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Pennaeth/Headteacher: Miss C Evans
Cawsom Iaith i'w Chadw

27ain o Orffennaf 2020

Annwyl Riant / Warcheidwad,

Diolch am bob cydweithrediad dros y misoedd diwethaf wrth i ni ymateb i her y Coronafeirws. Wrth i ni gynllunio ar gyfer mis Medi, rydym yn ymwybodol iawn gall y sefyllfa genedlaethol newid dros yr wythnosau nesaf.

Rydym eisoes wedi danfon llythyr atoch yn amlinellu'r trefniadau'n fras ar gyfer dechrau'r flwyddyn academaidd newydd ond hoffem rannu manylion pellach gyda chi nawr. **Gofynnwn ichi ddarllen y llythyr hwn yn ofalus gan y bydd yn rhaid i lawer o'n trefniadau a'n harferion arferol newid ym mis Medi.** Diolch i'r rhai a lenwodd yr holiadur byr i'n galluogi i gynllunio mor effeithiol â phosibl.

Erbyn 14eg Medi, mae Llywodraeth Cymru yn disgwyl y bydd pob plentyn (gan gynnwys Meithrin a Derbyn) yn ôl yn yr ysgol ac y bydd mynychu'r ysgol yn orfodol. Er mwyn cynorthwyo gyda hyn, rydym yn teimlo byddai'n fuddiol iawn i'n disgyblion ddychwelyd mewn grwpiau llai yn ystod dau ddiwrnod cyntaf y tymor. Ni fydd llawer o'n disgyblion wedi bod yn yr ysgol ers yr 20fed o Fawrth. Rhaid i ni sicrhau eu bod i gyd yn teimlo'n gyffyrddus ac yn cael cyfle i gyfarwyddo â'u dosbarth a'u hathro/wes newydd. Bydd y ddau ddiwrnod cyntaf (Medi'r 1af a'r 2il) yn ddiwrnodau i'r staff yn unig. Bydd hanner ein disgyblion (Grŵp 1) yn dychwelyd ar ddydd Iau, 3ydd o Fedi gyda'r hanner arall (Grŵp 2) yn mynychu ddydd Gwener, 4ydd o Fedi. O ddydd Llun, 7fed o Fedi, bydd **POB** disgybl yn dychwelyd ac yn mynychu bob dydd. (Mae trefniadau ar wahân wedi'u gwneud ar gyfer y rhai sy'n dechrau yn y Feithrin - hysbysir rhieni cyn bo hir.)

GRWPIAU CYSWLLT / TREFNIANT DOSBARTH:
Cydnabyddir bod plant ifanc yn ei chael hi'n anodd iawn ymbellhau'n gymdeithasol trwy'r amser ac ni ellir sicrhau hyn. Am y rheswm hwn, bydd ein holl grwpiau cyswllt yn cael eu cadw i 30 o ddisgyblion neu lai a byddant yn cael eu hynysu oddi wrth grwpiau / grwpiau cyswllt eraill lle bynnag y bo modd.

- Bydd yr ystafelloedd dosbarth wedi'u hawyru'n dda.
- Bydd gan bob grŵp cyswllt fynediad i'w set ei hun o doiledau.
- Bydd digon o gyfle i fod yn yr awyr agored, i gael ymarfer corff ac i chwarae'n ddiogel. Bydd angen esgidiau addas a haen ychwanegol ar y plant i gadw eu hunain yn gynnes.
- Bydd y disgyblion yn bwyta eu cinio a'u byrbryd yn eu hystafell ddosbarth neu yn yr awyr agored, os yw'r tywydd yn caniatáu.
- Bydd gan bob grŵp cyswllt eu mynediad eu hunain i'w dosbarth.
- Rhoddir adnoddau eu hunain i'r disgyblion a chedwir adnoddau a rennir i grwpiau cyswllt dosbarth.

Bydd y mesurau uchod yn golygu, pe bai achosion o'r feirws, y byddwn yn gallu ei reoli'n haws er mwyn ceisio osgoi rhag lledaenu trwy weddill yr ysgol.

