Ysgol Gynradd Gymunedol Gymraeg Llantrisant
Ffordd Cefn yr Hendy, Meisgyn, Pontyclun, Rhondda Cynon Taf. CF72 8TL
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www.yggglantrisant.com

Pennaeth *Head Teacher* Mr R O'Neil

24.03.26

Ffurflenni Microsoft & SchoolApp

Annwyl Rieni / Warcheidwaid,

Fel y gwyddoch, mae'r ysgol yn defnyddio Microsoft Forms fel modd hynod o gyfleus a threfnus i gasglu data a gofyn i rieni / warcheidwaid rhoi caniatâd i'r ysgol am amrywiaeth o bethau e.e ymweliadau addysgol, clybiau allgyrsiol, gweinyddu meddyginiaeth ayyb. Mae'r ysgol yn defnyddio'r ffurflenni hyn i hwyluso pethau i chi, rhieni a gwarcheidwaid y plant, yn ogystal ag i ni.

Fel arfer, gofynnir yn garedig i'r ffurflenni gael eu cwblhau erbyn amser a dyddiad penodol am reswm penodol. Wedi i ni gasglu'r data oddi ar y ffurflenni hyn, mae tasgau gennym i'w gwneud o greu amserlenni, rhestrau, cofrestrau ac ati. Mae hyn yn mynd yn fwyfwy amhosibl ar hyn o bryd gan nad yw'r ffurflenni yn cael eu cwblhau mewn da bryd, os o gwbl, sydd yn golygu ein bod yn gorfod ail-agor y ffurflenni a dechrau'r broses o drin y data o'r newydd nifer o weithiau.

Felly, gofynnir yn garedig iawn i bawb gwblhau'r ffurflenni mewn da bryd a chyn iddynt gau, os gwelwch chi fod yn dda. Ar hyn o bryd, mae llawer iawn o amser yn cael ei dreulio yn gorfod ail-ymweld â'r furfflenni hyn a ffonio gartref i sicrhau fod y ffurflenni hyn yn cael eu cwblhau.

Yn ogystal, mae'n debyg fod nifer fawr o negeseuon SchoolApp heb eu darllen felly mae'r wybodaeth bwysig hon yn cael ei cholli. Gofynnir yn garedig i chi 'ddihuno' SchoolApp yn ddyddiol.

Mae staff yr ysgol yn gwerthfawrogi'ch cydweithrediad a'ch cymorth yn fawr iawn.

Yn gywir,

MICROSOFT FORMS



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Microsoft Forms & SchoolApp

Dear Parents / Guardians,

As you will be aware, the school uses Microsoft Forms as an extremely convenient and organised way to collect data and ask parents / guardians to give permission to the school for a variety of reasons e.g. educational visits, extracurricular clubs, administering medicine etc. The school uses these forms to facilitate things for you, the children's parents and guardians, as well as for us.

Normally, it is kindly requested that the forms be completed by a certain time and date for a specific reason. After we have collected the data from these forms, we have tasks to carry out such as creating timetables, lists, registers etc. This is becoming more and more difficult at the moment as the forms are not being completed in good time, if at all, which means that we have to re-open the forms and restart the process of analysing the data all over again, a number of times.

Therefore, everyone is kindly asked to complete the forms in good time and before they close, please. At present, a great deal of time is being spent having to revisit these forms and make phone calls home to ensure forms are completed.

In addition, it appears that many SchoolApp messages are left unread hence this information is being missed. You are kindly asked to 'wake up' the SchoolApp on a daily basis.

The school staff very much appreciate your cooperation and help.

Regards,

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MICROSOFT FORMS

