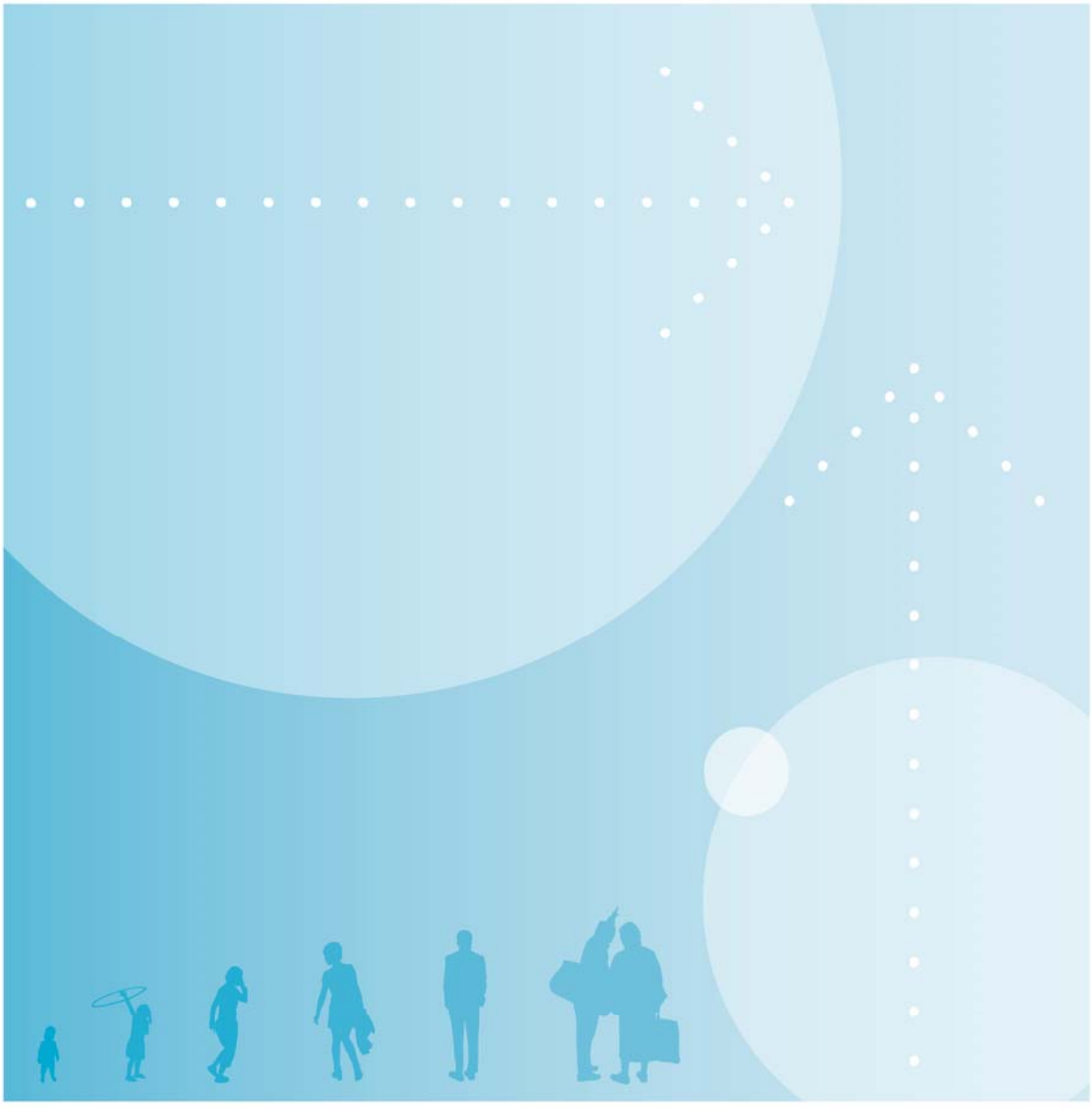
GWASANAETH YSGOLION
Ymddygiad amhriodol tuag at Staff Ysgol

Arweiniad i Ysgolion

CYFADRAN DATBLYGU
DEVELOPMENT DIRECTORATE



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CYNGOR GWYNEDD COUNCIL

Polisi:- Ymddygiad amhriodol tuag at Staff Ysgolion Gwynedd
Ysgol Gynradd Waunfawr

Mae'r ysgol hon yn le trefnus, diogel, ble mae staff ac ymwelwyr, yn arbennig rhieni, yn dangos parch tuag at ei gilydd ac yn cydnabod cyd-gyfrifoldeb am les a chynnydd addysgol disgyblion.