TREFNIADAU GOLLWNG PLANT YN Y BORE A'U CASGLU YN Y PRYNHAWN:

Yn unol â'r canllawiau a dderbyniwyd gan Lywodraeth Cymru, ac er mwyn anelu at sefyllfa lle mae grwpiau o ddisgyblion a rhieni / gwarcheidwaid yn cadw at ymbellhau cymdeithasol, bydd angen i ni ddilyn yr amserlen isod am gyfnod o amser. Bydd hwn yn cael ei adolygu'n rheolaidd, gyda'r gobaith o ddychwelyd i oriau ysgol arferol cyn gynted ag y bydd yn ddiogel gwneud hynny.

<table>
<tr><th></th><th>Gollwng yn y bore</th><th>Casglu yn y prynhawn</th></tr>
<tr><td>Teuluoedd</td><td rowspan="3">Gellir gollwng eich plentyn/plant unrhyw adeg rhwng 8:45yp a 9:10yp</td><td>3:05yp</td></tr>
<tr><td>Disgyblion Cyfnod Sylfaen (Derbyn i Flwyddyn 2) nad oes ganddynt frawd neu chwaer yng Nghyfnod Allweddol 2.</td><td>3:15yp</td></tr>
<tr><td>Disgyblion Cyfnod Allweddol 2 (Blwyddyn 3 i Flwyddyn 6) nad oes ganddynt frawd neu chwaer yn y Cyfnod Sylfaen.</td><td>3:25yp</td></tr>
<tr><td colspan="3">Rhaid i rieni / gwarcheidwaid gadw at yr amseroedd hyn a gwneud pob ymdrech i fod ar amser ac i beidio â bod yn hwyr. Byddwn yn cloi y gatiau am 9:10yb yn brydlon. Nid ydym am i blant golli amser dysgu gwerthfawr, tarfu ar wersi sydd wedi cychwyn neu, am resymau iechyd a diogelwch, i ddefnyddio'r brif fynedfa. Peidiwch â chyrraedd yn gynharach na'r amseroedd a nodwyd uchod.</td></tr>
</table>

NODWCH OS GWELWCH YN DDA

- Bydd mwy o wybodaeth am y system unffordd newydd yn cael ei dosbarthu cyn dechrau'r tymor.
- **Cofiwch sicrhau mai dim ond un oedolyn sy'n hebrwng eu plant i'r ysgol a'u casglu.**
- Ni ddylai rhieni / gwarcheidwaid ymgynnull y tu allan i'r ysgol nac aros ar safle'r ysgol ar ôl i'w plentyn / plant gael eu trosglwyddo i ofal aelod o staff, ac yn yr un modd dylent adael safle'r ysgol yn syth ar ôl casglu eu plentyn / plant.
- **Ni ddylid** rhannu car gyda teulu arall. Lle bynnag y bo modd, dylai teuluoedd gerdded i'r ysgol.

CLUDIANT YSGOL

Rydym yn aros am arweiniad pellach ar hyn a byddwn yn rhannu'r manylion gyda'r rhieni / gwarcheidwaid perthnasol cyn gynted â phosibl.

TREFNIADAU AMSER EGWYL

Byddwn yn gwneud pob ymdrech i sicrhau bod disgyblion yn aros yn eu grwpiau dosbarth (grwpiau cyswllt) trwy gydol y dydd gan gynnwys amseroedd egwyl ac amseroedd cinio. Rydym wedi creu amserlen i sicrhau bod plant yn cael eu hamser egwyl a'u hamser cinio yn eu grwpiau dosbarth.

CINIO A BYRBRYDAU

Bydd cinio yn cael ei ddarparu ar y safle o'r 3ydd o Fedi ond bydd disgyblion yn bwyta eu cinio yn eu dosbarth. Bydd taliadau uniongyrchol i deuluoedd ar brydau ysgol am ddim yn dod i ben ddiwedd mis Awst, gan y bydd bwyd yn cael ei ddarparu yn yr ysgol. Gall rhieni ddewis a ydyn nhw'n anfon eu plentyn i'r ysgol gyda phecyn cinio. Am y tro, ni fydd byrbrydau ar gael yn yr ysgol ac felly byddem yn gofyn i rieni anfon eu plentyn gyda byrbryd iach i'w fwyta ganol y bore. Am y pythefnos cyntaf, bydd disgyblion sy'n dewis yr opswin Cinio Ysgol yn derbyn pecyn bwyd. Bydd yr opsiynau poeth a'r opsiynau salad yn ailddechrau ar y 14eg o Fedi. Sylwch na fydd y Stondin Salad yn gweithredu fel arfer a bydd y rhai sy'n dewis y Stondin Salad yn derbyn pryd ar blât yn hytrach na gallu dewis.

