CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Ysgol Cybi

Amserau Sesiynau Ysgol

Crëwyd 2022-23

Dyddiad wedi ei fabwysiadu gan y Corff Llywodraethu *(bydd hefyd angen cofnodi hyn yng nghofnodion y cyfarfod lle cafodd ei dderbyn a'i fabwysiadu)*	06.11.22
Cadeirydd y Llywodraethwyr (llofnod)	
Pennaeth (llofnod)	
Dyddiad adolygu *(3 mlynedd o fabwysiadu, os nad yw wedi ei ddiweddaru gan yr ALl)*	06.11.25

Cyflwyniad
Cymeradwywyd Rheoliadau Addysg (Y Diwrnod Ysgol a'r Flwyddyn Ysgol) (Cymru) (Diwygio) 2012 gan y Gweinidog Addysg a Sgiliau a daethant i rym ar 24 Chwefror 2012. Mae Rheoliadau Addysg (Y Diwrnod Ysgol a'r Flwyddyn Ysgol) (Cymru) 2003 ("Rheoliadau 2003") yn gymwys i ysgolion a gynhelir gan awdurdodau lleol ac i ysgolion arbennig (p'un a ydynt yn cael eu cynnal felly ai peidio).

Nodau ac amcanion

- Sicrhau bod y strwythur ar gyfer amserlen yr ysgol yn darparu'r fframwaith gorau posibl ar gyfer addysgu a dysgu.
- Sicrhau bod Deddfwriaeth Llywodraeth Cymru yn cael ei bodloni a bod amserau ysgol yn cydymffurfio â Rheoliadau Addysg (Diwrnod Ysgol a Blwyddyn Ysgol) (Cymru) (Diwygio) 2012

Sesiynau Ysgol

- Bydd diwrnod ysgol fel arfer yn cael ei rannu'n ddwy sesiwn (gydag egwyl yn y canol), a bydd ysgolion (ac eithrio ysgolion meithrin) yn cyfarfod am o leiaf 380 o sesiynau yn ystod unrhyw flwyddyn ysgol (h.y. 190 diwrnod).
- Mae'n ofynnol i ysgolion fod yn agored i addysgu disgyblion am hyd at 190 diwrnod bob blwyddyn academaidd. Mae'n ofynnol i athrawon fod ar gael i weithio am 195 diwrnod fesul blwyddyn academaidd. Mae hyn yn cynnwys bod ar gael am bum diwrnod hyfforddiant mewn swydd (HMS).
- Mae pum diwrnod HMS statudol ar gael o fewn cyflog ac amodau gwasanaeth athrawon.
- Mae gan Weinidogion Cymru'r awdurdod i ganiatáu un neu ddau ddiwrnod HMS ychwanegol.

Hyd sesiynau ysgol

Rhaid i sesiynau ganiatáu digon o amser gwersi i gyflwyno cwricwlwm eang a chytbwys sy'n cynnwys y cwricwlwm cenedlaethol ac addysg grefyddol. Mae ysgolion yn rhydd i benderfynu ar hyd pob gwers ond mae argymhellion cyfredol Llywodraeth Cymru yr wythnos fel a ganlyn:

Oed	**Yr isafswm yr awgrymir o amser gwersi wythnosol (oriau)**
5-7 (Cyfnod Sylfaen)	21
8-11 (Cyfnod Allweddol 2)	23.5
12-16 (Cyfnod Allweddol 3-4)	25

Mae'r isafswm yr awgrymir o amser gwersi wythnosol yn ymwneud â'r oriau pan fydd disgyblion yn cael eu haddysgu. Mae'r oriau gwersi a argymhellir uchod yn cynnwys addysg grefyddol ond nid ydynt yn cynnwys y weithred o addoli ar y cyd, ac nid ydynt ychwaith yn cynnwys cofrestru neu seibiannau. Dylid caniatáu digon o amser mewn sesiynau ysgol ar gyfer yr holl weithgareddau hyn.

Ar gyfer ysgolion arbennig, gall yr amserau fod yn fwy hyblyg. Bydd angen iddynt neilltuo amser ar gyfer gweithgareddau sy'n benodol i ofynion eu disgyblion, megis hyfforddiant mewn symudedd, llofnodi neu ddefnyddio Braille ac ar gyfer unrhyw driniaethau meddygol sydd eu hangen. Mae angen iddynt hefyd ystyried faint o amser y mae disgyblion yn ei dreulio bob dydd yn teithio i'r ysgol ac oddi yno. Fodd bynnag, yn gyffredinol, dylai ysgolion arbennig ystyried y canllawiau uchod, fel rhai sy'n cynrychioli lefel o ddarpariaeth y dylent anelu ati lle y bo'n ymarferol a lle y mae er budd

addysgol y disgybl unigol. Wrth bennu oriau o wersi a addysgir, dylai ysgolion arbennig gofio ystod a lefel y gwaith sy'n cael ei wneud gan ddisgyblion yn ogystal â'u hoedran cronolegol.
Rhaid i'r pennaeth sicrhau bod gwybodaeth ar gael i rieni ac eraill am amserau dechrau a gorffen sesiynau'r ysgol. Mae'r amserau ar gyfer Ysgol Cybi fel a ganlyn:

Ysgol Cybi		
	Cyfnod Sylfaen	**Cyfnod Allweddol 2**
	9.00am-3.00pm Toriad cinio ac egwyl 70 munud	9.00am-3.05pm Toriad cinio ac egwyl 60 munud
Y cyfanswm o amser a dreulir yn yr ysgol bob wythnos	275 munud y dydd 1375 munud yr wythnos 22 awr 55 munud yr wythnos	300 munud y dydd 1500 munud yr wythnos 25 awr yr wythnos
Cofrestru	5 munud y dydd 25 munud yr wythnos	5 munud y dydd 25 munud yr wythnos
Addoli	15 munud y dydd 75 munud yr wythnos	15 munud y dydd 75 munud yr wythnos
Yr amser a dreulir yn addysgu	21.5 awr	24 awr

Rolau a chyfrifoldebau llywodraethwyr

Bydd y corff llywodraethu yn sicrhau, os bydd newidiadau'n cael eu hystyried i'r diwrnod ysgol, y bydd yr ysgol yn dilyn y weithdrefn ar gyfer newid amserau sesiynau ysgol gan gorff llywodraethu fel y nodir yn Rheoliadau Newid Amserau Sesiynau Ysgolion (Cymru):
Bydd y pennaeth yn ymgynghori'n llawn â'r staff, y rhieni, y disgyblion a'r ALl i sicrhau:

- y paratoir datganiad sy'n nodi'r newid arfaethedig ac, os yw'n ofynnol gan yr ALl
- darparu copi o'r datganiad i bob rhiant a sicrhau bod copïau ar gael i'w harchwilio yn yr ysgol;
- galw cyfarfod, os bydd rhieni'n gofyn iddynt drafod y newid arfaethedig;
- ystyried unrhyw sylwadau a wnaed a phenderfynu a ddylid gweithredu'r newid arfaethedig, gydag unrhyw addasiad neu hebddo;
- rhoi gwybod i'r ALl a'r rhieni am unrhyw newid cyn iddo ddod i rym.

Ceir rhagor o wybodaeth gan Lywodraeth Cymru yma.

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Ysgol Cybi

School Session Times

Created 2022-2023

Date adopted by Governing Board *(should also be recorded in the minutes of the meeting where it was accepted and adopted)*	06.11.22
Chair of Governors (signature)	
Headteacher (signature)	
Date of review *(3 years from adoption, unless updated)*	06.11.25

Introduction
The Education (School Day and School Year) (Wales) (Amendment) Regulations 2012 were approved by The Minister for Education and Skills and came into force on the 24th February 2012. The Education (School Day and School Year) (Wales) Regulations 2003 ("the 2003 Regulations") apply to schools maintained by local authorities and to special schools (whether or not so maintained).

Aims and objectives

- To ensure that the structure for the school timetable provides the best possible framework for teaching and learning.
- To ensure that Welsh Government Legislations are met and school times comply with the Education (School Day and School Year) (Wales) (Amendment) Regulations 2012

School Sessions

- A school day will ordinarily be divided into two sessions (with a break in the middle), and schools (other than nursery schools) will meet for at least 380 sessions during any school year (i.e. 190 days).
- Schools are required to be open to teach pupils for up to 190 days each academic year. Teachers are required to be available to work for 195 days per academic year. This includes being available for five in service training days (INSET).
- There are five statutory INSET days made available within teachers' pay and conditions of service.
- Welsh Ministers have the authority to grant one or two additional INSET days.

Length of school sessions

Sessions must allow sufficient lesson time to deliver a broad and balanced curriculum that includes the national curriculum and religious education. Schools are free to decide the length of each lesson but current Welsh Government recommendations per week are as follows:

Age	**Suggested minimum weekly lesson time (hours)**
5-7 (Foundation Phase)	21
8-11 (Key Stage 2)	23.5
12-16 (Key Stages 3-4)	25

The suggested minimum weekly lesson times relate to the hours during which pupils are being taught. The recommended lesson hours above include religious education but do not include the act of collective worship, nor do they include registration or breaks. Enough time should be allowed within school sessions for all these activities.

For special schools the timings may be more flexible. They will need to allocate time for activities particular to the requirements of their pupils, such as training in mobility, signing or the use of Braille and for any medical treatments required. They also need to take into account the length of time that pupils spend each day travelling to and from school. However, in general, special schools should regard the guidance above, as representing a level of provision to which they should aspire where practicable and where it is in the educational interests of the individual pupil. When determining hours of taught lessons, special schools should bear in mind the range and level of work being undertaken by pupils as well as their chronological age.

The headteacher must make information available to parents and others about the starting and finishing times of the school sessions. The times for Ysgol Cybi are as follows:

Ysgol Cybi		
	Foundation Phase	**Key Stage 2**
	9.00am-3.00pm Lunch and break times 70 minutes	9.00am-3.05pm Lunch and break times 60 minutes
Total hours spent in school every week	275 minutes per day 1375 minutes per week 22 hours 55 minutes per week	300 minutes per day 1500 minutes per week 25 hours per week
Registration	5 minutes per day 25 minutes per week	5 minutes per day 25 minutes per week
Worship	15 minutes per day 75 minutes per week	15 minutes per day 75 minutes per week
Time spent teaching	21.5 hours	24 hours

Roles and responsibilities of governors

The governing body will ensure that, if changes are being considered to the school day, the school will follow the procedure for changing school session times by a governing body as set out in The Changing of School Session Times (Wales) Regulations:
The headteacher will consult fully with the staff, parents, pupils, and the LA to ensure that:

- a statement is prepared specifying the proposed change and, if required to do so by the LA
- provide a copy of the statement to all parents and make copies available for inspection at the school;
- call a meeting, if requested by parents to discuss the proposed change;
- consider any comments made and decide whether to implement the proposed change, with or without any modification;
- inform the LA and parents of any change before it takes effect.

Further information available from Welsh Government can be found here.