Mae ymgyfraniad rhieni yn ffactor pwysig mewn llwyddiant addysgol ac mewn delio â phroblemau sy'n datblygu, yn gynnar.

Fel arfer, bydd rhiant plentyn sy'n mynychu'r ysgol hon wedi cael caniatâd i fod ar dir yr ysgol ar adegau penodol ac at ddibenion penodol ond os yw'r rhiant yn ymddwyn yn afresymol, gellir dileu'r caniatâd hwn a byddant o ganlyniad, yn tresmasu.

Mae tresmasu ac achosi niwsans neu aflonyddu ar dir ysgol yn drosedd o dan adran 547 o Ddeddf Addysg 1996.

Ni chaiff trais, ymddygiad bygythiol a sarhau staff ysgol neu aelodau eraill o gymuned yr ysgol hon ei oddef. Mae gan bob aelod o gymuned yr ysgol hawl i ddisgwyl bod eu hysgol yn fan diogel i weithio a dysgu ynddi. Nid oes lle i drais, ymddygiad bygythiol na sarhau yn yr ysgol hon.

Ble ceir ymddygiad o'r fath, mae'n ddyletswydd ar yr ysgol hysbysu Gwasanaeth Ysgolion Gwynedd o ddigwyddiadau a fydd, yn eu tro, yn cynghori'r ysgol ynghylch pob cam posibl y gellir eu cymryd i ddelio a'r ymddygiad, gan gwrdd â dymuniadau'r ysgol a'r ddeddfwriaeth a weithredir.

Mae'r ysgol hon wedi paratoi asesiad ar y risg i staff ac eraill o ganlyniad i sarhad neu drais gan ymwelwyr, a'r asesiad hwnnw'n unol â'r canllaw ar wefan yr HSE (www.hse.gov.uk/pubns/raindex.htm) a'r diwyg safonol a gyhoeddir gan y Gwasanaeth Ysgolion. Mae'r rhain yn nodi ac yn asesu'r peryglon posibl, yn pennu gweithredoedd priodol ar gyfer eu rheoli, gweithredu'r mesurau hynny ac yn monitro ac yn rhoi adborth i'r corff llywodraethol ar sut caiff yr asesiad ei weithredu.

Mewn achosion ble caiff staff neu aelodau eraill o gymuned yr ysgol eu sarhau neu eu bygwth yn agored gan aelodau o'r cyhoedd neu rieni tra maent ar dir yr ysgol, dilynir y gweithdrefnau canlynol:-

-Os ceir digwyddiad, gofynnir i'r sawl sy'n gyfrifol adael neu, os yw hynny'n briodol, ei wahodd i fan tawel am drafodaeth gydag o leiaf ddau aelod o'r staff yn bresennol, ac un ohonynt y pennaeth. Ni ddisgwylir i aelodau'r staff atal unigolyn yn gorfforol. Dylent sicrhau eu diogelwch personol a diogelwch aelodau eraill sy'n rhan o gymuned yr ysgol, bob amser.

-Os ystyrir bod hynny'n briodol, dylai'r aelod o'r staff sy'n cael ei fygwth yn uniongyrchol o ganlyniad i'r ymddygiad bygythiol, gysylltu ag awdurdod yr heddlu;

-Bydd pob digwyddiad yn cael ei gofnodi (Atodiad 1) a bydd adroddiad yn cael ei anfon at Gadeirydd y Llywodraethwyr a'r Gwasanaeth Ysgolion a fydd yn sail i'r ysgol ac/neu'r Awdurdod gymryd camau pellach os ystyrir bod hynny'n angenrheidiol;

Ar wahân i'r camau cyfreithiol, ceir strategaethau a gweithdrefnau eraill a all gynorthwyo wrth ddelio gyda chwynion, atal gwrthdaro gyda rhieni neu atal gwrthdaro rhag gwaethygu. Buasai'n ddisgwyliedig gan gorff llywodraethol a'r Gwasanaeth Ysgolion y gellir cael gafael ar dystiolaeth o bob camau o'r fath os gofynnir amdano.