CLWB AR ÔL YSGOL (CLWB PLANT Y TRI ARTH)

Ni fydd yn weithredol ar ddechrau'r tymor ond ein bwriad ar hyn o bryd yw iddo ailddechrau ar y 14eg o Fedi.

CLYBIAU ALLGYRSIOL (E.E. CLWB CHWARAEON, COGINIO, CLWB YR URDD)

Ni fydd y rhain yn rhedeg yn ystod y tymor cyntaf.

PLANT GWEITHWYR ALLWEDDOL
O fis Medi, ni fydd darpariaeth gofal plant i weithwyr allweddol.

GOLCHI DWYLO
(Os oes dwylo sensitif gyda'ch plentyn / plant, gallwch ddanfon sebon gwahanol mewn i'r ysgol.)

Gwneir hyn yn rheolaidd trwy gydol y dydd ond bob amser:

- wrth gyrraedd ac wrth adael yr ysgol neu'r lleoliad
- cyn ac ar ôl trin bwyd
- cyn ac ar ôl trin gwrthrychau a chyfarpar sydd efallai wedi cael eu defnyddio gan eraill
- os bu unrhyw gyswllt corfforol
- ar ôl iddynt chwythu eu trwyn, disian neu beswch.

GWISG YSGOL
Rydym wedi sôn eisioes nad oes disgwyl i'n disgyblion wisgo gwisg ysgol tan ar ôl hanner tymor mis Hydref. Fodd bynnag, rydym yn ymwybodol bod gwisgo gwisg ysgol yn opsiwn llawer haws i rieni / gwarcheidwaid ac mae'n ennyn ymdeimlad o gydraddoldeb ymhlith ein disgyblion. Mae croeso i chi anfon eich plentyn mewn gwisg ysgol. Rydym hefyd yn ymwybodol efallai na fydd rhai mewn sefyllfa ar hyn o bryd i brynu'r wisg angenrheidiol. Cofiwch fod gennym ystod eang o wisg ysgol mewn cyflwr arbennig yn yr ysgol i'w dosbarthu - LLEIHAU, AILDDEFNYDDIO, AILGYLCHU!

CDP - CYFARPAR DIOGELU PERSONOL

Disgyblion:

- Ni ddisgwylir i ddisgyblion wisgo CDP (gorchuddion wyneb) yn yr ysgol, fel sy'n cael ei nodi gan Lywodraeth Cymru.
- Os yw rhiant / gwarcheidwad yn dymuno i'w plentyn wisgo gorchudd wyneb ar ei ffordd i'r ysgol ac adref o'r ysgol, rhaid iddynt sicrhau bod eu plentyn yn gwybod i beidio â chyffwrdd â blaen y gorchudd. Rhaid hefyd sicrhau eu bod yn gallu gwisgo a thynnu'r gorchudd yn gywir.
- Os ydy eich plentyn eisiau gwisgo gorchudd wyneb, mae'n bwysig iddynt ddod â rhai sbâr mewn bag plastig wedi ei selio a dylid ddod â bag plastig ychwanegol er mwyn storio yr un sydd wedi ei ddefnyddio.
- Mae canllawiau Llywodraeth Cymru yn nodi 'Ni ddylai neb na fyddant efallai'n gallu defnyddio gorchudd wyneb yn unol â'r cyfarwyddiadau (e.e. dysgwyr ifanc) wisgo gorchudd o'r fath gan y gallai hynny gynyddu'r risg o drosglwyddo'r haint.

Staff:
- Dim ond os bydd angen iddynt roi cymorth cyntaf neu ofal personol i blentyn y bydd staff yn gwisgo CDP (Masgiau wyneb, menig a ffedog).
- Bydd disgyblion hefyd yn gweld staff yn gwisgo rhywfaint o GDP wrth lanhau ardaloedd.

