



Parent and Visitor Code of Conduct

This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and Ysgol Gynradd Gymraeg Castell-nedd.

Introduction

At YGGCN we are very proud to have a dedicated and supportive school community. At our school, the staff, governors and parents all recognise that the education of our children is a partnership between us all.

The purpose of this policy is to provide a reminder to all parents and visitors to Ysgol Gymraeg Castell-nedd about the expectations around the conduct of all parents and visitors connected to our school.

We understand that everyday frustrations can cause misunderstandings and have a negative impact on our relationships. We believe it is essential that we all remain committed to resolving difficulties in a constructive manner through open, positive dialogue.

This Code of Conduct shares with you a common expectation and understanding over behaviour.

Expected behaviour and conduct

Parents, carers and visitors are asked to:

- Work together positively and constructively with teachers and staff.
- Treat all members of the school community with respect.
- Set a good example in their own speech and behaviour.
- Raise any concerns through the appropriate channels so that they can be dealt with appropriately and effectively for all concerned.

Behaviour and conduct which is not tolerated

- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening a member of staff, visitor, fellow parent or student.
- Damaging or destroying the school property.
- Sending abusive or threatening emails, text/ voicemail/ phone messages or other written communications (including via social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/ parents/ staff/ governors at the school.
- The use of physical, verbal or written aggression towards another adult or child (this includes physical punishment of a parent's own child on school premises).
- Any language or actions which breach our commitment to Equality and Diversity, for example, but not exclusively, sexist, racist or homophobic comments/ actions.
- Smoking, vaping, taking illegal drugs or consuming alcohol on school premises.
- Dogs on school premises (other than guide dogs).

Responses to breaches of the Code of Conduct

A breach of the code of conduct may lead to:

- A warning.
- A ban from the school premises.
- Or ultimately, referral to the police of other external agencies.

Complaints

This Code of Conduct does not prevent parents from raising a legitimate complaint. In most cases we hope that all complaints and concerns can be resolved through open dialogue with teachers or other members of staff as appropriate. Where parents are not satisfied with responses that they receive, they may then follow the Complaints Procedure as laid out in our School Complaints Policy. This is available on the school's website or hard copy from the school office.



Cod ymddygiad ar gyfer rhieni ac ymwelwyr

Cytundeb diarwydd yw'r cod ymddygiad hwn rhwng Rhieni, Gofalwyr, Ymwelwyr ac Ysgol Gynradd Gymraeg Castell-nedd.

Cyflwyniad

Mae gan YGGCN gymuned ysgol ymroddgar a chefnogol. Cydnabyddir staff, llywodraethwyr a rhieni ein bod ni'n gweithio mewn partneriaeth gyda'n gilydd er mwyn addysgu plant yr ysgol. Nod y polisi hwn yw atgoffa rhieni ac ymwelwyr i Ysgol Gynradd Gymraeg Castell-nedd o'r ymddygiad yr ydym yn ei ddisgwyl wrthoch chi wrth i chi ymwneud â'r ysgol.

Deallwn fod rhwystredigaethau bywyd bob dydd yn gallu arwain at gamddealltwriaethau a ellir cael effaith negyddol ar ein perthnasau. Mae'n hanfodol felly ein bod ni'n ymrwymo i'r egwyddor o ddatrys anghydfodau mewn modd adeiladol gan gyfathrebu'n bositif ac yn agored.

Amlinellir y cod ymddygiad hwn ein disgwyliadau parthed ymddygiad.

Ymddygiad disgwyliedig

Gofynnir rhieni a gofalwyr i:

- Gydweithredu'n adeiladol ac yn bositif gydag athrawon a staff.
- Drin pob aelod o gymuned yr ysgol gyda pharch.
- Osod esiampl dda parthed iaith ac ymddygiad.
- Godi pryderon dan weithdrefnau priodol er mwyn sicrhau bod pryderon yn cael eu datrys mewn modd addas ac effeithiol er lles pawb.

Nid yw'r mathau hyn o ymddygiad yn dderbyniol

- Ymddygiad aflonyddgar sy'n ymyrryd neu'n bygwth ymyrryd â gweithredoedd arferol yr ysgol ar safle'r ysgol neu'n agos i safle'r ysgol.
- Ymddygiad anaddas o bob math ar safle'r ysgol.
- Defnydd o iaith anwedus, codi llais neu golli tymer.
- Bygythiadau i aelod o staff, ymwelydd, rhiant neu blentyn.
- Gwneud difrod neu ddinistrio eiddo'r ysgol.
- Anfon e-byst, negeseuon tecst, negeseuon ffôn a phob math o neges arall (gan gynnwys negeseuon ar y cyfryngau cymdeithasol) sy'n sarhaus neu'n fygythiol at unrhyw aelod o gymuned yr ysgol.
- Sylwadau sarhaus, difenwol ac ymosodol am yr ysgol neu unrhyw blentyn/rhiant/aelod o staff neu lywodraethwr.
- Ymosodiadau corfforol, llafar neu ysgrifenedig tuag at unrhyw oedolyn neu blentyn (gan gynnwys rhiant yn cosbi ei blentyn/ei phlentyn ar safle'r ysgol).
- Iaith neu weithred sy'n groes i'n hymrwymiad i Gydraddoldeb ac Amrywiaeth, er enghraifft ond nid yn unig, sylwadau/gweithredoedd rhywiaethol, hiliol a homoffobig.
- Ysmygu, mewnanadlu, defnydd o gyffuriau anghyfreithlon neu yfed alcohol ar safle'r ysgol.
- Cŵn ar safle'r ysgol (gan eithrio cŵn tywys).

Ymateb yr ysgol i unigolyn sy'n torri'r cod ymddygiad

Gall unigolyn sy'n torri'r cod ymddygiad dderbyn:

- Rhybudd.
- Gwaharddiad o safle'r ysgol.
- Mewn sefyllfaoedd eithafol ellir rhoi gwybod i'r heddlu neu asiantaethau allanol eraill.

Cwynion

Nid yw'r cod ymddygiad hwn yn atal rhieni rhag codi cwynion dilys. Gobeithiwn y bydd pob cwyn a phryder yn cael ei datrys drwy ddeialog agored gydag athrawon ac aelodau eraill o staff le'n briodol. Os nad yw rhieni'n fodlon gyda'r ymatebion maent yn eu derbyn y dylai rhieni dilyn Gweithdrefn Cwynion a ddisgrifiwyd ym Mholisi Cwynion yr Ysgol. Mae hwn ar gael ar wefan yr ysgol neu drwy law o swyddfa'r ysgol.