Mabwysiadwyd:

Cadeirydd:-

Atodiad 1

Ysgol Gynradd Waunfawr
Waunfawr
Caernarfon

Ffurflen Hysbysu ynghylch Digwyddiad

Mae hyn yn cynnwys tresmasu, peri niwsans neu aflonyddu ar dir yr ysgol, sarhau ar lafar, camdrin rhywiol neu hiliol, bygythiadau, bod yn ymosodol, trais corfforol a difrod bwriadol i eiddo personol.
Dylid cwblhau cymaint o'r ffurflen hon a bo modd (parhewch ar ddalen arall os oes angen). Gyda digwyddiad ble cymerodd disgybl ran neu mae'n dyst iddo, dylai aelod o'r staff gwblhau'r ffurflen ar eu rhan. Fodd bynnag, ni ddylai tyst a thyst arall drafod cyn cwblhau'r ffurflen, gan y gallai hynny arwain at gyhuddiadau o gydgynllwynio.

Dyddiad y bu'r digwyddiad:
Diwrnod o'r wythnos:
Amser:

1. Aelod o'r staff yn hysbysu o'r digwyddiad

Enw:

Swydd:

2. Manylion personol am y sawl yr ymosodwyd arno/arni/a gafodd ei sarhau ar lafar (os yn briodol)
Enw:

Cyfeiriad Gwaith (os yn wahanol i gyfeiriad ysgol)/cyfeiriad cartref (os yn ddisgybl)

Swydd/Safle (os yn aelod o staff)

Adran/Dosbarth

3. Manylion ynghylch tresmaswr/sawl a ymosododd (os gwyddys)

4. Tyst(ion) os oes
Enw
Cyfeiriad

Gwybodaeth bellach
Perthynas rhwng aelod o'r staff/disgybl a thresmaswr/sawl a ymosododd, os oes:-

5. Manylion y digwyddiad
a) **Math o ddigwyddiad** (ee. os yw'n dresmasu, a oedd y tresmaswr yn peri niwsans neu aflonyddu a sut; os oedd yn ymosodiad, rhowch fanylion am yr anaf a ddioddefwyd, triniaeth a dderbyniwyd ayb)

b) **Lleoliad y digwyddiad** (atodwch fraslun os yw hynny'n briodol)

c) **Manylion eraill:** disgrifiwch y digwyddiad, yn cynnwys, ble bo hynny'n briodol, y digwyddiadau a arweiniodd ato; manylion perthnasol na roddir uchod ynghylch y tresmaswr/sawl a ymosododd; os defnyddiwyd arf, pwy arall oedd yn bresennol:-

6. Canlyniad: (ee. a gafodd yr heddlu eu galw; a symudwyd y tresmaswr oddi ar y safle o dan adran 547; a gysylltwyd â'r rhieni; beth a ddigwyddodd ar ôl y digwyddiad; unrhyw gamau cyfreithiol)

7. Gwybodaeth bellach (i'w gwblhau fel bo'n briodol)
a) Ffactorau posibl a gyfrannodd:-

b) A yw'n wybyddus bod tresmaswr/sawl a ymosododd wedi cymryd rhan mewn unrhyw ddigwyddiad blaenorol YDYW/NAC YDYW

c) Rhowch ddyddiad a manylion cryno (b) os gwyddys

ch) A gafodd unrhyw gamau eu cymryd er mwyn ceisio atal digwyddiad o'r math hwn? Os felly, pa gamau? A ellid gwella arnynt?

d) Os na chafodd camau eu cymryd ymlaen llaw, a ellid cymryd camau nawr? Os felly, pa gamau?

dd) Enw a manylion cyswllt swyddog yr heddlu a ddeliodd â'r achos, a rhif digwyddiad neu gyfeirnod y drosedd, fel bo'n briodol:

e) Unrhyw wybodaeth berthnasol arall

Arwyddwyd

Dyddiad

I'w dychwelyd at y pennaeth cyn gynted a bo modd:

Atodiad 2:- Llythyr Enghreifftiol (1) i Rhiant gyda phlentyn/plant yn yr ysgol oddi wrth y Gwasanaeth Ysgolion wedi ei anfon gyda danfoniad wedi'i gofnodi:

Annwyl Syr/Madam,

Derbyniais adroddiad oddi wrth y pennaeth yn (rhowch enw) Ysgol ynghylch eich ymddygiad ar (rhowch ddyddiad ac amser).

[Ychwaneger grynodeb o'r digwyddiad a'i effaith ar staff, disgyblion, rhieni eraill.]

