Polisi a gweithdrefnau Gwaith Cartref / *Homework Policy and procedures*

Ysgol Gyfun Gwent Is Coed

Polisi llawn/ Full Policy:

Fel ysgol credwn fod gwerth i waith cartref. Mae ymchwil yn awgrymu y gall dysgwyr sy'n ymgymryd yn llawn â gwaith cartref pwrpasol wneud cynnydd 5+ mis. Mae gwaith cartref yn atgyfnerthu, cefnogi ac ymestyn y dysgu sydd yn digwydd yn y dosbarth. Mae hefyd yn paratoi dysgwyr ar gyfer dysgu gydol oes trwy wella eu sgiliau astudio annibynnol.	*As a school we believe in the value of homework. Research suggests that pupils who fully engage in purposeful homework* ***can*** *make 5+ months progress. Homework consolidates, supports and extends classroom learning. It also provides opportunities to prepare students for life-long learning by improving their independent study skills.*
Mae gwaith cartref hefyd yn galluogi rhieni a gwarcheidwaid i gefnogi a fod yn rhan o addysg eu plentyn. Rydym am greu diwylliant lle mae dysgwyr yn cymryd cyfrifoldeb i gwblhau gwaith cartref ac yn cael eu gwobrwyo am eu hymdrech o Flwyddyn 7 ymlaen. Golyga hyn byddant yn datblygu'r arfer o gwblhau gwaith cartref er mwyn paratoi at ofynion TGAU a Safon Uwch.	*Homework also enables parents and guardians to get involved in and support student learning. We want to create a culture of pupils taking responsibility to complete homework and being rewarded for their effort from Year 7. This will develop homework as a habit that will better prepare our students for the demands of GCSE and A-Levels.*
Ein disgwyliadau yw bod gwaith cartref yn ● cael ei osod gan athrawon a'i gwblhau gan ddysgwyr yn rheolaidd yn unol â pholisi'r ysgol a/neu'r adran. ● cael ei gyfathrebu trwy Google Classroom ● briodol ac yn berthnasol i anghenion y dysgwyr ● cael ei asesu a/ neu ei fonitro.	*We have an expectation that homework will be:* ● *Set, completed and submitted regularly according to the school and/or department policy* ● *Communicated through Google Classroom* ● *Appropriate and relevant to student needs;* ● *Assessed and/or monitored.*
Crëwyd y polisi hwn yn dilyn Llais Rhieni (trwy drafodaeth fforwm rhieni), Llais Staff (trwy holiadur staff a thrafodaethau), Llais y Disgybl (trwy holiadur CA3) ac ymchwil addysgol. Byddwn yn gwerthuso effaith y polisi ac yn ailedrych ar y cynnwys ar ddiwedd y flwyddyn academaidd.	*This policy has been created following Parent Voice (through parent forum discussion), Staff Voice (through staff questionnaire and discussions), Pupil Voice (through KS3 questionnaire) and educational research. We will evaluate the impact of the policy and revisit the content at the end of the academic year.*
Pa fath o waith cartref?	*What type of homework?*
Mae ymchwil yn awgrymu mai ansawdd y gwaith cartref (yn hyrrach na faint o dasgau) sydd yn cael effaith gadarnhaol ar gyflawniad academaidd. Golyga hyn bod athrawon	*Research would suggest that it is not the quantity of homework that has a positive*

