



YSGOL GYNRADD GYMRAEG BRYN-Y-MÔR

Pennaeth/ Headteacher: Mrs Elin Wakeham

Mewn undod mae nerth /Stronger together

02.10.20

Dear Parent/Guardian

Communication with school and homework

By now you should have received an updated timetable for your child's reading book / home school contact book. Most of your child's homework will be sent via HWB. It is really important that you encourage your child to engage with the online homework as it will help them familiarise with the HWB system at home. By doing so, should you child's class need to self-isolate or should we go into another lockdown, your child will be more familiar with the blended learning method of teaching. If you are unsure about how to log on, there are many tutorials to help you. Keep an eye out on our school website, in the parents section, for information to support you with HWB.

<https://ysgol-gymraeg-bryn-y-mor.secure-primariesite.net/topic/parents>

Due to the control measures that means that the home school contact book needs to be isolated, should you need to contact your teacher, please use their HWB email accounts. The email can be found inside your child's Home/ School contact book or shared via letter.

Email Etiquette

When communicating via email, staff and parents are expected to adhere to email etiquette, including:

- Emails are at their best when they are brief and informative. Issues that require a level of detailed discussion should be dealt with over the phone.
- Emails should always be respectful and constructive. If the email relates to a concern or problem, it ought to be focused on understanding the problem and finding a solution.
- Emails work best when they are positive. Avoid sending negative or confrontational emails. Email is not to be used to vent.
- Do not ask about or seek personal information regarding third parties (staff, students or parents).
- Likewise, emails containing personal or sensitive information should not be passed on to a third party without the permission of the sender.
- Make sure the purpose of your email is clear...do you require specific action or is the email for information only.

Expectations of Staff

- Email should not be used to discuss a sensitive issue which was not initiated by the parent or had not been previously discussed with the parent.

Ysgol Gynradd Gymraeg Bryn y Môr, St Albans Road, Brynmill, Swansea, SA2 0BP

E-bost/ E-mail: yggbrynymor@swansea-edunet.gov.uk

Gwefan/ Website: www.yggbrynymor.co.uk

Trydar/Twitter: @YGGBrynymor1

Ffôn/ Tel: 01792 466354





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- When an email is received from a parent that requires some time to gather information and reply properly, the staff member should respond acknowledging that the email has been received and indicate when an informed response will be sent.
- Staff will aim to reply to parent emails within 2 working days.
- Staff will use their HWB accounts to reply to emails.
- Staff will not respond to offensive or abusive emails and will forward them to the Head Teacher.

Expectations of Parents

- Please only send non-vital messages via this medium. For example, do not use email to inform a teacher that your child is not to go to Clwb that afternoon, as the teacher may not see the message in time. Remember that given work demands teachers may not get to read emails until late in the day. **If you have an urgent message, please ring or e mail the school directly.**
- **Only contact** your teacher via email if your concern / message cannot wait until the home/school contact book comes home.
- Please don't seek to discuss in detail your child's academic progress, learning expectations, or behavioural issues via email. These are best addressed over the phone.
- Remember to respect staff personal time, including weekends and holidays. Please **do not** send emails outside of work hours (8am-5.30pm). It is not acceptable to email late at night as staff do not always turn off their notifications, this is their work email. Staff wellbeing is vital to maintaining a healthy and happy school.
- It is the responsibility of every parent to keep the school administration up-to date with current email addresses.
- Do not share your teacher's email address with other people.

Accelerating Learning programme

We have received extra funding from Welsh Government to employ a part time teacher. The purpose of this grant is to Recruit, Recover, Raise standards. Mrs Diane Evans will start in her role from 6/10/2020. The programme is there to provide support to pupils at all levels and age groups. Please do not worry if your child is part of the group that is supported by Mrs Evans, as she will be working closely with teachers to teach the same content and curriculum as the rest of the pupils in class, therefore your child will not miss out. The focus will be primarily on Literacy (Welsh) and Numeracy. Mrs Evans will begin with a 4 week timetable working with groups of pupils from year 2, 3 and 5. All year groups will receive support at some point throughout this academic year.

Data Collection for Welsh Government

As of the 28th of September, Welsh government will do daily data collection from all school in wales with a focus on attendance. Please see the attached information for further details.

Collection / Drop off

Thank you all for continuing to maintain an orderly start and end of day. With further lockdown restrictions and

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the rise in the R rate it is even more vital that all adults maintain a safe 2 m distance from each other. Could I ask that **all parents and carers move away from the gate as quickly as possible** to allow others to drop off /collect safely.

Please remember that should you, your child or someone in your household develop covid symptoms, it is **imperative** that your family **self isolates** and that you get tested.

Here is the link for testing:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Or ring 119

Should any result be positive, you must inform the school.

Test, Track and Protect

If you, your child or anyone in the family tests positive for the virus the TTP team will advise you and the school on the best course of action to keep everyone safe. Please be reassured that if there is any advice or impact on the school, you will be informed.

Thank you for your patience and cooperation.

Elin Wakeham
Head teacher

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