

Croeso i Gylch Meithrin Llanrhaeadr Ym Mochnant.

Welcome to Cylch Meithrin Llanrhaeadr Ym Mochnant.

**“Cylch diogel a hapus lle y gall plant ddatblygu eu
hannibyniaeth, eu hyder a'u perthynas ag eraill trwy
brofiadau hwyliog a phositif”**

*“A safe, happy Cylch where children can develop their
independence, confidence and relationships through
fun, positive experiences”*



Mae'r cylch medru derbyn 16 o blant rhwng 2 oed a phan maent yn dechrau'r ysgol. Dilyni'r ratio staffio AGC. Mae blaenoriaeth yn cael ei roi i ddisgyblion sydd wedi mynychu Cylch Ti a Fi, sy'n dod o'r ardal leol neu sydd yn cael ei ariannu gan Gyngor sir Powys.

Mae'r Cylch yn gallu cynnig llefydd am ddim i blant 3 oed am 10 awr yr wythnos hyd nes y byddant yn dechrau ysgol. (Cyllid yn cychwyn y tymor ar ol iddynt droi'n tair oed.) Mae'r 10 awr yn cael ei ariannu gan Gyngor sir Powys.

The Cylch is able to accept 16 children aged from 2 until the time they start school. Staff ratios follow the CIW guidelines.

Priority is given to pupils from “Ti a Fi”, who are from the local area or are funded by Powys County Council.

Cylch is also able to offer free places for 3 year-olds until they go to school. (Funding starting the term following their third birthday) Children are funded for 10 hours a week by Powys County Council.

Iaith/Language

Iaith y Cylch yw Cymraeg. Mae llawer o'r plant sy'n mynychu Cylch yn dod o gartrefi ddi - Gymraeg, ond maent yn dod i ddeall yr iaith yn gyflym iawn ac yn medru dweud a deall llawer o bethau mewn amser byr iawn, mae'r arweinydd a cynorthwydd yn defnyddio iaith lafar rhugl ac yn defnyddio'r dull trochi yn ystod amseroedd rwtin a gweithgareddau. Ein bwriad, fel Cylch, yw cyfrannu at Gynllun Strategol Cymraeg mewn Addysg ble y gobeithiwn sicrau filiwn o siaradwyr Cymraeg erbyn 2050.

The Language of the Cylch is Welsh. Many of the children attending are from non-Welsh speaking homes, but they quickly absorb the language and after only a short time they can speak and understand most things, the leader and assistant uses fluent Welsh at all times and immerse the children in the language during all routines and activities! Our hope, as a Cylch, is to contribute to the WESP's (Welsh Education Strategic Plan) aim to have a million Welsh speakers by 2050.

Manylion Cyswllt /Contact details

Ffon/Phone – 07377 842939

ebost/email – cylch.llanrhaeadr@yahoo.co.uk

Staff - Arweinydd/Leader:
Alwen Harding

Cynorthwy-ydd/Assistant:
Ceri Lewis

Cynorthwy-ydd ychwanegol/ Additional assistants:
Michelle Offland
Rachel Jones
Sammy Jones

Swyddog Datblygu/Development Officer:
Nia Chapman 07800 540170

Y Pwyllgor/The Committee.
Mae'r Cylch Meithrin yn cael ei rhedeg gan bwyllgor gwirfoddol.

Cylch Meithrin Llanrhaeadr Y.M is run by a voluntary committee.

Swyddogion y pwyllgor presennol yw a'i rhifau Cyswllt:-
Present Committee Officers and their Contact Numbers:-

