CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Ysgol Cybi

Cynllun Parhad Busnes
Business Continuity Plan

Dyddiad wedi ei fabwysiadu gan y Corff Llywodraethu / Date adopted by Governing Board *(bydd hefyd angen cofnodi hyn yng nghofnodion y cyfarfod lle cafodd ei dderbyn a'i fabwysiadu) / (should also be recorded in the minutes of the meeting where it was accepted and adopted)*	6/10/22
Cadeirydd y Llywodraethwyr (llofnod) / Chair of Governors (signature)	
Pennaeth (llofnod) / Headteacher (signature)	
Dyddiad adolygu / Date of review *(3 mlynedd o fabwysiadu, os na fod amodau yn newid / (3 years from adoption, unless circumstances change)*	Tymor yr Hydref 2025

Mae'n ofynnol i bob ysgol gael ei Chynllun Parhad Busnes ei hun, sy'n amlinellu pa gamau y bydd yn eu cymryd pe bai unrhyw darfu mawr ar ddarparu gwasanaethau. Dylai cynlluniau ystyried gwahanol sefyllfaoedd e.e. tywydd eithafol, amhariad ar adeiladau a.y.y.b

Ceir rhagor o arweiniad ar sut I barhau a busnes ysgol yma

Each school is required to have its own Business Continuity Plan, which outlines what actions it will take in the event of any major disruption to service provision. Plans should consider various situations etc. extreme weather, building impairment etc.

Further advice on how to continue with school business can be found here.

1. SEFYLLFA SYDD YN DARFU / MAJOR DISRUPTION EVENT: extreme weather, fire, flood…

Cyfnod / Phase	Beth yw'r her / What is the challenge?	Beth yw'r camau gweithredu? / What actions need to be taken?
Paratoi / Prepare	*Staffio / Staffing:*	Teams used by SLT to make contact with all staff, hwbmail If unable to contact using Teams, SLT to telephone heads of departments to contact their department (pyramid)
	Cyfathrebu / Communication:	Teams, Schoolcomms, Gateway app, facebook to contact parents, class dojo to contact parents, telephone if needed
	Cwricwlwm / Curriculum:	Staff classroom planning available and lessons delivered using Google classroom, sea saw
	Adnoddau / Resources:	Google classroom, sea saw, reading eggs, Mathletics, TT Rockstars
	Disgyblion / Pupils:	Google classroom, sea saw, reading eggs, Mathletics Loan of IT equipment if possible
	Arall / Other:	Ensure staff have time to prepare lessons and gather equipment and resources if possible
Rheoli / Manage	*Staffio / Staffing:*	Check in to support staff using Teams or if IT unavailable use pyramid contact telephone system

Cyfnod / Phase	Beth yw'r her / What is the challenge?	Beth yw'r camau gweithredu? / What actions need to be taken?
	Cyfathrebu / Communication:	Teams, Schoolcomms, Gateway app, facebook to contact parents, class dojo to contact parents, telephone if needed
	Cwricwlwm / Curriculum:	Emergency work packs available, move on to online teaching if possible, Google classroom, sea saw
	Adnoddau / Resources:	Google classrooms, sea saw, reading eggs, Mathletics, TT Rockstars, teams, zoom
	Disgyblion / Pupils:	Welfare check ins by staff, weekly check ins with vulnerable pupils, ensure pupils have access to Google classrooms, sea saw, reading eggs, Mathletics, TT Rockstars
	Arall / Other:	Sims access unavailable if attendance officer working from home. Paper copy of pupil's details if possible
Adfer / Recover	*Staffio / Staffing:*	Continue to support staff on their return
	Cyfathrebu / Communication:	Use online methods if available to communicate with staff, parents, governors
	Cwricwlwm / Curriculum:	Check if work has been completed, are pupils on track, assess and plan interventions if gaps in attainment identified
	Adnoddau / Resources:	School based assessments Classroom equipment to be purchased if damage has occurred
	Disgyblion / Pupils:	Support pupils and parents, ensure gaps in learning and attainment are identified and targeting planned
	Arall / Other:	Continue to support staff, parents and pupils on return.