



## Ysgol Gymraeg Nant Gwenlli

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Gwefan/Website: [nantgwenlli.cymru](http://nantgwenlli.cymru)

Pennaeth Gweithredol / Executive Headteacher: Mrs Lona Jones-Campbell

*"Law yn llaw fe hwyliwn dros y tonnau"*  
*"Hand in hand we'll sail across the seas"*

28/02/23

Annwyl Rieni/Warchodwyr,

Atodwn ganllawiau ar gyfer creu apwyntiad noson rhieni.

**13 + 14/03/23 - Nosweithiau Rhieni**

Dear Parents/Guardians,

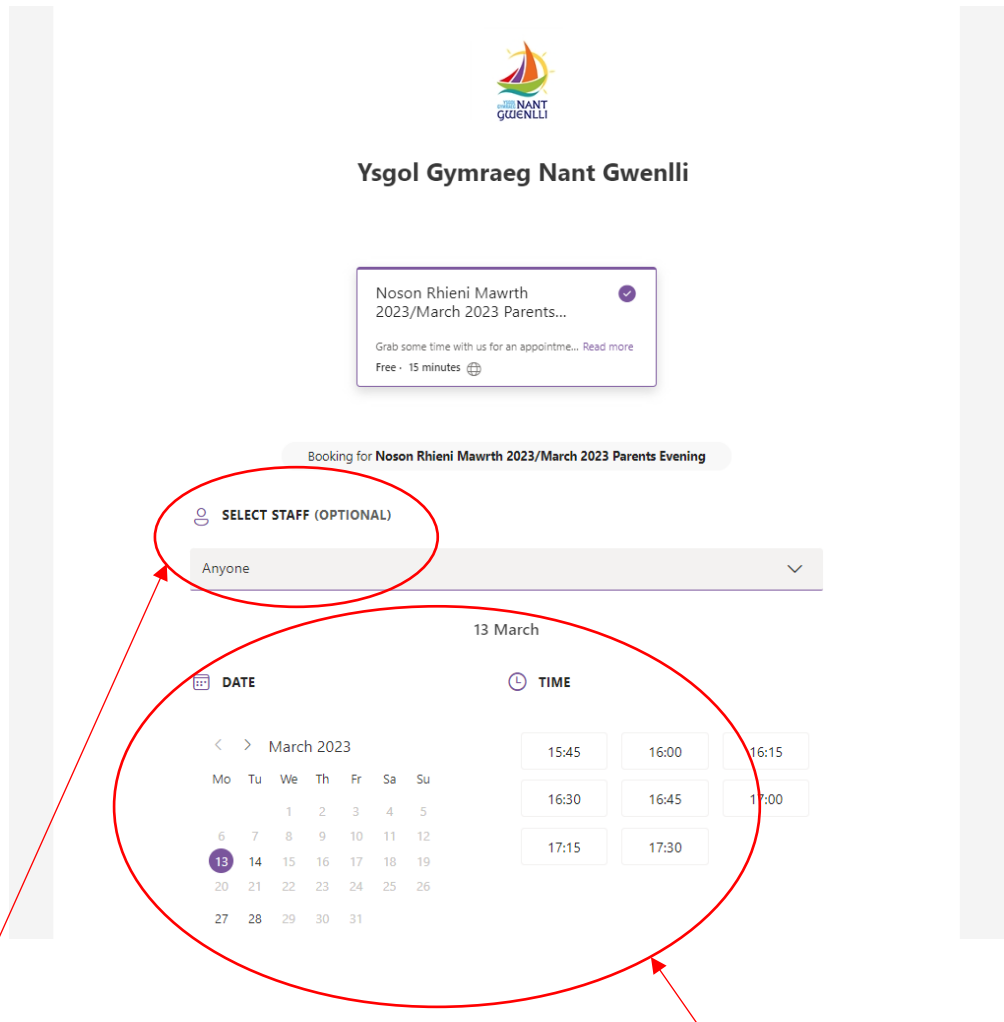
Attached are instructions on how to create an appointment for Parents Evening.