Gwent Is Coed yn cynllunio ac yn gosod gwaith cartref yn dibynnu ar eu cwricwlwm ac anghenion y disgyblion. Bydd gwaith cartref yn cael ei gynllunio'n benodol gan athrawon ac adrannau gyda'u barn broffesiynol o ran beth fydd yn cefnogi a datblygu dealltwriaeth dysgwyr o'r cwricwlwm. Nodir y mathau o waith cartref a ddefnyddir amlaf isod: 1. **Datblygu geirfa ac adolygu sillafu.** Bydd dysgwyr yn derbyn rhestrau sillafu ac mae disgwyl eu bod yn eu hadolygu drwy dechnegau megis edrych/ cuddio/ ysgrifennu/ gwirio. Neu byddant yn derbyn y rhestr drwy wefanau megis Quizlet neu Quizizz. 2. **Dwyn i gof a darllen** Bydd dysgwyr yn derbyn testunau darllen a chwestiynau darllen a deall ar destunau (neu sgiliau) sydd yn barod wedi cael eu haddysgu yn y dosbarth. Pwrpas y tasgau hyn yw datblygu sgiliau darllen dysgwyr ymhellach a dyfnhau gwybodaeth pynciol dysgwyr. Bydd dygwyr yn derbyn y gwaith yma ar Google Classroom gan amlaf lle byddant yn derbyn adborth yn syth. 3. **Cwblhau tasgau ysgrifennu estynedig** Bydd dysgwyr yn cwblhau tasg y maent wedi dechrau yn yr ysgol. Golyga hyn bod dysgwyr yn deall y dasg ac yn ymwybodol o'r Meini Prawf Llwyddiant. Bydd dysgwyr yn cwblhau'r tasgau hyn yn eu llyfrau. 4. **Adolygu** 5. **Ymchwil Personol** I gyd-fynd â'r tasgau gwaith cartref arferol bydd dysgwyr hefyd yn derbyn **'Bwydlen Gwaith Cartref'** fesul hanner tymor gan un o'r Meysydd Dysgu. Bydd y fwydlen hon yn cynnwys tasgau i ddatblygu ystod ehangach o sgiliau, er enghraifft, sgiliau creadigol, arloesol, datrys problemau a meddwl yn feirniadol. Bydd angen i ddysgwyr gwblhau	*impact on academic achievement but the quality of homework. For this reason, Gwent Is Coed teachers will plan and set homework depending on their curriculum and the pupils' needs. Homework will be specifically designed by teachers and departments with their professional judgement on what will support and further develop pupils' understanding of the curriculum.* *The types of homework most often used are noted below:* 1. ***Vocabulary development and spelling revision.*** *These will be given either through a spelling list where pupils are expected to use techniques such as look/cover/write/check to self-quiz or through revision websites such as Quizlet or Quizizz.* 2. ***Recall and reading*** *Pupils will be given a reading text and comprehension questions on content that has been already taught in class (or in languages on skills that have already been taught in class). The purpose of these tasks are to further develop the pupils reading skills and to deepen their content knowledge. These will often be given to pupils on Google Classroom where pupils will receive instant feedback.* 3. ***Completing extended writing tasks*** *Pupils will be asked to complete a task that they have already started in school. This means that pupils understand the task and the success criteria. This will be completed in their books.* 4. ***Revision*** 5. ***Personal Research*** *To accompany our regular homework tasks every half term will also have a '**Homework Menu**' by one of the Areas of Learning in school. This 'Menu' will include tasks to develop a wider range of skills, for example*

nifer penodol o dasgau a bydd y Meysydd Dysgu yn dathlu, canmol a gwobrwyo ymdrech eithriadol gan ddysgwyr. Bydd y bwydlenni hyn yn darparu ystod o dasgau dewisiol y gall ddysgwyr eu cwblhau yn eu hamser eu hunain i gefnogi eu datblygiad academaidd. **Gall rhieni annog at atgoffa dysgwyr o'r tasgau hyn os nad ydynt yn teimlo bod digon o waith cartref wedi ei osod fel arall.** Rydym yn annog a chroesawu dysgwyr i gwblhau cymaint o dasgau o'r rhestr ag y dymunant! Bydd hefyd Rhestr Testunnau Gwaith Cartref Eisteddfod Ysgol Gyfun Gwent Is Coed yn cael ei rannu gyda dysgwyr yn ystod yr hanner tymor yn arwain at yr eisteddfod.

Amserlen Bwydlenni gwaith Cartref 2025-26:

Tymor 1: Hanner Tymor 1	Bwydlen **Ieithoedd, Llythrennedd a Chyfathrebu**
Tymor 2: 2il HT	Bwydlen **Mathemateg a Rhifedd**
Tymor 2: HT 1	Bwydlen **Dyniaethau**
Term 2: 2il HT	Bwydlen **Gwyddoniaeth a Thechnoleg**
Tymor 3: HT 1	Bwydlen **Iechyd a Lles**
Term 3: 2il HT	Bwydlen **Celfyddydau Mynegiannol** (Gan gynnwys rhestr testunau Eisteddfod ysgol)

