

Homelearning - Guidance for pupils

What's for homelearning?

Make sure that you write down clearly what your homelearning is. If you are not sure, ask the teacher who set it.

When should I give it in?

Write in your planner when the work is due in. Check your planner each evening to make sure you have time to complete it.

Who can help me?

Teachers, parents/carers, older brothers and sisters, grandparents, friends, librarians etc. Any of these people can be valuable sources of information.

Where else can I get information?

Books, magazines, newspapers, television, radio, computer databases, CD ROMs and the internet could all provide you with information.

Where should I do my homelearning?

Try to find a quiet place with no distractions.

Remember:

- Pupils who regularly complete homelearning are more successful in exams.
- Presentation is important. Always do your homelearning as carefully as you can.

STUDY SKILLS

Study skills are ways of organising your work to help you to improve your level of understanding.

- Spend time thinking what the task is you have to complete. Read any questions with care.
- Does your piece of work cover what you have been set? If you know how the grades or marks are to be awarded, does your work cover those points?
- It is important to meet deadlines. Make a note in your planner and make sure you work to these deadlines.
- It is important to plan your work. You might need to produce a spider diagram, mind map or notes to help you do this. Does your work have to be produced in a special way? Make sure that you plan this.
- Do not wait until the last minute to start a task. Think ahead and consider whether research is involved, note making, drafting etc.

Dysgu Cartref. Cyfarwyddyd i ddisgyblion

Beth yw'r dysgu cartref?

Gwnewch yn siŵr eich bod yn ysgrifennu'n glir beth yw eich dysgu cartref. Os nad ydych yn siŵr gofynnwch i'r athro osododd y dysgu cartref.

Pryd ddylwn ei ddychwelyd?

Ysgrifennwch yn eich cynllunydd pryd mae'r gwaith fod mewn. Gwiriwch eich cynllunydd bob nos i wneud yn siŵr bod gennych ddigon o amser i'w gwblhau.

Pwy all fy helpu?

Athrawon, rhieni, brodyr neu chwirydd hŷn, teidiau a neiniau, ffrindiau, llyfrgellwyr ac ati. Gall unrhyw o'r bobl hyn fod yn ffynhonnell wybodaeth werthfawr.

Lle arall fedra'i gael gwybodaeth?

Gall llyfrau, cylchgronau, papurau newyddion, teledu, radio, data-basau cyfrifiadurol a CDROMS roddi gwybodaeth ichi.

Lle ddylwn i wneud fy ndysgu cartref?

Chwiliwch am le tawel heb ddim ymyrraeth.

Cofiwch:

- Mae disgyblion sydd yn cwblhau dysgu cartref yn rheolaidd yn fwy llwyddiannus mewn arholiadau.
- Mae cyflwyno yn bwysig. Gwnewch eich dysgu cartref mor ofalus ag y gallwch bob amser.

Sgiliau Astudio

Mae sgiliau astudio yn ffyrdd o drefnu eich gwaith i'ch helpu i wella eich lefel dealltwriaeth.

- Treuliwch amser yn meddwl beth yw'r dasg sydd rhaid ichi ei chwblhau. Darllenwch unrhyw gwestiynau yn ofalus.
- Ydyw eich gwaith yn cwmpasu yr hyn osodwyd ichi? Os y gwyddoch sut y rhoddir y graddau neu farciau ydyw eich gwaith yn cwmpasu'r pwyntiau hynny?
- Mae'n bwysig cyfarfod â dyddiadau cau. Nodwch y rhain yn eich cynllunydd a gwnewch yn siŵr eich bod yn gweithio i'r dyddiadau cau hyn.
- Mae'n bwysig cynllunio eich gwaith. Efallai bydd angen ichi baratoi diagram corryn neu fap meddwl neu nodiadau i'ch helpu i wneud hyn. Oes rhaid i'ch gwaith gael ei osod allan mewn ffurf arbenning? Gwnewch yn siŵr eich bod yn cynllunio hyn.
- Peidiwch ag aros tan y funud olaf i gychwyn tasg. Meddyliwch ymlaen ac ystyriwch oes angen gwaith ymchwil, nodiadau, drafftio, ac ati.