Rhaid i mi eich hysbysu na fydd Gwasanaeth Ysgolion Gwynedd yn goddef y math yma o ymddygiad ar dir ei ysgolion ac y bydd yn cymryd camau i ddiogelu ei staff a'i disgyblion. Ar gyngor y pennaeth, rwyf felly'n rhoi cyfarwyddyd (am gyfnod dros dro) i'ch gwahardd oddi

ar dir yr Ysgol. Onid ydych yn ufuddhau i'r cyfarwyddyd hwn, byddaf yn gwneud trefniadau i chi gael eich symud oddi ar y safle a'ch erlyn o dan Adran 547 o Ddeddf Addysg 1996. Os eich ceir yn euog o dan yr adran hon, gellir eich dirwyo hyd at £500.

Yn achos ysgol gynradd, cynnwys:
Tra pery'r penderfyniad hwn, gallwch ddod a'ch mab(meibion)/merch(ed) (cwblhewch fel bo'n briodol) **i'r ysgol a dod i'w nôl hwy/ef/hi** (dileer fel bo'n briodol) **ar ddiwedd y diwrnod ysgol, ond fe'ch gwaherddir rhag mynd tu hwnt i giât yr ysgol.** (Yn achos babanod, rhowch i mewn hefyd) **Gwnaed trefniadau i'ch mab(meibion)/merch(ed) gael eu nôl, a'u rhoi dan eich gofal, yn giât yr ysgol gan aelod o staff yr Ysgol.**

Mae gwrthod yr hawl i chi fynd ar dir yr ysgol yn dod i rym yn syth. Fodd bynnag, mae arnaf angen penderfynu a yw'n briodol cadarnhau'r penderfyniad hwn ai peidio. Cyn i mi wneud hynny, rhoddaf gyfle i chi roi i mi unrhyw sylwadau neu arsylwadau ysgrifenedig mewn perthynas â'r adroddiad a dderbyniais gan y pennaeth. Gall y sylwadau hynny gynnwys nodi eich bod yn edifar am yr hyn a wnaethoch ac unrhyw sicrwydd y gallwch ei roi y byddwch yn ymddwyn yn foneddigaidd o hyn ymlaen. Fel y gallaf benderfynu'n fuan ynghylch hyn, gofynnir i chi anfon unrhyw sylwadau ysgrifenedig ataf erbyn (dyddiwch ddeg diwrnod gwaith o'r dyddiad sydd ar y llythyr).
Os ar ôl derbyn eich sylwadau, rwyf yn ystyried y dylid cadarnhau fy mhenderfyniad, byddwch yn derbyn manylion ynghylch sut i ofyn am gael adolygiad o amgylchiadau eich achos.

Yr eiddoch yn gywir,

Atodiad 3:- Llythyr Enghreifftiol (1a) at aelod o'r cyhoedd Oddi wrth y Gwasanaeth Ysgolion wedi ei anfon gyda danfoniad wedi'i gofnodi:

Annwyl Syr/Madam,
Derbyniais adroddiad oddi wrth y pennaeth yn (rhowch enw) Ysgol ynghylch eich ymddygiad ar (rhowch ddyddiad ac amser).
[Ychwanegwch grynodeb o'r digwyddiad a'i effaith ar staff, disgyblion, rhieni eraill.]
Rhaid i mi eich hysbysu na fydd Gwasanaeth Ysgolion Gwynedd yn goddef y math yma o ymddygiad ar ei dir a bydd yn gweithredu i ddiogelu ei staff a'i disgyblion. Felly, ar gyngor y pennaeth, rwyf yn rhoi cyfarwyddyd eich bod yn cael eich gwahardd oddi ar dir yr Ysgol. Onid ydych yn cydymffurfio â'r cyfarwyddyd hwn, byddaf yn gwneud trefniadau i chi gael eich symud oddi ar y safle a'ch erlyn o dan Adran 547 o Ddeddf Addysg 1996. Os eich ceir yn euog, gellir eich dirwyo hyd at £500.
Yr eiddoch yn gywir,

Atodiad 4: Llythyr Enghreifftiol (2) oddi wrth y Gwasanaeth Ysgolion wedi ei anfon gyda danfoniad wedi'i gofnodi:

Annwyl Syr/Madam,
Ar (rhoddwch y dyddiad) ysgrifennais atoch i'ch hysbysu fy mod, ar gyngor y pennaeth, wedi eich gwahardd rhag dod ar dir (rhowch enw)'r Ysgol.
Er mwyn galluogi Gwasanaeth Ysgolion Gwynedd i benderfynu prun ai i gadarnhau'r penderfyniad hwn dros gyfnod hwy, rhoddais gyfle i chi gyflwyno sylwadau ysgrifenedig ar y digwyddiad erbyn (rhowch ddyddiad).
Ni dderbyniais ymateb ysgrifenedig gennych / Derbyniais lythyr gennych dyddiedig rhowch ddyddiad i mewn, ac rwyf wedi nodi ei gynnwys. (dileer y naill frawddeg neu'r llall fel bo'n briodol).
O dan yr amgylchiadau, ac ar ôl rhoi ystyriaeth bellach i adroddiad y pennaeth, rwyf wedi penderfynu y dylid cadarnhau'r penderfyniad i'ch gwahardd rhag dod ar dir yr ysgol. Rwyf felly yn rhoi'r cyfarwyddyd i'ch gwahardd rhag dod ar dir yr Ysgol hyd nes y clywch yn wahanol, heb hysbysu'r pennaeth ymlaen llaw a'i fod yn rhoi sêl bendith i hynny. Onid ydych yn ufuddhau i'r cyfarwyddyd hwn, byddaf yn gwneud trefniadau i'ch symud oddi ar dir yr ysgol a'ch erlyn o dan Adran 547 Ddeddf Addysg 1996. Os eich ceir yn euog, gellir eich dirwyo hyd at £500.
Er gwaethaf y penderfyniad hwn, erys y pennaeth a'r staff yn (rhowch enw) yn Ysgol yn ymrwymedig i addysg eich plentyn/plant (dileu fel sy'n briodol), ac mae'n ofynnol iddynt barhau i fynychu'r ysgol fel arfer.
rhowch i mewn yn achos ysgol gynradd: o dan y trefniadau a amlinellwyd yn fy llythyr blaenorol.
Bydd y Gwasanaeth Ysgolion yn cymryd camau i adolygu'r penderfyniad hwn ar (rhowch ddyddiad). Wrth benderfynu a oes angen ymestyn gwrthod yr hawl i ddod ar dir yr Ysgol, bydd y Gwasanaeth Ysgolion yn cymryd i ystyriaeth i ba raddau rydych wedi ufuddhau i'r penderfyniad hwn, eich bod yn datgan eich bod yn edifar ac yn sicrhau y byddwch yn ymddwyn yn foneddigaidd o hyn ymlaen ac unrhyw dystiolaeth eich bod yn cydweithredu â'r Ysgol mewn ffyrdd eraill.

Os dymunwch ddilyn y mater ymhellach, mae gennych hawl i adolygiad o amgylchiadau'r achos hwn gael ei gynnal trwy gysylltu â'r Gwasanaeth Ysgolion.

Yr eiddoch yn gywir,

Atodiad 5: Llythyr Enghreifftiol (4) (Adolygiad) gan y Gwasanaeth Ysgolion wedi ei anfon gyda danfoniad wedi'i gofnodi:

Annwyl Syr/Madam,
Ysgrifennais atoch (rhowch ddyddiad) yn eich gwahardd rhag dod ar dir (rhowch enw'r) Ysgol hyd nes ceir rhybudd pellach. Yn y llythyr hwnnw, fe'ch hysbysais hefyd y byddwn yn cymryd camau i adolygu'r penderfyniad hwn ar (rhowch ddyddiad).
Rwyf wedi cwblhau'r adolygiad hwn. Fodd bynnag, ar ôl ymgynghori â'r pennaeth, rywf wedi penderfynu nad yw eto'n briodol i mi ddileu fy mhenderfyniad. (Rhowch grynodeb byr o'r rhesymau.)
Rwyf felly'n rhoi'r cyfarwyddyd eich bod wedi eich gwahardd oddi ar dir ysgol (rhowch enw) heb bod hynny'n wybyddus i'r pennaeth a'i fod yn rhoi sêl bendith ar hynny hyd nes ceir rhybudd pellach.
Byddaf yn adolygu'r penderfyniad hwn ar (rhowch ddyddiad).
Os ydych yn anfodlon â'r penderfyniad hwn am eich bod yn ystyried ei fod yn annheg, neu ei fod wedi ei gyrraedd mewn ffordd anghywir, neu'n credu y bu camweinyddu, mae gennych hawl i gael adolygiad pellach gan yr Ombwdsman sy'n gyfrifol am Lywodraeth Leol.