EITEMAU PERSONOL
Ni ddylai disgyblion ddod ag unrhyw eitemau i'r ysgol heblaw am gôt, het haul, eli haul, diod, byrbryd a'u pecyn bwyd a dylid eu rhoi i gyd mewn un bag. Dylid gadael yr holl eitemau personol eraill, gan gynnwys llyfrau gwaith a llyfrau darllen gartref. Does dim angen iddynt ddod â chas pensil neu unrhyw offer ysgrifennu neu liwio gyda nhw i'r ysgol.

Byddwn yn gwneud ein gorau glas i sicrhau bod yr holl fesurau angenrheidiol yn cael eu cymryd i gadw ein dysgwyr yn ddiogel. Bydd hwn yn gofyn am gydweithrediad cymuned gyfan yr ysgol a rhaid inni ofyn i bawb ddilyn y cyfarwyddiadau a rennir uchod. Efallai y bydd angen i ni addasu'r rhain yn unol ag unrhyw ganllawiau newydd a dderbynnir gan yr Awdurdod Lleol neu Lywodraeth Cymru.

GOFYNNWN I RIENI/GWARCHEIDWAID I'N CYNORTHWYO TRWY:

- ✓ Ddilyn arweiniad y Llywodraeth ar aros gartref a pheidio â dod â'ch plentyn i'r ysgol os oes gennych chi neu unrhyw aelod o'r teulu unrhyw un o symptomau COVID. Dylai pobl â symptomau hunan-ynysu am 7 diwrnod a dylai pobl sydd wedi bod mewn cysylltiad uniongyrchol â'r rhai â symptomau hunan-ynysu am 14 diwrnod.
- ✓ **Sicrhau mai dim ond un oedolyn sy'n hebrwng eu plant i'r ysgol a'u casglu.**
- ✓ Geisio cynnal pellter cymdeithasol 2m oddi wrth oedolion a phlant eraill.
- ✓ Ganiatáu i ddisgyblion Cyfnod Allweddol 2 wneud eu ffordd i fyny i'r iard ganol yn annibynnol. Dylent gael eu gadael wrth y brif fynedfa lle cânt eu goruchwylio wrth iddynt ddilyn y saethau coch i gwrdd â'r staff.
- ✓ Beidio â gadael i'ch plentyn gyffwrdd ag unrhyw adnoddau allanol ar y ffordd i mewn neu allan o'r ysgol.
- ✓ Anfon eich plentyn mewn gwisg / dillad glân bob dydd gydag esgidiau sy'n addas ar gyfer yr awyr agored a haen ychwanegol gan y bydd ffenestri / drysau llawer o ystafelloedd dosbarth ar agor.
- ✓ Gadw at yr amseroedd cychwyn a gorffen newydd.
- ✓ Gynnal unrhyw fusnes gyda swyddfa'r ysgol dros y ffôn neu e-bost. Os oes angen i chi siarad ag aelod o staff am fater yn ymwneud â'ch plentyn, yna gellir gwneud apwyntiadau trwy'r swyddfa.

DYDDIAD AM DDYCHWELYD I'R YSGOL

Grŵp 1 – **TEULUOEDD YN UNIG (DISGYBLION SYDD Â BRAWD NEU CHWAER YN YR YSGOL)**

Dylent fynychu'r ysgol ar:
Ddydd Iau, 3ydd o Fedi ac yna bob dydd o'r 7fed o Fedi 2020.

Grŵp 2 – **UNIGOLION YN UNIG (OS NAD OES BRAWD NEU CHWAER YN YR YSGOL)**

Dylent fynychu'r ysgol ar:
Ddydd Gwener, 4ydd o Fedi ac yna bob dydd o'r 7fed o Fedi 2020.

Os hoffech drafod cynnwys y llythyr hwn ymhellach, neu os oes angen eglurhad pellach arnoch, cysylltwch â ni trwy wefan yr ysgol.

Yn gywir

C Evans
Pennaeth

YSGOL GYMRAEG CWMBRÂN
Cawsom Iaith i'w Chadw

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Pennaeth/Headteacher: Miss C Evans

27th July 2020

Dear Parent / Guardian,

Thank you for your co-operation during the last few months as we responded to the challenge of Coronavirus. As we plan for September, we are well aware that the national situation may change over the coming weeks.

We have previously sent out a letter broadly outlining the arrangements for the start of the new academic year, but we would now like to share further details with you. **We ask you to read this letter carefully as many of our usual arrangements and practices will have to change in September.** Thank you to those who completed the short questionnaire to allow us to plan as effectively as possible.