Homelearning - Guidance for Parents/Carers

Guidance for Parents / Carers:

We would like to take this opportunity of outlining the school's policy and organisation of homelearning which we regard as a very important element of our pupils' learning and progress.

The Purpose of home learning.

- To enable learners to cover more subject content than is possible in lessons alone.
- To provide time for essential learning activities that do not require the presence of the teacher.
- To allow time for researching information, re-drafting work or working with others.
- To enable learners to review knowledge and skills taught in class and to develop and pursue new interests.
- To help pupils develop good work habits for the future.
- To encourage independent study skills and reflection.
- To allow individuals to learn at a pace that is appropriate to their abilities.
- To enable learners to manage particular demands such as preparation for GCSE Controlled Assessments or project work.
- To raise standards.

The setting of home learning

- Home learning is set by teachers according to the home learning timetable.
- The needs of learners are acknowledged through a differentiated approach.
- Core subjects (English, Maths, Science, 1st Language Welsh) will set a minimum of one home learning task a week in Key Stages 3 & 4.
- Home learning will not exceed 3 subjects an evening.
- Learners can expect to spend the following amount of time on their home learning:

Years 7 and 8: up to 3 subjects a night	20 minutes per subject per day
Year 9: up to 3 subjects a night	30 minutes per subject per day
Years 10 and 11: up to 3 subjects a night	45 minutes per subject per day

- Each pupil has been given a homelearning timetable to be attached to this planner. All homelearning tasks should be entered into the planner on the day set together with the completion date. In some cases, it may be appropriate to set a series of tasks some weeks in advance.
- This planner is a four-way communication between pupil, parents/carer, Group Tutor and Subject teacher. We ask that you check your son/daughter's planner weekly and to sign it to indicate that you have seen it. The Group Tutor will also check the planners regularly. If your son/daughter is absent from school, we expect all books and folders to be updated as soon as possible.
- For long-term absences, work can be collected together and sent home.
- Please feel free to comment in this planner, if there has been a problem with a particular homelearning task or as a communication between yourselves and the school.
- Extra help is available in school for pupils experiencing regular difficulties with their homelearning. Please contact the Subject Leader concerned or Mrs. P. Box, Head of Supportive Education so that arrangements can be made for support.

Non-completion of homelearning:

Pupils who do not complete their homelearning on time are supported via the following process:

- Planner will be stamped / annotated 'home learning not done' and the home learning must be done by the next lesson.

If the home learning is still not completed and handed in:

- Pupils will complete tasks in support sessions run by individual departments either during the dinner hour or after school.
- Individual staff (subject teacher/ Group Tutor/ Subject/ Faculty Leader/ Progress Manager) , after professional discussion, will make appropriate contact with parents/ carers.
- Subject teachers will inform parents/carers of home learning non-completion via Progress Reviews and Annual Reports.
- This process will apply to one home learning or a series of home learnings.

If you require any further information, please do not hesitate to contact your son/ daughter's Progress Manager.

Cyfarwyddyd i Rieni/Ofalwyr

Dymunwn gymeryd y cyfle hwn i amlinellu polisi'r ysgol a threfniant Dysgu Cartref. Ystyriwn fod Dysgu Cartref yn elfen bwysig o ddysgu a datblygiad ein disgyblion.

Pwrpas Dysgu Cartref

- I alluogi y disgyblion i ymdrin â mwy o gynnwys pwnc nad yw'n bosibl mewn gwersi yn unig.
- I roddi amser ar gyfer gweithgareddau dysgu hanfodol nad oes arnynt angen presenoldeb athro.
- I ganiatau amser ar gyfer ymchwilio gwybodaeth, ail-ddrafftio gwaith neu gweithio gydag eraill.
- I alluogi disgyblion i adolygu gwybodaeth a sgiliau ddysgir yn y dosbarth ac i ddatblygu diddordebau hamdden newydd.
- I annog sgiliau astudio a myfyrdod annibynnol.
- I ganiatau i disgyblion feithrin arferion gweithio da ar gyfer y dyfodol
- I ganiatau i unigolion weithio ar gyflymder sydd yn briodol i'w gallu.
- I alluogi disgyblion i reoli gofynion arbennig megis Asesiad dan Reolaeth TGAU neu waith prosiect.
- I godi safonau.

