd yn ôl i mewn.

Sut y bydd yr ysgol yn rheoli pellter corfforol ar y coridorau?

- Disgwylir i bob disgybl gadw pellter rhesymol oddi wrth ddisgyblion eraill ar y coridorau.
- Caiff rhannau prysur o'r ysgol eu goruchwyllo gan aelod o staff.

Sut y byddwn yn rheoli amseroedd egwyl a chinio?

- Bydd disgyblion bl. 7 yn cael amser egwyl a chinio tua 10 munud cyn gweddill y disgyblion. Bydd hyn yn lleihau nifer disgyblion yn y ffreutur yn ystod y cyfnodau hyn.
- Byddwn yn cynnal a chadw'r cyfarpar diheintio dwylo ac ail-lenwi'r poteli.
- Ni fyddwn yn darparu offer ar yr iard chwarae.
- Mae rhan o'r iard a'r coridorau wedi eu marcio hefo arwyddion i atgoffa pawb am reolau pellter corfforol.
- Bydd staff yr ysgol yn arolygu'r coridorau a'r safle ben bore, amser egwyl, amser cinio a diwedd dydd.

Beth yw'r drefn diwedd dydd?

- Ar ddiwedd dydd, bydd disgyblion bl. 7 ac 8 yn gadael rhyw 3-4 munud cyn gweddill y disgyblion. Bydd hyn yn lleihau'r nifer sy'n gadael yr un pryd.

Beth yw'r drefn hefo drysau?

- Bydd pob drws, ar wahân i ddrysau toiledau a drysau allanol, ar agor er mwyn lleihau'r angen i gyffwrdd.
- Rhaid dilyn y canllawiau arferol yn achos drysau tân.

Beth yw'r disgwyliadau o safbwynt gorchudd wyneb?

- Y mesurau pwysicaf i reoli COVID-19 o hyd ydy hylendid dwylo ac arwynebau, cadw grwpiau cyswllt disgyblion i'r lleiafswm, a chadw at reolau ymbellhau corfforol.
- Mae croeso i ddisgyblion ddefnyddio gorchudd wyneb pwrpasol yn yr ysgol os ydynt yn dymuno hynny.
- Anogir disgyblion i ddod â'u gorchudd wyneb (aml-ddefnydd) eu hunain. Cyfrifoldeb y disgyblion ydy gwisgo'r gorchudd wyneb yn briodol a'i gadw'n ddiogel pan nad yn ei wisgo, a byddant yn derbyn arweiniad gan yr ysgol ar sut i wneud hyn.
- Bydd disgyblion sy'n mynychu cyrsiau 14-16 ac ôl-16 yn y coleg yn gorfod dilyn canllawiau'r coleg. Mi fydd gwybodaeth bellach yn cael ei rhannu gan yr ysgol gyda'r disgyblion penodol hynny.
- Mae Cyngor Gwynedd yn **disgwyl** bod disgyblion sydd dros 11 oed yn gwisgo gorchudd wyneb pan yn teithio ar gludiant dynodedig ysgol a choleg (boed hynny'n fws neu dacsî). Mae hi'n **hanfodol** gwisgo gorchudd wyneb i deithio ar wasanaeth cyhoeddus.
- Disgwylir i ddisgyblion wisgo mwgwd wrth giwio yn y ffreutur.
- Mae'n bosibl y bydd rhai athrawon yn gofyn i ddisgyblion wisgo mwgwd wrth wneud rhai gweithgareddau dosbarth.

Sut y byddwn yn sicrhau bod gennym arwyddion priodol, marciau ar y llawr a digon o hylif diheintio dwylo?

- Bydd gennym yr arwyddion priodol, marciau ar y llawr a hylif diheintio dwylo.
- Bydd disgyblion iau a disgyblion ag anghenion dysgu ychwanegol yn cael cefnogaeth ychwanegol, gan gymhorthydd neu athro, i ddilyn arwyddion a marciau.

Beth ydy trefniadau arlwygo a diod?

- Bydd yr ysgol yn darparu cinio yn ôl yr arfer. Byddwn yn darparu tost amser egwyl.
- Croeso i ddisgyblion ddod â phecyn bwyd iach i'r ysgol.
- Ni chaniateir gadael y safle i fynd i brynu bwyd.
- Bydd y clwb brecwast ar agor ar ddechrau'r tymor.
- Disgwylir i'ch plentyn ddod â photel diod am y diwrnod hefo fo. Gellir ail lenwi poteli dŵr yn y ffreutur yn y ffynnon ddŵr dan oruchwyliaeth ar rai cyfnodau.
- Disgwylir i bob plentyn wisgo mwgwd wrth giwio yn y ffreutur.