By 14th September, Welsh Government expects that all children (including Nursery and Reception) will be back to school and that attendance at school will be compulsory. To assist with this, we feel that it is in the best interest of our pupils to stagger their return during the first two days of term. Many of our pupils will not have been in school since the 20th March. We must ensure that they all feel comfortable and have an opportunity to familiarise themselves with their new class and teacher. The first two days (September 1st and 2nd) will be for staff only. Half of our pupils (Group 1) will return on Thursday 3rd September with the other half (Group 2) attending on Friday 4th September. From Monday, 7th September, **ALL** pupils will return and attend every day. (Separate arrangements have been made for those starting in Nursery – parents will be notified shortly)

CONTACT GROUPS/CLASS ORGANISATION

It is recognised that young children find it extremely difficult to socially distance all the time, and this cannot be guaranteed. For this reason, all our contact groups are going to be kept to 30 pupils or less and they will be isolated from other groups/contact groups wherever possible.

- The classrooms will be well ventilated.
- Each contact group will have access to its own set of toilets.
- There will be plenty of opportunity to be outdoors, to get valuable exercise and to play safely. The children will need suitable shoes and an extra layer to keep themselves warm.
- Pupils will eat their lunch and snack in their classroom or outdoors if the weather permits.
- Each contact group will have their own entrance to their class.
- Pupils will be given their own resources and shared resources will be kept to class contact groups.

The above measures will mean that, if there was an outbreak, we will be able to contain it more easily to avoid it spreading throughout the rest of the school.

MORNING DROP OFF AND COLLECTION ARRANGEMENTS

In accordance with the guidance received from the Welsh Government, and in order to aim for a situation where groups of pupils and parents/guardians are socially distanced, we will need to follow the timetable below for a period of time. This will be reviewed regularly with the hope of returning to normal school hours as soon as it is safe to do so.

<table>
<tr><th></th><th>Morning Drop-off</th><th>Afternoon Collection</th></tr>
<tr><td>Families</td><td rowspan="3">Your child/ren should arrive anytime between 8:45am and 9:10am</td><td>3:05pm</td></tr>
<tr><td>Foundation Phase Pupils (Reception to Year 2) who do not have a sibling in Key Stage 2.</td><td>3:15pm</td></tr>
<tr><td>Key Stage 2 Pupils (Year 3 to Year 6) who do not have a sibling in the Foundation Phase.</td><td>3:25pm</td></tr>
<tr><td colspan="3">Parents/Guardians must adhere to these times and make every effort to be on time and not to be late. We will be locking the gates promptly at 9:10am. We do not want children to miss valuable learning time, disrupt lessons that have started or, for health and safety reasons, to be going through the main entrance. Please do not arrive any earlier than the times stated above.</td></tr>
</table>

PLEASE NOTE:

- Further information on the **new one-way system** will be distributed prior to the start of term.
- **Please ensure that that only one adult accompanies and collects their child/children to/from school.**
- Parents /guardians **should not** congregate outside the school or remain on the school site after their child/children have been transferred into the care of a member of staff, and similarly should leave the school site immediately after collecting their child/ren.
- Car sharing is **strongly discouraged**. Wherever possible, families should walk to school.

SCHOOL TRANSPORT

We are awaiting further guidance on this and will share the details with the relevant parents/guardians as soon as possible.

BREAK TIME ARRANGEMENTS

We will make every effort to ensure that pupils stay in their class groups (contact groups) throughout the day, including break times and lunch times. We have created a timetable to ensure that children have their break times and lunch in their class groups.

LUNCHES AND SNACKS

Lunches will be provided on site from 3rd September but pupils will eat their lunch within their class setting. Direct payments to families on free school meals will stop at the end of August as food will be provided in school. Parents can choose whether they send their child to school with a packed lunch. For the time being, snacks will not be available in school and so we would ask that parents send their child with a healthy snack to be eaten mid-morning. For the first two weeks, pupils who opt for the School Lunch option will be provided with a packed lunch in a 'grab bag'. The hot options and salad options will resume on the 14th September. Please note that the Salad Bar will not operate as normal for the foreseeable future and those opting for the Salad Bar will receive a plated meal and will be unable to choose as they would normally do.