**13 + 14/03/23 - Parents Evening**

Mrs Lona Jones-Campbell  
(Pennaeth Gweithredol/Executive Head Teacher)

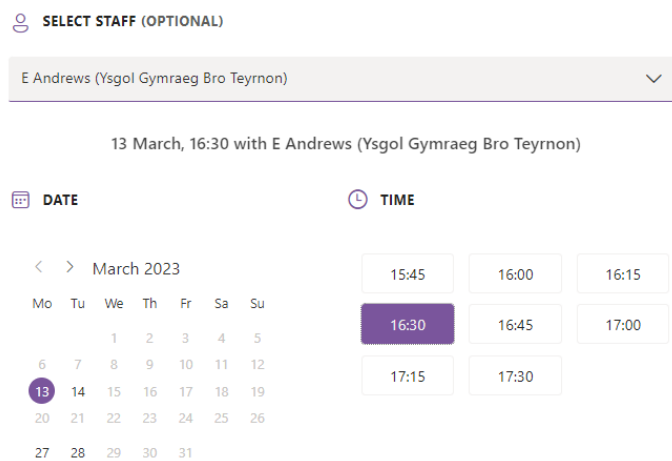
Ewch i/Go to:

<https://outlook.office365.com/owa/calendar/YsgolGymraegNantGwenlli1@hwbwave15.onmicrosoft.com/bookings/>



1. Dewiswch yr Athro Dosbarth/Select the Class Teacher.

2. Dewiswch dyddiad ac amser ar gyfer eich apwyntiad/Choose a date and time for your appointment.



Llenwch eich gwybodaeth personol ac mae'r adran Notes yn rhoi cyfle i chi nodi pwyntiau hoffech chi drafod gyda'r yn y cyfarfod /Fill out your personal information and the notes field gives you an opportunity to note any points you wish to discuss during the meeting with the teacher:

The screenshot shows a booking interface for March 2023. At the top, there is a calendar with the 13th of March highlighted. To the right of the calendar is a grid of time slots: 15:45, 16:00, 16:15, 16:30, 16:45, 17:00, 17:15, and 17:30. The 16:30 slot is selected. Below the calendar and time slots, there is a section titled 'ADD YOUR DETAILS' with the following fields: Name, Email, Address, and Phone number. To the right of these fields is a 'Notes' field with the placeholder text 'Add any special requests'. At the bottom of the form is a purple 'Book' button. At the very bottom of the page, there is contact information: '01633850804 | http://broteyrnon.cymru/' and a link to 'Terms and Conditions | The Policies and Practices of Ysgol Gymraeg Bro Teyrnnon apply to the use of your data'.

Clicwch ar  i greu'r apwyntiad/Click on  to create the appointment

Fe fyddwch yn derbyn ebost i gadarnhau eich apwyntiad ac hefyd, fe fydd modd i chi ei ychwanegu i'ch calendar electronig.

You will receive an email to confirm your appointment and you'll also be able to add it to your electronic calendar

Hoffwn eich atgoffa y dylid parhau i ddefnyddio e-bost yr ysgol, [ysgol.gymraegbroteyrnon@newportschools.wales](mailto:ysgol.gymraegbroteyrnon@newportschools.wales) neu [ysgol.gymraegbroteyrnon@ysgolioncasnewydd.cymru](mailto:ysgol.gymraegbroteyrnon@ysgolioncasnewydd.cymru), i gyfathrebu negeseuon/ymholidau. Peidiwch anghofio bod y system ffon yn caniatáu i chi adael neges.

We would like to remind you to continue to use the school's email address, [ysgol.gymraegbroteyrnon@newportschools.wales](mailto:ysgol.gymraegbroteyrnon@newportschools.wales) neu [ysgol.gymraegbroteyrnon@ysgolioncasnewydd.cymru](mailto:ysgol.gymraegbroteyrnon@ysgolioncasnewydd.cymru), to communicate everyday messages /queries. Don't forget our phone system enables you to leave a message.