Ysgol Gyfun Gymraeg Llangynwyd

Llangynwyd
Maesteg
PEN-Y-BONT AR OGWR
CF34 9RW

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Prifathro / Headteacher: Mr Meurig Jones BA (Anrh) CPCP

Mehefin 2016

Annwyl Riant/ Warchodwr

Yn dilyn rheoliadau newydd mudiad Gyrfa Cymru nid ydynt bellach yn ymweld â lleoliad gwaith ac felly ni fydd yr ysgol yn medru cymryd cyfrifoldeb dros sicrhau fod y dogfennaeth canlynol yn eu lle

- Tystysgrif Iechyd a Diogelwch
- Asesiad risg ar gyfer yr unigolyn sydd ar brofiad gwaith
- Disgrifiad dyletswyddau a disgwyliadau tra ar leoliad

Awgrymir bod eich plentyn naill ai'n cysylltu gyda'r cwmni yn uniongyrchol o flaen llaw neu gofyn am gael gweld y dogfennaeth ar ddiwrnod cyntaf profiad gwaith. Mi fydd yr ysgol yn ymweld â phob lleoliad yn ôl y drefn arferol tra bydd eich plentyn ar gyfnod profiad gwaith.

Gofynnir i chi lenwi'r slip isod a'i ddychwelyd i'r ysgol er mwyn cadarnhau eich bod yn ymwybodol o'r rheoliadau newydd. Os gennych chi unrhyw bryder cofiwch gysylltu â'r ysgol.

Diolch am eich cefnogaeth barhaus. Hyderaf bydd y cyfnod o profiad gwaith yn un gwerthfawr i bob disgybl.

Miss Meleri Jones
Pennaeth Cynorthwyol

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Enw'r disgybl: ....

Dosbarth tiwtor: ....

Rwyf yn deall nad yw'r ysgol na Gyrfa Cymru wedi gwirio dogfennaeth Iechyd a Diogelwch y cwmni.

Llofnod: .... Dyddiad: ....

Eco-Sgolion Eco-Schools
Compact Partner CILT Cymru Partner Cytundeb
Investors in Families Buddsoddwyr mewn Teuluoedd
Marc Gyrfa Cymru Careers Wales Mark
Llywodraeth Cynulliad Cymru Welsh Assembly Government
ICT Mark Accredited
SMART Showcase School
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June 2016

Dear Parent/Guardian,

Following the restructure of the Careers Wales organisation, they will no longer be able to take responsibility for ensuring that the following documentation is in place

- *Health and Safety Certificate*
- *Risk assessment for the individual whilst on placement*
- *Description of their roles and responsibilities whilst on placement*

We recommend that you either contact the company directly beforehand or that your son/daughter ask to see these documents on the first day their work experience placement. The school will continue to visit each pupils whilst on placement as usual.

Please could you complete the slip below and return it to the school to confirm that you are aware of the changes. If you have any concerns please contact the school.

Thanks for your continued support and we trust that all pupils will benefit from this period of work experience.

Miss Meleri Jones
Assistant Headteacher

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Pupil's name: ....

Form class: ....

I am aware of the changes with Careers Wales and understand that neither the school nor Careers Wales have checked the Health and Safety documentation for the company.

Signature: .... *Date:* ....

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