AFTER SCHOOL CLUB (CLWB PLANT Y TRI ARTH)
This will not be operational at the start of term but our current aim is for it to resume on the 14th September.

EXTRA CURRICULAR CLUBS (E.G. SPORTS CLUB, COOKING, URDD CLUB)
These will not be running during the first term.

KEY WORKER CHILDREN
From September, there will be no key worker provision.

HANDWASHING
(If your child / children have sensitive skin, you can send your own soap in to school if you wish.)

This will be undertaken regularly throughout the day but always:

- After arriving and before leaving the school premises
- Before and after food
- Before and after handling equipment/resources which have been used by another child/member of staff
- After any physical contact with another child/member of staff
- After blowing their nose, sneezing or coughing.

UNIFORM
We have previously stated that the wearing of school uniform is not expected until after the October half term. However, we are aware that the wearing of uniform is a far easier option for parents/guardians and instils a sense of equality amongst our pupils. You are welcome to send your child in uniform. We are also mindful that some may not be in a position at the moment to purchase the necessary uniform. Please remember that we have an extensive range of uniform in excellent condition at school for distribution – REDUCE, REUSE, RECYCLE!

PPE – PERSONAL PROTECTIVE EQUIPIMENT

Pupils:
- Pupils are not expected to wear PPE (face coverings) in school, as stated by Welsh Government.
- If a parent/guardian wishes for their child to wear a face covering on their way to and from school, they must ensure that their child knows not to touch the front of the covering and is able to put on and remove the covering correctly.
- If your child wishes to wear a face covering, it is important for them to bring spare ones in a sealed bag and you must provide an additional plastic bag for storing any used face coverings.
- Welsh Government guidance states 'No one who may not be able to handle face coverings as directed (e.g. young learners) should wear them as this may inadvertently increase the risk of transmission'.

Staff:

- Staff will only wear PPE (Facemasks, gloves and apron) if they need to administer first aid or personal care to a child.
- Pupils will also see staff wearing some PPE when cleaning areas.

PERSONAL EQUIPMENT
Pupils should not bring any items to school other than a coat, sunhat, sunscreen, drink, snack and their packed lunch which should all be placed in one bag. Please leave all other personal items including

workbooks and reading books at home until we advise you differently. Pupils do not need to bring a pencil case or any writing / colouring equipment to school.

We will do our utmost to ensure that all necessary measures are taken to keep our learners safe but this will require the co-operation of the whole school community and we must ask that the directives shared above are followed by all. We may need to adapt these in line with any new guidance received from the Local Authority or Welsh Government.

WE WOULD ASK THAT PARENTS/GUARDIANS SUPPORT AND ASSIST US BY:

- ✓ Following the Government guidance on staying at home and not bringing your child to school if you or any member of the family have any of the symptoms of COVID. People with symptoms should self-isolate for 7 days and people who have been in direct contact with those with symptoms should self-isolate for 14 days.
- ✓ **Ensuring that only one adult accompanies and collects their child/children to/from school.**
- ✓ Trying to maintain 2m social distancing from other adults and children.
- ✓ Allowing Key Stage 2 pupils to make their way up to the middle yard independently. They should be left by the main entrance where they will be supervised as they follow the red arrows to meet the staff.
- ✓ Not allowing your child to touch any outdoor resources on the way into or out of the school.
- ✓ Sending your child in clean uniform/clothing daily with footwear that is suitable for outdoors and an extra layer, as lots of classrooms will have their windows/ doors open to aid ventilation.
- ✓ Keeping to the new start and finish times.
- ✓ Conducting any business with the school office by telephone or e-mail. If you need to speak to a member of staff at length then appointments can be made via the office.

DATE FOR RETURNING TO SCHOOL

Group 1 – FAMILIES ONLY (PUPILS WHO HAVE A BROTHER OR SISTER IN THE SCHOOL)

They should attend school on:
Thursday, September 3rd and then daily from the 7th September 2020.

Group 2 – INDIVIDUALS ONLY (PUPILS WHO DO NOT HAVE A BROTHER OR SISTER IN THE SCHOOL)

They should attend school on:
Friday, September 4th and then daily from the 7th September 2020.

If you would like to discuss the contents of this letter further or require further clarification, please contact us through the school website.

Yours sincerely,

C Evans
Headteacher