Cadeirydd/ Chairperson:- Awel Jones - 07890618965

Is-Cadeirydd/Vice-Chairperson – Sioned Vaughan

Unigolyn Cyfrifol/Responsible Individual and Trysorydd/ Treasurer:-

Joanne Williams - 07870414282

Ysgrifennyddes/ Secretary:- Barry Morris - 07964282487

Cynhelir cyfarfod blynnyddol ac mae aelodau'r pwyllgor yn cael eu henwebu a'u hethol. Mae croeso hefyd i rhieni / gofalwyr fynychu'r cyfarfodydd a gynhelir yn ystod y flwyddyn. Ceir cyfle i drafod materion gofal ac addysg plant os oes angen .Fel pwyllgor rydym yn croesawu unrhyw sylwadau oddi wrth rieni ar unrhyw adeg. Rydym yn ymdrechu i ddarparu safon uchel o ofal ac addysg ac fe adlewyrchir hyn yn adroddiad arolwg blynnyddol A.G.C (Arolygaeth Gofal Cymru). A.G.C yw'r corff sydd yn rheoli cofrestriadau ac yn gosod y safonau sydd yn rhaid i'r Cylch weithio tuag atynt. Un o'r gofynion ydy bod rhiant / gofalwr yn derbyn ac yn cytuno i fynd i mewn i gytundeb rhwng eich hun â'r Cylch. Mae adroddiad AGC i weld ar hysbysfwrdd y Cylch.

We hold an AGM each year where committee members are nominated and appointed. Parents/carers are also most welcome to attend the regular Committee meetings held throughout the year. The meetings give you an opportunity to discuss any matters that are relevant to the care of your child/ren whilst attending the Cylch.

As a committee we welcome any feedback from you at any time. We are dedicated to providing a high standard of care which is reflected in the Care Inspectorate for Wales (CIW) inspections. CIW control registration and set standards which the Cylch has to work to. One of the requirements is that every parent/ carer has to be issued with, and enter into, a contract between yourself and the Cylch. The CIW report is displayed on the Cylch notice board for your attention.

Cofrestriad/ Registration

Cyn sesiwn cyntaf eich plentyn bydd disgwyl i chi lenwi rhai ffurflen:

Before your child's first session you will be asked to complete some forms:

Ffurflen gytundeb a chofrestru/ Agreement and Registration Form

Slip caniatâd (tynnu llun a ffurflen casglu ayyb)/ Permission slips (photographs, collection etc)

Bydd angen cwblhau'r ffurflen i a'u dychwelyd i staff y Cylch.

(Mae manylion personol yn cael eu cadw'n gyfrinachol ac o dan glo – mae croeso trafod hyn efo'r swyddog diogelu data – Alwen Harding).

Forms need to be completed and returned to Cylch staff. (All personal details are kept confidential and under lock and key- you are welcome to discuss this with our data protection officer – Alwen Harding).

Gweithdrefn Casglu plentyn /Collection Procedure

Bydd disgwyl i bob rhiant fod wedi cwblhau ffurflen cofrestru a chytundebau cyn i'r plentyn ddechrau yn y Cylch.

Ni ryddheir unrhyw blentyn i oedolyn os nad ydynt wedi eu nodi ar y ffurflen casglu plentyn. Os oes newid i'r drefn disgwyli'r gwybodaeth gyflawn gan y rhiant pan fydd yn dod a'r plentyn i'r cylch, mae modd ddefnyddio system cyfrinair, lle bydd rhaid i rhiant ac y person sydd yn casglu'r plentyn cytuno ar cyfrinair i adrodd yn ol i'r Cylch cyn casglu'r plentyn.

All parents will be expected to have completed the registration forms and agreements before their child starts at the Cylch.

No child will be released to an adult unless they are identified on the child collection form. If there is a change to the normal order, full information is expected from the parent when bringing their child into the Cylch, a password system can be used, whereby a parent and the person collecting the child have agreed on a password to report back to the Cylch before collecting the child.

Iechyd a Diogelwch/ Health and Safety

Mae'r Cylch yn cydymffurfio â gofynion deddfwriaeth "Iechyd a Diogelwch" gan wneud popeth sy'n rhesymol ymarferol i sicrhau iechyd a diogelwch pawb yn y Cylch, e.e, Amddiffyn rhag yr haul, asma (asthma), archwilio offer, hylendid bwyd, ayyb. Mae'r Cylch yn sicrhau bod o leiaf hanner y staff yn meddu ar Dystysgrif "Cymorth Cyntaf" cyfredol, ac yn mynychu hyfforddiant rheolaidd. Trefnir archwiliadau blynnyddol ar yr offer trydanol i gyd, ynghyd â'r offer Diffodd Tân. Er mwyn sicrhau diogelwch Tân, rydym yn cynnal dril Tân unwaith pob tymor i sicrhau bod y plant yn ymwybodol o'r weithdrefn yn ystod Tân, gofynnir i'r plant ddilyn y cynorthwydd allan o'r ystafell Cylch gan ddefnyddio'r drws Tân tuag at y man ymgynnll ar iard yr ysgol., yna mae'r arweinydd yn gwirio nad oes unrhyw un ar ôl yn y lleoliad (os yw'n ddiogel gwneud hynny) yna'n gwirio bod pob plentyn yn bresennol.