Gosod Dysgu Cartref

- Gosodir Dysgu Cartref gan athrawon yn ol yr amserlen dysgu cartref.
- Cydnabyddir anghenion y dysgwyr drwy ymagwedd wahaniaethol.
- Bydd y Pynciau Craidd (Saesneg, Mathemateg, Gwyddoniaeth, Cymraeg Iaith Gyntaf) yn gosod o leia un tasg dysgu cartref yr wythnos yng Nghyfnodau Allweddol 3 & 4.
- Ni fydd mwy na 3 pwnc yn gosod gwaith Dysgu Cartref mewn noson.
- Gall ddisgyblion ddisgwyl treulio yr amser canlynol are eu dysgu cartref.

Blynyddoedd 7 ac 8: hyd at 3 pwnc y noson	20 munud fesul pwnc fesul dydd
Blwyddyn 9: hyd at 3 pwnc y noson	30 munud fesul pwnc fesul dydd
Blynyddoedd 10 ac 11: hyd at 3 pwnc y noson	45 munud fesul pwnc fesul dydd

- Derbyniodd pob disgybl yn yr ysgol amserlen dysgu cartref gynhwyswyd o fewn y cynllunydd hwn. Dylid rhoddi pob tasg dysgu cartref yn y cynllunydd ddiwrnod ei osod ynghyd â dyddiad cwblhau. Mewn rhai achosion, gall fod yn briodol i osod cyfres o dasgau dysgu cartref rhai wythnosau ymlaen llawn.
- Mae'r cynllunydd hwn yn gyfathrebiaeth pedwar-ffordd rhwng disgybl, rhiant/ofalwr, Tiwtor Grwp ac athro pwnc. Gofynnwn i chi wirio cynllunydd eich mab/merch yn wythnosol a'i arwyddo i nodi eich bod wedi ei weld. Bydd y Tiwtor Grwp hefyd yn gwirio cynllunwyr yn rheolaidd. Os yw eich mab/merch yn absennol o'r ysgol, disgwyliwn i bob llyfr a ffolder gael eu diweddarau cyn gynted â phosibl.
- Ar gyfer absenoldeb hir dymor, gellir casglu gwaith at ei gilydd a'i anfon i'r cartref.
- Teimlwch yn rhydd i wneud sylwadau yn y cynllunydd hwn os y bu problem gyda thasg dysgu cartref arbennig neu i gyfathrebu gyda'r ysgol.
- Mae help ychwaengol ar gael yn yr ysgol i ddisgyblion sydd yn cael anhawsterau rheolaidd gyda'u dysgu cartref. Cysylltwch gyda phennaeth yr adran briodol neu gyda Mrs.P.Box, Pennaeth A.A. fel y gellir gwneud trefniadau ar gyfer cefnogaeth.

Dysgu Cartref heb ei gwblhau:

Bydd disgyblion sydd heb gwblhau eu dysgu cartref ar amser yn cael eu cefnogi drwy'r broses ganlynol:

- Rhwir stamp/nodiadau yng nghynllunydd y disgybl yn nodi methiant i gyflawni aseiniad dysgu cartref a bydd yn rhaid cwblhau y gwaith erbyn y wers nesaf.

Os yw'r gwaith yn parhau heb ei gwblhau:

- Bydd disgyblion yn ei gwblhau mewn sesiynau cymorth adrannol yntau yn ystod amser cinio neu ar ol ysgol.
- Bydd staff unigol (athro pwnc/Tiwtor Grwp/Pennaeth Adran neu Gyfadran/Rheolwr Cynnydd) yn dilyn trafodaeth broffesiynol, yn gwneud cyswllt priodol â rhieni/ofalwyr
- Bydd athrawon pwnc yn hysbysu rhieni/ofalwyr o ddiffyg cwblhau dysgu cartref drwy Adolygiadau Cynnydd a'r Adroddiad Blynyddol.
- Bydd y broses hon yn berthnasol i un tasg dysgu cartref neu gyfres ohonynt.

Am ragor o fanylion peidiwch ag oedi â chysylltu â Rheolwr Cynnydd eich mab/merch.