<u>Sut ydym ni'n gosod tasgau?</u>

- Bydd yr holl aseiniadau gwaith cartref yn cael eu nodi gan yr athro trwy Google Classroom

- Fel arfer, **ni fydd** gwaith cartref yn cael ei nodi i rieni ar ClassCharts.

creative, innovative, problem solving and critical thinking skills. Pupils will need to complete a certain number of tasks and Areas of Learning will celebrate, praise and reward exceptional effort. These menus provide a range of optional tasks which students can do in their own time to support their academic development. ***Parents are encouraged to remind students about these tasks if they feel not enough homework is being set.*** *We would always welcome students to do as many tasks from the task list as they wish! During the half term leading up to the school Eisteddfod we will also share the Eisteddfod Homework Competition List.*

Homework menu timetable for 2025-26:

Term 1: 1st half term	***Languages, Literacy and Communication*** *Homework Menu*
Term 1: 2nd half term	***Mathematics and Numeracy*** *Homework Menu*
Term 2: 1st half term	***Humanities*** *Homework Menu*
Term 2: 2nd half term	***Science and Technology*** *Homework Menu*
Term 3: 1st half Term	***Health and wellbeing*** *Homework Menu*
Term 3: 2nd half term	***Expressive Arts*** *Homework Menu +* *(School Eisteddfod Homework Tasks)*

<u>How is it set?</u>

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Mae hyn er mwyn annog disgyblion i gymryd cyfrifoldeb am eu dysgu eu hunain.
Os oes angen cwblhau gwaith cartref ar-lein bydd athro yn gosod y dasg ar Google Classroom neu ar Diagnostic Questions. Mae rhain ar gael ar gyfrifiaduron personol, tabledi a ffonau symudol. Bydd angen i ddysgwyr fynd i Google Classroom a defnyddio eu manylion mewngofnodi g-mail (yr un gwentiscoed.cymru) cyn clicio ar y dosbarth perthnasol.
<u>Pa mor aml a faint o waith cartref?</u>
Awgrymwn bod gwaith yn cael ei osod bob tair i bedair gwers ond yr athro dosbarth fydd yn pennu faint o waith cartref sydd yn addas ar gyfer y dosbarth. Golyga hyn bydd dysgwyr yn derbyn, ar y mwyaf, gwaith cartref wythnosol yn y pynciau craidd a phob pythefnos i dair wythnos ar gyfer y pynciau eraill.

Ar adegau bydd angen cwblhau gwaith cartref dros gyfnod byr o amser, ac ar adegau eraill gosodir tasgau i'w cwblhau dros gyfnod estynedig. Bydd athrawon yn sicrhau bod cyfnod synhwyrol gan ddysgwyr i gwblhau'r gwaith fel bod modd i ddysgwyr holi am gymorth neu esboniad pellach cyn y dyddiad cau os oes angen.

<u>Esboniad neu gyfieithiad o'r tasgau</u>
Disgwylir i ddysgwyr deall tasgau gwaith cartref yn annibynnol ac/neu gyfieithu'r wybodaeth sydd ei hangen ar rieni. Os oes angen eglurhad pellach am unrhyw reswm, dylai rhieni annog eu plentyn i drafod hyn ymhellach gyda'u hathro.

<u>Gwaith cartref anghyflawn</u>

Os nad yw gwaith cartref wedi ei gwblhau neu os nad yw safon y gwaith yn foddhaol bydd dysgwyr yn derbyn pwynt negyddol ar
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All homework assignments will be noted by the teacher through Google Classroom
Usually, homework will not be noted to parents on Classcharts. This is to encourage pupils to take responsibility for their own learning.
If homework needs to be completed online it will also be set by the teacher on Google Classroom or Diagnostic Questions. This is accessible on PC/tablets and mobile phones. Pupils need to go to Google Classroom and use their school g-mail log-in details (ends in gwentiscoed.cymru) before clicking on the relevant class.
<u>How often and how much?</u>
How much homework is determined by the class teacher and the needs of the pupils in the class. As a guidance we suggest that homework is set every three to four lessons. This means, at most, pupils will receive weekly homework in the core subjects and every two to three weeks for non-core subjects.