The Cylch complies with the requirements of "Health and Safety" legislation to ensure the health and safety of everyone in the Cylch, eg, sun protection, asthma, equipment inspection, food hygiene, etc. The Cylch ensures that at least half of staff hold a current "First Aid" Certificate and attend regular training. Annual inspections are carried out on all electrical appliances, as well as Fire equipment.

To ensure fire safety we hold a fire drill once every term to ensure the children are aware of the procedure during a fire, the children are asked to follow the assistant out of the Cylch room using

the fire door towards the assembly point on the school yard, the leader then checks there is no one left in the setting (if safe to do so) then checks that all children are present.

Argyfwng Meddygol/ Medical Emergency

- **Petai blentyn angen triniaeth feddygol mewn argyfwng a bod y Cylch yn methu cysylltu â'r rhieni na'r personau cyswllt brys arall, bydd y Cylch yn gwneud trefniadau angenrheidiol i sicrhau diogelwch y plentyn.**
- **Mae arwyddo'r cytundeb gofal plant a'r ffurflen gofrestru yn caniatáu i'r Cylch i unrhyw driniaeth feddygol brys a allai fod yn angenrheidiol mewn argyfwng.**
- **Should a child require medical treatment in an emergency and the Cylch are unable to contact the parents or other emergency contact persons, the Cylch will make necessary arrangements to ensure the child's safety.**
- **Signing the childcare agreement and registration form allows the Cylch any emergency medical treatment that may be needed in an emergency.**

Rheoli Haint/ Infection Control

Er mwyn sicrhau fod unrhyw salwch gastroberfeddol yn cael ei reoli yn effeithiol, ac i ddiogelu staff a phlant eraill, gofynnwn i chi beidio a gyrru'ch plentyn i'r Cylch tan o leiaf 48 awr ar ôl i'r symptomau glirio.

To ensure that any gastrointestinal illnesses (sickness and diarrhea) are managed effectively, and to protect the staff and other children, we ask that you do not send your child to Cylch for at least 48 hours after any symptoms have cleared.

Ein nod yw bod y pecyn gwybodaeth yma yn ateb eich cwestiynau ynglŷn â'r Cylch. Mae staff/aelodau o'r pwylgor wastad ar gael i ateb unrhyw gwestiynau sydd gennych.

We hope that the package of information answers any questions about Cylch. The staff and Committee will be pleased to answer any questions/queries that you may have.

Amseroedd a Ffioedd/ Times and Fees.

Dydd Llun/ Monday - 8.45 – 3.15yp/pm

Dydd Mawrth/Tuesday - 8.45 – 3.15yp/pm

Dydd Iau/Thursday – 8.45-11.15yb/am

Dydd Gwener/Friday - 8.45 – 3.15yp/pm

Sesiwn Bore/Morning Session – 8.45 – 11.15yb/am - £10 y sesiwn/per session

Sesiwn Pnawn/ Afternoon Sessions – 11.15 – 3.15yp/pm - £16 y sesiwn/per session

£16 y diwrnod os yw'r plentyn yn defnyddio cyllid Cyngor Sir Powys NEU £26 y diwrnod (heb gynnwys cyllid Cyngor Sir Powys)

£16 per day if child is using Powys County Council Funding or £26 for full day (not including Powys CC Funding)

Bydd rhaid i'r plant ddod a pecyn bwyd os ydyn yn aros trwy'r dydd/seisiwn pnawn.
Your child will be required to bring a packed lunch if staying all day or attending the afternoon session.

Mae rhaid i ffioedd cael ei dalu yn llawn am pob sesiwn, oddi eithr bod y Pwyllgor yn cau y Cylch, ni bydd newidiadau i gwyliau, apwyntiadau o fewn oriau agor y cylch neu salwch tymor byr(salwch tymor hir I gael ei drafod gan y pwyllgor mewn pob achlysur)

Fees are payable **in full** for all sessions unless the Committee close Cylch, there is no adjustments made for holidays, appointments taken within Cylch opening hours or short term illnesses.(long term illness to be discussed with the Committee in each case)

Ti a Fi
Dydd Gwener/ Friday 10.00-11.15am

£2.00 y sesiwn/ per session

Rhieni/Gwarchodwyr gyda babanod a phlant bach o enedigaeth hyd at oed ysgol.
Parents/ Guardians with babies up to school age.