Glanhau.

- Rydyn ni'n disgwyl i'r holl staff (a'r dysgwyr) gymryd camau rhesymol i sicrhau bod yr amgylchedd gwaith yn cael ei gadw mor lân â phosibl.
- Anogir pob disgybl sy'n dymuno hynny lanhau ei sêd a desg ar ddechrau pob gwers.
- Bydd y 'wipes'/offer glanhau addas yn cael eu darparu i'r dosbarthiadau ynghyd â chanllawiau byr.
- Disgwylir i bob dysgwr olchi ei ddwylo hefo gel wrth gyrraedd yr ysgol, amser egwyl ac amser cinio.

- Caiff manau cymunedol yr ysgol eu glanhau 3 gwaith y dydd –ar ôl egwyl, ar ôl cinio a diwedd dydd. Mae ansawdd y glanhau yn digwydd ar lefel uwch e.e. glanhau handleni drysau, canllawiau a thoiledau yn rheolaidd yn ystod y dydd.
- Os ceir achosion o grŵp o staff neu grŵp o ddysgwyr yn dioddef o Covid, caiff rhannau o'r ysgol ei glanhau yn drylwyr (deep clean). Byddwn yn lleihau nifer biniau yn yr ysgol.

Sut y byddwn yn rheoli'r defnydd o doiledau?

- Ni ddylid defnyddio'r wrinalau.
- Byddwn yn gofalu bod dŵr a sebon hylif ar gael bob amser, ym mhob toiled/ystafell ymolchi i ddisgyblion a staff.
- Darperir peth goruchwyliaeth ar y defnydd o doiledau ond yn arbennig yn ystod egwyl, cinio a dechrau a diwedd dydd.

A fydd athrawon yn symud o amgylch y dosbarth i gynorthwyo dysgwyr unigol?

- Oherwydd y canllawiau ar gadw pellter corfforol, bydd athrawon yn symud llai o amgylch y dosbarth.
- Cedwir pellter corfforol lle mae modd.
- Mae'r sgriniau plastig ym mhob ystafell ddosbarth ar gyfer gwaith mentora unigol (dysgwr yn eistedd ar un ochr i sgrîn, yr athro ar yr ochr arall) a gwneir defnydd cyson o'r rhain.

Sut y bydd staff yn ymateb i ddamweiniau mewn perthynas â chymorth cyntaf?

- Bydd staff yn defnyddio cyfarpar diogelu personol (PPE) i ofalu am y plentyn.
- Dylid symud y plentyn i ystafell lle bydd modd ei ynysu.
- Os yw'r plentyn yn wael, gofynir i'r rhiant/gofalwr ddod i'w nôl.

Adran 4: Y diwrnod ysgol.

Pa eitemau fydd plant yn cael dod gyda nhw i'r ysgol?

- Mae'n bwysig fod eich plentyn yn dod â'r holl offer sydd ei angen hefo fo i'r ysgol. Am resymau diogelwch, ni fydd athrawon na disgyblion eraill yn gallu rhoi 'menthyg' beiro neu bensil a.y.y.b i blentyn.
- Gall disgyblion barhau i brynu offer yn swyddfa'r ysgol. Gellir prynu poteli bach o gel hefyd. Gan na fydd yr ysgol yn derbyn arian gan ddisgyblion, byddwn yn defnyddio cyfrif cinio disgyblion i dalu am yr eitemau hyn.

Offer

- Potel ddŵr.
- Llyfrau gwaith y pynciau yn unol â'r amserlen, llyfr nodiadau (gallwch gael un gan yr ysgol os nad oes gennych un yn barod).
- Beiros, pensiliau, glud, siswrn (heb ben pigog) a chyfrifiannell.
- Hand gel.
- Er mwyn osgoi rhannu offer, mae croeso i'ch plentyn ddod â chromebook neu laptop ei hun i'r ysgol ar ei gyfrifoldeb ei hun. Os ydy eich plentyn am ddod â gliniadur i'r ysgol, mae'n bwysig ei fod wedi ei wefru yn barod. Bydd rhai pwyntiau gwefru yn unig ar gael yn yr ysgol.

Beth ydy trefniadau Addysg Gorfforol?

- Fydd disgyblion ddim bob amser yn gorfod newid gwisg ar gyfer y gwersi hyn.

A oes angen i ddisgyblion wisgo gwisg ysgol?

