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05.09.2023

Annwyl Rieni,

## Cyfathrebu

Rydym wedi defnyddio'r app 'Seesaw' ers sawl blwyddyn bellach, ac mae'n ddefnyddiol i ni allu rhannu gwybodaeth gyda chi ynglŷn â diwrnodau Addysg Gorfforol, cylchlythrau a ffotograffau o'r hyn y mae dosbarth eich plentyn wedi bod yn ei wneud ac ati.

Byddwn yn parhau i rannu gwybodaeth o'r math hwn gyda chi yn y dyfodol, fodd bynnag, ni fydd y nodwedd o anfon 'negeseuon preifat' at athrawon dosbarth ar gael rhagor.

Yn anffodus, ychydig iawn o rieni sydd ddim yn ei ddefnyddio'n briodol, gan negeseuo yn ystod amser dosbarth neu gyda'r nos, gan ddisgwyl ymateb. Mae rhai staff hefyd wedi derbyn negeseuon gan rieni, efallai wedi eu hysgrifennu ar frys ond serch hynny, maen nhw wedi bod yn ddisymwth ac yn eithaf anghwrtais yn eu naw.

Mae'r dosbarthiadau ar Seesaw bellach wedi'u harchifo ac os ydych chi'n derbyn cod QR newydd, gweithredwch ef cyn gynted â phosibl. Diolch am eich cydweithrediad.

Mae cyfathrebu effeithiol yn parhau i fod yn flaenoriaeth i ni yn YDT felly os ydych am gysylltu ag aelod o staff yna gofynnwn i chi ofyn am alwad ffôn neu i chi ysgrifennu e-bost. Bydd yr athrawes dosbarth yn ceisio cysylltu â chi cyn gynted ag y gallant.

1. E-bostiwch swyddfa'r ysgol - [office@dyffryntrannon.powys.sch.uk](mailto:office@dyffryntrannon.powys.sch.uk) ac ysgrifennwch enw eich plentyn a'i athrawes dosbarth yn y llinell testun:  
E.e. FAO Mrs Owen – Joe Bloggs
2. Ffôn – Ffoniwch swyddfa'r ysgol (01686 430 644) a gofynnwch a ydy athrawes dosbarth eich plentyn yn gallu cysylltu â chi.

P'un a ydych chi'n cyfathrebu dros e-bost neu dros y ffôn, rhowch drosolwg byr o'r ymholiad os ydych chi'n teimlo y gallwch.

Ar gyfer negeseuon / ymholiadau eraill, cysylltwch â'r swyddfa'r ysgol. E-bostiwch neu ffoniwch ac mae croeso i chi adael neges (OPSIWN 1) os yw'n fwy cyfleus i chi.

**Trefniadau diwedd y dydd** – rydym yn gwerthfawrogi bod newidiadau munud olaf yn gallu digwydd ac weithiau, mae trefniadau'n newid ac mae angen i'ch plentyn fynd ar y bws / neu beidio mynd ar y bws / mynd i Glwb ar ôl Ysgol ac ati.

O dan yr amgylchiadau hyn, PEIDIWCH ag e-bostio'r swyddfa ar ôl 2.45pm gan nad yw e-byst y swyddfa yn cael eu monitro ar ôl y cyfnod hwn. Ffoniwch plis.

Diolch am eich cydweithrediad yn y mater hwn.

Mrs Caroline Harries  
Pennaeth



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Dear Parents / Carers

### Communication

We have used the app 'Seesaw' for several years and it is useful for us to be able to share information with you regarding PE days, school newsletters and photographs of what your child's class have been doing etc. We will continue to share information of this kind with you in the future, however, the 'private messaging' of class teachers feature will not be available.

Unfortunately, few parents have not used it appropriately, often messaging during class time or during the evening, with the expectation of a response. Some staff have also received messages from parents, perhaps written in haste but nevertheless, they have been abrupt and quite rude in their tone.

The classes on Seesaw have now been archived and if you receive a new QR code, please activate it as soon as possible. Thank you for your co-operation.

Effective communication remains a priority for us at YDT and we ask that if you want to get in touch with your child's class teacher that you request a telephone call or write an email and ask that it be forwarded. The class teacher will aim to contact you as soon as they are able to.

3. Email to the school office - [office@dyffryntrannon.powys.sch.uk](mailto:office@dyffryntrannon.powys.sch.uk) and write your child's name and their class teacher in the email subject line.  
E.g. FAO Mrs Owen – Joe Bloggs
4. Telephone – Phone the school office (01686 430 644) and ask that your child's teacher contact you.

Whether corresponding via email or telephone, please offer a brief overview of the query if you feel able to.

For other messages and queries, please contact the school office. Please email / telephone and feel free to leave a message (OPTION 1) if it is more convenient for you.

**End of the day arrangements** – we appreciate that last minute changes can occur and sometimes, arrangements change and you need your child to go on the bus / or not go on the bus / go to After School Club etc.

Under these circumstances, please DO NOT email the office after 2.45pm as the office emails are not monitored after this time. Please telephone.

Thank you for your cooperation in this matter.

Mrs Caroline Harries  
Headteacher