Anghenion Dysgu Ychwanegol/Additional Learning Needs.

Ymdrechwn i gynnig llefydd i blant gydag anghenion dysgu ychwanegol cyn belled ag y gallwn gynnig lefel digonol o gefnogaeth iddynt, yn dilyn ymgynghoriad gyda rhieni/ gofalwyr ag unrhyw weithwyr.

We will endeavor to offer places to children with Additional Learning Needs providing we can offer an adequate level of support for them, following a consultation with parents/ carers and any support workers.

Safonau Gofal/Quality of Care.

Er mwyn cynnal safonau'r Cylch byddwn yn gofyn am farn rhieni am y gofal a'r ddarpariaeth sydd yn bodoli yn y Cylch. Gwneir hyn drwy holiaduron i rieni. Yn flynyddol cynhelir cyfarfodydd gwerthuso staff. Mae staff yn barod iawn i drafod unrhyw faterion sy'n codi.

In order to maintain standards we ask parents for their opinion on the care and provision provided by the Cylch Meithrin. This will be done by sending questionnaires to parents. Annual staff appraisals are also held. Staff are always willing to discuss any matters arising.

Polisi Derbyn/Admissions Policy.

Amcan: Amcan y Cylch Meithrin ydy cynnig gofal ag addysg blynnyddoedd cynnar i blant sydd heb eto gychwyn ysgol, drwy gyfrwng y Gymraeg.

Egwyddor: Mae'r Cylch yn croesawu pob plentyn sydd o fewn yr oed gofynnol, beth bynnag ei anghenion, lliw, rhywogaeth, crefydd, safon yn y gymdeithas neu sefyllfa deuluol.

Polisi: Fe wnaiff y Pwyllgor fabwysiadu a gweithredu mein prawf derbyn Cylch addas. Mae'r Cylch yn cydymffurfio gydag amodau cofrestru fel ag y meant yn cael eu gosod i lawr gan y ddeddf plant 1989 ynglŷn ag oed a nifer y plant a ganiateir.

Aim: The aim of the Cylch Meithrin is to offer early years care and education for pre-school children, through the medium of Welsh.

Principle: *The Cylch Meithrin welcomes every child who is within the required age range, whatever his/her needs, colour, race, religion, social class or family situation.*

Policy: *The Committee will adopt and implement appropriate admissions criteria for the Cylch. The Cylch conforms to the registration conditions as laid down by the Children's Act 1989 regarding the age and the number of children allowed.*

Polisi Cwynion/ Complaints Policy.

Amcan: *Mae'r Cylch yn anelu at ddarparu gwasanaeth o'r safon uchaf ym mhob agwedd o'i gwaith.*

Egwyddor: *Mae'r Cylch yn cefnogi'r egwyddor o geisio barn y defnyddwyr ynglŷn â'r gwasanaeth y mae yn ei ddarparu fel bod y gwasanaeth yn medru cael ei wella os oes angen.*

Cod Ymarfer: *Mae'r Cylch yn monitro cwynion ac yn ceisio eu datrys mewn ffordd adeiladol mor fuan ag sy'n bosib.*

Aim: *The Cylch aims to provide a service of the highest quality in all aspects of its work.*

Principle: *The Cylch supports the principle of seeking users' views regarding the service it provides, so that the service may be improved if necessary.*

Code of Practice: *The Cylch will monitor complaints and attempt to resolve them in a constructive way as quickly as possible.*

Mae'r Cylch yn croesawu unrhyw sylwadau ar unrhyw amser ond os ydych am wneud cwyn byddwn mor garedig a chanlyn y drefn isod: -

- Cysylltwch â Chadeirydd y Pwyllgor ar lafar yn y lle cyntaf.
- Os na fedr y mater gael ei ddatrys yn fodhaol dylid anfon llythyr i'r Pwyllgor. Fe wnaiff y Pwyllgor ymchwilio i'r mater ag ymateb yn ysgrifenedig o fewn 7 diwrnod.
- Os bydd y mater yn parhau heb ei ddatrys dylid cysylltu â swyddog datblygu lleol Mudiad Ysgolion Meithrin am gyngor pellach.
- Os na all y mater gael ei ddatrys yn fodhaol mae gan chi yr hawl i godi'r mater gyda A.G.C.