- Mae disgwyl pendant i ddisgyblion wisgo gwisg ysgol.
- Croeso i ddisgyblion ddod â chot – byddant angen ei chadw hefo nhw yn ystod y dydd.
- Byddwn yn caniatáu defnydd o loceri. Caiff tu allan loceri eu glanhau ar ôl egwyl, cinio a diwedd dydd.

Adran 5: Profion llif unffordd.

- Anogir pob disgybl, yn dilyn caniatâd ffurfiol gan riant, i gwblhau profion llif unffordd bob nos Sul a nos Fercher.
- Os yw canlyniad prawf yn gadarnhaol, dylech roi gwybod i'r ysgol ac aros gartref. Byddwch angen hefyd rhoi gwybod i'r gwasanaeth cofnodi a dilyn eu canllawiau (gweler canllawiau manwl).

Ysgol y Moelwyn Guidelines - Covid

Date: 31/08/2021

Section 1: School Attendance.

When should I not send my child to school?

- You should not send your child to school if they, show Covid symptoms, which are coughing, temperature or loss of taste/smell. If this happens, they should stay at home, self-isolate, arrange a COVID-19 test and let the school know immediately.
- You should not send your child to school if they have had a positive covid test. They, along with other members of the household over 18 and not fully vaccinated, will need to self-isolate. Household members that have been fully vaccinated (both doses + 2 weeks) or under the age of 18 will not need to self-isolate in this instance.
- If a child is sent to school sick, they will be sent home. Isolation arrangements will be made and remote supervision arranged until the parent arrives.
- The school will measure temperature if there are doubts about health.

Section 2: What are the school's travel arrangements?

- Gwynedd Council's arrangements and expectations created last year will remain unchanged.
- Pupils are more than welcome to cycle or scooter to school. The school will have a safe place to keep these during the day. Remember to wear safe clothes, including a helmet!
- Pupils are expected to wear a mask on school transport and socially distance themselves where possible.

Section 3: Health and Safety onsite.

- The school has completed a health and safety assessment in cooperation with Gwynedd Council specialists.
- Some visitors will be on site including delivery companies and a low number of professional individuals by arrangement. They will be adhering to the school's health and safety expectations.
- We ask you to hold, where possible, all discussions as a parent over the phone.
- If you need to come to school to collect a sick child, you will receive guidelines beforehand.
- There is one special desk in each classroom. The teacher will use this desk to mentor or discuss the work of the learners. There is a screen in the middle. Your child will need to clean their chair before and after use. Bags and bins will be conveniently placed in each room.

What are the expectations of safe behaviours?

- We all understand that there must be very high standards of safe behaviour in order for the school to open safely.
- School staff will consistently remind all learners to keep the safety rules. There are also posters and visual guides in the classrooms and corridors. They are there to remind learners about safety rules.
- We will clearly confirm our expectations about the safe behaviour of pupils. The expectations are based on every member of staff's fundamental right to know that all other individuals, staff and pupils, respect social distancing and behave safely.
- We ask you to read the Safe Behaviour guidelines with your child (see attached) and discuss with them.

What arrangements will be put in place for pupils as they wait before entering the school building?

- The school day will start at the same time for everyone, which is 8.50am.
- At the start of the day, some buses will arrive before the bell and so pupils will be arriving at different times.
- Pupils are expected, after receiving permission to enter the building, to go straight to registration class.
- The school has clearly marked the waiting areas (e.g. by using signs, bollards or tape) to ensure pupils' safety whilst waiting to enter the building. These markings will show how pupils can keep a safe social distance.
- Pupils will be expected to wash their hands with gel on arrival at school. We will ensure that hand sanitisers are available at all entrances to ensure that pupils can wash their hands as they enter the school building and go back in.

How will the school manage social distancing in the corridors?

- Every pupil is expected to keep a reasonable distance between other pupils on the corridors.
- Busy areas of the corridors will be monitored by a member of staff.

How will we manage break and lunchtimes?

- Year 7 will have break time and lunch about 10 minutes earlier than the rest of the pupils. This will reduce the number of pupils in the canteen at these times.
- We will maintain hand disinfection equipment and refill the bottles.
- We will not be providing equipment for the playground.
- Parts of the yard and corridors are marked with signs to remind everyone about the social distancing rules.
- School staff will oversee the corridors at the start of the day, break time, lunchtime and at the end of the day.

What will happen at the end of the day?

- At the end of the day, year 7 and 8 will leave about 3-4 minutes before the rest of the pupils. This will reduce the number of pupils leaving at the same time.

What are the arrangements with doorways?

- Every door, apart from toilets and external doors will be open to reduce the need to touch.
- The usual guidelines must be followed in the case of fire doors.

What are the expectations regarding to face coverings?