Some homework will need to be completed over a short period of time, at other times, homework will be set over an extended period. Teachers will be careful to ensure that adequate time is given to complete the homework, which allows students to seek help/ assistance before the deadline if required.

<u>Homework explanation or translation</u>
The expectation is that pupils can independently understand homework tasks and/or translate the information needed for parents. If for any reason further explanation is required, parents should encourage their child to discuss this further with their teacher.
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Classcharts. Golyga hyn bod modd i rieni gefnogi a thrafod pwysigrwydd cwblhau gwaith cartref gyda'u plentyn. Gall athrawon hefyd drefnu cyfle i ddysgwyr gwblhau'r gwaith cartref amser egwyl a chinio a/neu ofyn iddynt fynychu'r Clwb Gwaith Cartref. <u>Marcio ac asesu gwaith cartref</u> Disgwylir i athrawon osod gwaith cartref sydd o fudd i'r myfyriwr. Bydd rhai tasgau gwaith cartref yn gofyn i ddysgwyr adolygu a pharatoi ar gyfer tasg neu brawf yn y dosbarth. Bydd tasgau eraill yn rhoi adborth ar unwaith i ddysgwyr (e.e profion a thasgau ar-lein). Disgwylir i athrawon wirio a defnyddio'r hyn a welir yng gwaith cartref y dysgwyr i gynllunio'n briodol ar gyfer y gwersi canlynol. Gall hyn weithiau olygu adborth personol i ddysgwyr (yn unol â pholisi asesu a marcio'r ysgol) ond gall hefyd olygu adborth dosbarth cyfan ac athrawon yn addasu cynnwys gwersi. <u>Sut gall rhieni/gwarcheidwaid helpu?</u> Mae disgyblion yn elwa'n fawr o drafod eu gwaith gyda'u rhieni. Un ffordd arbennig y gall rhieni helpu i gefnogi eu plentyn yw trwy geisio sicrhau'r amodau gorau posibl ar gyfer gwneud gwaith cartref - lle tawel, amgylchedd addas, lleihau'r pethau sydd yn tynnu sylw. Gall rhieni/gwarcheidwaid hefyd: ● Wirio Google Classroom i weld pa waith cartref sydd wedi'i osod a thrafod hyn gyda'u plentyn ● Siarad gyda'u plentyn am waith cartref, safon y gwaith a phwysigrwydd cyflawni'r tasgau a gwneud eu gorau glas. ● Wirio dyddiadau cau'r tasgau a helpu eu plentyn i reoli amser ● Darparu lle tawel i gwblhau gwaith cartref lle bo modd neu annog eu plentyn i fynychu Clwb Gwaith Cartref yr ysgol	<u>*Incomplete homework*</u> *If homework is not satisfactory undertaken pupils will be given a negative behaviour point on Classcharts. This is to ensure parents can fully support their children and discuss the importance of completing homework. Teachers might also arrange for pupils to stay in break or lunch time to complete the homework and/or asked to attend the Homework Lunch Time Club if available.* <u>*Marking and assessing homework*</u> *Teachers are expected to set homework which benefits the student. Some homework tasks will be to revise and prepare for a task or test in class. Some homework tasks will give instant feedback (such as online tests and tasks). Teachers are expected to view and use student work to plan accordingly for the following lessons. This can sometimes mean personal feedback for pupils in line with the school assessment and marking policies but can also mean whole class feedback and careful future planning by the teacher.* <u>*How can parents/guardians help?*</u> *Pupils gain a great deal from discussing their work with their parents.* *One particular way in which parents can help support their child is by trying to ensure the best possible conditions for homework to be undertaken – in suitable surroundings without distractions.* *Parents/ Carers can also:* ● *Check Google Classroom to see what homework has been set and discuss this with their child* ● *Talk with their child about their homework, the standards they are achieving and the importance of carrying out homework tasks*

• Canmol eu plentyn am gwblhau gwaith cartref yn llwyddiannus • Cysylltu â'r athrawon pwnc neu'r Arweinydd Lles a Chynnydd os oes angen cymorth neu wybodaeth bellach.	• *Check deadlines and help their child to manage their time* • *Where possible provide a quiet space or encourage their child to attend Homework Club* • *Praise their child for successful completion of homework* • *Contact the subject teachers and pastoral staff if further help or information is needed.*