Mae modd gweld y polisiau llawn -maent ar gael yn y Cylch os hoffech gofyn wrth aelod o staff.

The Cylch welcomes any comments at all times, however should you wish to make a complaint please follow the procedures below:-

- Contact the Committee Chair verbally in the first instance.
- If the matter cannot be resolved satisfactorily a formal letter should be sent to the Committee. The Committee will investigate the matter and respond in writing within seven days.
- Should the matter remain unresolved, Mudiad Meithrin's local Development Officer should be contacted for further advice.
- If the matter cannot be resolved to your satisfaction then you have the right to raise the matter with CIW.

If you would like access to the full policies, they are available in the Cylch – please ask a member of staff.

Y Cyfnod Sylfaen a'r Meysydd Dysgu
The Foundation Phase and Areas of Learning.

Bydd profiadau a gweithgareddau'r plant yn seiliedig ar thema a fydd yn newid pob hanner tymor. Byddwn yn sicrhau bod ein darpariaeth yn cynnwys profiadau ymhob maes dysgu yn dilyn canllawiau'r Cyfnod Sylfaen.

The children's experiences and activities will be based on a theme which will be changed every half term. We will ensure that the provision provided will include experiences in all the areas of learning based on the Foundation Phase.

1)Iaith Llythrennedd a Chyfathrebu.

I fedru defnyddio iaith ar draws pob maes: siarad, gwrando a chyfathrebu.

- Gwrando ar stori
- Mynegi anghenion
- Defnyddio offer marcio i wahanol bwrpasau: paentio, sgriblo, tynnu llun.

1)Language, Literacy and Communication

To use language to enhance learning across all areas: speaking, listening and communicating with others.

- Listen to a story.
- Communicate needs.
- Using marking implements for a range of purposes; painting, drawing and scribbling.

2)Datblygiad Personol a Chymdeithasol, Lles ac Amrywiaeth Diwylliannol.

I ddatblygu perthynas efo plant ac oedolion. I ddysgu am y byd o'i cwmpas y tu allan i'w bywyd teuluol.

- I allu dangos gofal, parch a hoffter at blant eraill ac oedolion.
- I ddechrau bod yn gyfrifol am lendid personol (e.e golchi dwylo ar ôl defnyddio'r toiled, cyn bywd ac y yn blaen.)
- I aros eu tro ac i rannu.

2)Personal and Social ,Moral and Spiritual Development

To develop and learn about relationships with other children and adults, to learn about the world outside the family.

- Demonstrate care, respect and affection for other children and adults.
- Begin to take responsibility for personal hygiene (for example: washing hands after using the toilet, before handling food and so on)
 - Take turns and share.

3)Datblygiad Creadigol.

I ddatblygu dychymyg a chreadigedd drwy gerdd, celf a chwarae'r rôl.

- I wneud dewisiadau am liw a chyfrwng.
- I ddechrau mwynhau chwarae'r rôl.
- I ddechrau gwahaniaethu rhwng seiniau heb gliwiau gweledol (er enghraift; anifeiliaid, offerynnau, lleisiau.)

3)Creative Development.

To develop their imagination and creativity through music, craft and role play.

- *Make choices about colour and medium.*
- *Begin to enjoy role play.*
- *Begin to differentiate sound without visual clues (for example, animal noises, instruments and voices.)*

4)Datblygiad Mathemategol.

Dechrau deall y broses fathemategol a chysyniadau. I ddefnyddio a deall iaith fathemategol ynghyd a rhifau a siâp mewn gweithgareddau ymarferol.

- *I ddidoli, cyfatebu, trefnu, cyfresu, cymharu â chyfrif pethau cyfarwydd.*
- *I ddefnyddio iaith fathemategol mewn cyd- destunau perthnasol: siâp, safle, maint a swm*
 - *I ddechrau deall cysyniadau mathemategol megis "llai" a "mwy."*

4)Mathematical Development

Begin to understand mathematical processes and concepts. Use mathematical language, numbers and shapes in the context of activities.