- The most important measures to control COVID-19 remain sanitising hands and surfaces, keeping pupil contact groups to a minimum, and observing social distancing rules.
- Pupils are welcome to use a face covering if they wish to do so.
- Pupils are encouraged to bring their own (multi-purpose) face covering if they wish to do so. It is the child's responsibility to wear the face covering appropriately, and to keep it safe when not in use, and they will receive guidance from the school on how to do this.
- Pupils who attend the 14-16 and post-16 courses at college will have to follow the college's guidelines. The school will share further information with those particular pupils.
- Gwynedd Council **expect** all pupils 11 years old and over wear a face covering when travelling on specific school and college transport (bus or taxi). It is **essential** to wear a face covering when travelling on public transport.
- Pupils are expected to wear a mask whilst queuing in the canteen.
- Teachers may ask pupils to wear a mask during specific classroom activities.

How will we ensure that we have appropriate signage, floor markings and sufficient hand sanitiser?

- The school will ensure we have appropriate signage, floor markings and hand sanitising liquid.
- Younger pupils and pupils with additional learning needs will be given additional support, from an assistant or teacher, to follow signs and marks.

What are the arrangements for catering and drink?

- The school will be providing lunch as usual. We will be providing toast during break time.
- Pupils are welcome to bring their own healthy packed meal to school.
- Pupils will not be allowed to leave the site to buy food.
- The breakfast club will be open at the start of the term.
- Your child will be expected to bring a drink with them for the day. Water bottles can be re-filled in the canteen using the water fountain under supervision on certain periods.
- Pupils are expected to wear a face covering whilst queuing in the canteen.

Cleaning.

- We expect all staff (and learners) to take reasonable steps to ensure that the working environment is kept as clean as possible.
- We encourage pupils, who wish to do so, to clean their seat/table at the start of the lesson.
- The wipes/suitable cleaning equipment will be provided to classes along with a brief guidance.
- All learners are expected to wash their hands with gel on arrival at school, at breaktime and at lunchtime.
- The school's communal areas will be cleaned 3 times a day – after break, after lunch and at the end of the day. The quality of cleaning happens at a higher level e.g. cleaning door handles, handrails and toilets regularly during the day.
- If there are cases of groups of staff or pupils developing COVID, the school will be thoroughly cleaned (deep clean). Staff will be provided with appropriate training. We will be reducing the number of bins in the school.

How we will be managing the use of toilets

- Pupils should not use urinals.

- We will ensure that liquid soap and water is available at all times in all toilets for pupils and staff.
- Some supervision will be held on the use of toilets, but particularly during break, lunch and the start and end of the day.

Will teachers move around the class to support individual learners?

- Because of the guidelines on maintaining social distance, teachers will inevitably move less around the class.
- Social distance will be kept where possible.
- There are plastic screens for each classroom for individual mentoring work (a learner sitting on one side of a screen, the teacher on the other side) and these will be consistently used.

How will staff respond to accidents in relation to first aid?

- Staff should use personal protective equipment (PPE) to care for the child.
- The child should be moved to a room where they can be isolated.
- If the child is unwell, the parent/carer will be asked to come and collect them.

Section 4: The school day.

What items will pupils be allowed to bring to school?

- It is important that your child brings all the equipment that is needed to the school. For safety reasons, teachers and other pupils will not be able to lend stationery to other pupils.
- Pupils can continue to buy stationery from the school office. Small bottles of gel will also be available. As the school will not be accepting money from pupils, we will be using the pupils' lunch account to pay for these items.

Equipment and other items

- Water bottle.
- Subject books in line with the timetable, notebook (available in school if needed).
- Biro, pencils, glue, scissors (with blunt end) and calculator.
- Hand gel.
- To avoid sharing equipment, your child is welcome to bring their own chromebook or laptop to the school, at their own responsibility. If your child wants to bring a laptop to school, it is important that they have already been charged. There will only be a few charging points available at the school.

What are the Physical Education arrangements?

- Your child will not always be expected to change for these lessons.

Do pupils need to wear their school uniform?

- There is a clear expectation of pupils to wear their full school uniform.
- Pupils are welcome to bring a coat – they will need to keep it with them during the day.
- We will be allowing the use of lockers. The outside of the lockers will be cleaned after morning break, lunch and at the end of the school day.

Section 5: Lateral flow testing.

- All pupils, after formal consent from a parent/carer, are encouraged to complete a lateral flow test every Sunday and Wednesday evening.
- If the test is positive, you should inform the school immediately and stay at home. You will also need to notify the recording service and follow the guidelines (see manual guidelines).