



30 Tachwedd 2017

Annwyl Riant / Gofalwr

### Profiad Gwaith 2018

Rydym yn obeithio iawn y bydd disgyblion blwyddyn 10 yn gallu ymgymryd ag wythnos o brofiad gwaith eleni, 25 – 29 Mehefin, gan ein bod yn deall bod Coleg Llandrillo Menai wedi cytuno i gymryd y cyfrifoldeb am weinyddu, lechyd a Diogelwch a gwiriadau yswiriant ar gyflogwyr sy'n cynnig y lleoliadau. Bydd tâl ar bob ysgol ar gyfer y gwasanaeth hwn, a hyd nes y byddwn yn clywed rhagor o fanylion, ni allwn warantu y bydd yr opsiwn profiad gwaith yn mynd rhagddo, ond rydym yn awyddus i gychwyn casglu'r holl wybodaeth y bydd ei hangen ar y coleg - (gweler isod ).

Byddem yn ddiolchgar pe gallech dros gwyliau'r Nadolig sicrhau bod eich plentyn yn dewis cyflogwr addas ar gyfer profiad gwaith, ac yn cysylltu â'r cyflogwr i 'gadw' lle. Gobeithio y bydd disgyblion yn defnyddio'r cyfle gwerthfawr hwn i ddewis lleoliad gwaith a fydd yn rhoi rhywfaint o wybodaeth iddynt am broffesiwn sydd o ddiddordeb iddynt, ac nid dewis dewisiadau 'hawdd', gyda ffrindiau neu aelodau o'r teulu. Y wybodaeth sylfaenol y bydd angen i ddisgyblion ei gaffael ar gyfer y coleg yw:

Enw'r cwmni	
Cyfeiriad	
Enw cyswllt	
Rhif ffon	
Cyfeiriad e-bost	
Manylion y disgybl	

Mae'n bwysig iawn sicrhau bod lleoliadau yn cael eu sicrhau cyn gynted ag y bo modd (ond erbyn dydd Llun 15 Ionawr fan bellaf) fel y gellir gwneud y gwiriadau lechyd a Diogelwch angenrheidiol yn ystod y cyfnod a ddyrennir i'n hysgol. Efallai na dderbynnir cadarnhad hwyr o leoliadau gwaith os na ellir cynnal gwiriadau lechyd a Diogelwch.

Bydd ffurflenni i'w cwblhau i gasglu mwy o wybodaeth unwaith y bydd Coleg Llandrillo yn cwblhau eu cynllun gwaith, a byddwn yn anfon y rhain ac unrhyw wybodaeth bellach cyn gynted ag y bydd hyn ar gael.

Mae rhestr helaeth o leoliadau profiad gwaith ar wefan Cynnal:

<https://profiadgwaith.cynnal.co.uk>

Gall disgyblion fewngofnodi fel a ganlyn:

**Username: pupil4032      Password: 4032**

Mae hyn yn rhan orfodol o addysg y disgyblion, a chaniateir i'r disgyblion ddod o hyd i leoliad lleol neu un i ffwrdd o'u cartref yng Nghymru. Mae unrhyw gostau sy'n gysylltiedig â'r lleoliad, e.e. cludiant/llety yn gyfrifoldeb y riant / gofalwr.

Diolch am eich cydweithrediad,

Mrs Helen Lewis  
Pennaeth



30 November 2017

Dear Parent/Guardian

### **Work Experience 2018**

We are optimistic that year 10 pupils will be able to undertake a week of work experience this year, 25 – 29 June, as we understand that Coleg Llandrillo Menai have agreed to take the responsibility for the administration, Health and Safety and insurance checks on employers offering the placements. There will be a charge to all schools for this service, and until we hear further details, we cannot guarantee that the work experience option will go ahead, but we are eager to begin gathering all the information that the college will require – (see below).

We would be grateful if during the Christmas break, you could ensure your child selects a suitable employer for work experience, and contacts the employer to ‘reserve’ a place. We hope that pupils will use this valuable opportunity to select a work placement that will give them some insight into a profession that interests them, and not simply select ‘easy’ options, with friends or family members. The basic information that pupils will need to acquire for the college is:

Company name	
Address	
Contact name	
Telephone number	
Email address	
Pupil’s name	

It is very important that placements are secured as soon as possible (but by Monday 15 January at the latest) so that the necessary Health and Safety checks can be made during the period allocated to our school. Late confirmation of work placements may not be accepted if Health and Safety checks cannot be carried out.

There will be forms to complete to collect more information once Coleg Llandrillo finalise their work scheme, and we will forward these and any further information as soon as this becomes available.

There is an extensive list of work experience placements on the Cynnal website:

**<https://profiadgwaith.cynnal.co.uk>**

Pupils can log in using these details:

**Username: pupil4032      Password: 4032**

This is a compulsory part of the pupils’ education and pupils are allowed to find a local placement or one away from home in Wales. Any costs, eg. transport/accommodation involved during the placement are the responsibility of the parent/guardian.

Thank you for your cooperation,

Mrs Helen Lewis  
Head teacher