- *Sort, match, order, sequence, compare and count familiar objects.*
- *Use mathematical language in relevant contexts: shape, position, size and quantity.*
 - *Begin to understand mathematical concepts such as "less" and "more."*

5).Gwybodaeth a Dealltwriaeth o'r Byd.

I brofi'r byd cyfarwydd drwy archwilio'r amgylchedd a geir dan do ac yn yr awyr agored.

- *I ddysgu am leoliad eu hardal leol.*
- *I roi digwyddiadau mewn trefn.*
- *I ddysgu am eu hunain.*
- *Cyflie i arbrofi a gwahanol wrthrychau cyffredin.*

5)Knowledge and Understanding of the World.

To experience the familiar world through investigating in indoor & outdoor environment.

- *To learn about their locality.*
- *To be able to order and sequence events.*
- *To know parts of the body and talk about themselves and their senses.*
 - *Begin to recognize and investigate with different materials.*

6)Datblygiad Corfforol.

I ddatblygu rheolaeth o'u cyrff a hyder gyda symudiadau corfforol.

- *I symud yn hyderus, gyda rheolaeth a chydlyniad cynyddol*
- *I ddefnyddio amrywiaeth o offer, bach a mawr, gyda rheolaeth a hyder cynyddol (er enghraifft, beiciau, peli, ffframau dringo)*
- *I ddeall y gwahaniaeth rhwng rhedeg, cerdded, neidio a dringo.*

6)Physical Development.

To develop physical control and co-ordination through a range of experiences

- *Move confidently with increasing control and co-ordination*

- Use a range of small and large equipment with increasing skill and confidence (for example: bikes, balls, climbing frames)
- Understand the difference between running, walking, jumping and climbing.

COVID19

_Yn dilyn Pandemig Covid-19 hoffem i rieni nodi rhai newidiadau bach i'r weithdrefn.

- Wrth ollwng a chasglu, rhaid i rieni gadw at gadw pellter cymdeithasol, gwisgo gorchudd wyneb yna rhaid cwrdd â'r plant wrth y giât fel nad yw'r rhieni'n mynd i mewn i ystafell y cylch.
 - Er mwyn helpu ein plant i reoli heintiau, anogir plant i olchi eu dwylo'n fwy rheolaidd, a gofynnwn i rieni anfon eu plentyn/plant i mewn gyda set sbâr o ddillad. Bydd staff yn glanhau gosodiadau ac offer yn rheolaidd felly rhowch wybod am unrhyw alergenau posibl.
- Anfonwch eich plentyn/plant i mewn gyda dillad cynnes a chôt gan y byddwn yn annog plant i chwarae yn yr awyr agored gymaint â phosibl, a bydd y drws ar agor ar gyfer awyru da.
 - Os ydych eich plentyn yn dangos symptomau salwch, peidiwch â mynchu'r cylch a rhoi gwybod i'r Arweinydd Lleoliad. Dilnwch ganllawiau'r llywodraeth ar gyfer profi ac ynysu.

Following the Covid-19 Pandemic we would like parents to note some slight changes to procedure.

- On drop off and collection parents must adhere to social distancing, wear a face covering and children are to be met at the gate so parents do not enter the cylch room.
 - To help our infection control children will be encouraged to wash their hands more regularly, and we ask that parents send their child(ren) in with a spare set of clothes. Staff will be regularly cleaning fixtures and equipment so please advise of any possible allergens.
- Please send your child(ren) in with warm clothing and a coat as we will be encouraging children to play outdoors as much as possible, and the door shall be open for good ventilation.
- If your child(ren) show symptoms of illness please do not attend cylch and inform the Setting Leader. Follow government guidelines for testing and isolating.

Unigolyn Cyfrifol i'w cysylltu â nhw yw : -

Responsible Individual is: -

Joanne Williams Ffôn / Tel : - 07870 414282

AGC
 Adeiladau'r Llywodraeth
 Heol Picton
 Caerfyddin
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 Ffôn: - 0300 790 0126

CIW
 Government Building

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Byddwn yn adolygu ein Datgan o Ddiben yn flynyddol ac yn hysbysu AGC os oes unrhyw newidiadau.

We will review our Statement of Purpose annually and notify CIW if any changes are made.

***Adolygwyd/ Reviewed - 30/01/2022
Alwen Harding / Joanne Williams***