Yr eiddoch yn gywir,

Atodiad 5: Llythyr Enghreifftiol (4a) (Adolygiad) gan y Gwasanaeth Ysgolion wedi ei anfon gyda danfoniad wedi'i gofnodi:

Annwyl Syr/Madam,
Ar (rhowch y dyddiad) ysgrifennais atoch i'ch hysbysu, ar gyngor y pennaeth, fy mod dros dro wedi gwrthod caniatâd i chi ddod ar dir (rhowch enw'r) Ysgol. Er mwyn fy ngalluogi i benderfynu prun ai i gadarnhau'r penderfyniad hwy dros gyfnod hwy ai peidio, rhoddais gyfle i chi anfon sylwadau ysgrifenedig ar y digwyddiad hwn erbyn (rhowch ddyddiad).Ni dderbyniais ymateb ysgrifenedig gennych/derbyniais lythyr gennych dyddiedig (rhowch ddyddiad i mewn), rwyf wedi nodi ei gynnwys. (dilëer y naill frawddeg neu'r llall fel bo'n briodol).
O dan yr amgylchiadau, ac ar ôl ymgynghori â'r pennaeth, penderfynias nad oes angen cadarnhau'r penderfyniad, ac felly rwyf yn caniatáu i chi ddod ar dir yr ysgol, a bydd hynny mewn grym yn syth.
Rwyf yn hyderu y gellir dibynnu arnoch i gydweithredu'n llawn â'r Ysgol ac na fydd anawsterau pellach o'r math yma a'm gorfododd i'ch atal rhag mynd ar dir yr ysgol. Dylwn egluro os byddwch yn ymddwyn fel hyn eto, byddaf yn eich gwahardd unwaith yn rhagor rhag dod ar dir yr ysgol.

Yr eiddoch yn gywir,

Atodiad 6: - Poster

Ysgol……

Er Gwybodaeth

Rydym yn croesawu ymwelwyr i'n hysgol.

Byddwn yn gweithredu i sicrhau yr erys yr ysgol yn lle diogel i ddisgyblion, staff ac aelodau eraill o'n cymuned.

Os ydych yn bygwth neu'n ymosod ar unrhyw un yn yr ysgol, neu'n dal i ymddwyn yn sarhaus, byddwch yn cael eich gwahardd oddi ar dir yr ysgol a gellir eich erlyn.

For Your Information

We welcome visitors to our school.

We will act to ensure it remains a safe place for pupils, staff and other members of our community.

If you threaten or assault anyone in the school, or persist in abusive behaviour, you will be removed from the premises and may be prosecuted.

Ysgol …….

Policy:- Inappropriate Behaviour Towards School Staff.

This school is an orderly, safe place, where relationships between staff and visitors, especially parents, demonstrate mutual respect and a recognition of shared responsibility for pupils' welfare and educational progress.

Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage.

A parent of a child attending this school normally has implied permission to be on the school's premises at certain times and for certain purposes but if the parent's behaviour is unreasonable this permission may be withdrawn and they will become a trespasser.

Trespass and causing nuisance or disturbance on a school's premises is an offence under section 547 of the Education Act 1996.

Violence, threatening behaviour and abuse against school staff or other members of this school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in this school.

Where such behaviour does occur, the school must report incidents to Gwynedd Schools' Service who will, in turn, advise the school in taking all possible action to deal with it, in response to the wishes of the school and legislation in operation.

This school has prepared an assessment on the risk to staff and others from abusive or violent visitors in line with the guidance issued on the HSE website (www.hse.gov.uk/pubns/raindex.htm) and standard formats issued by the Schools' Service. These identify and assesses the potential risks, determines appropriate actions for their management, implements those actions and monitors and provides feedback on the implementation of the assessment to the governing body.

In cases where staff or other members of the school community are openly abused or threatened by members of the public or parents whilst on the school premises the following procedures will be adhered to:-

-If an incident arises, the person concerned will be asked to leave or, if appropriate, invited into a quiet area for discussion with at least two members of staff being present, one being the headteacher. It is not

expected that staff members physically restrain an individual. They should ensure both their own and the other members of the school community's safety at all times.

-If deemed appropriate the police authority should be contacted by the individual member of staff directly affected by the aforementioned threatening behaviour;

-All incidents will be logged (Appendix 1) and a report forwarded to the Chair of Governors and the Schools' Service as a basis for possible further action at school and / or Authority level should this be deemed necessary;

Aside from the legal remedies, there are other strategies and procedures that can help in dealing with complaints, preventing conflicts with parents or stopping them escalating. The governing body and Schools' Service would expect that evidence of all such measures be available on request

Adopted:

Chairman:-

Appendix 1

Ysgol……..(Address)
Incident report form

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.
This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident:
Day of week:
Time:

1. Member of staff reporting incident
Name:

Position:

2. Personal details of person assaulted/verbally abused (if appropriate)
Name:

Work address (if different from school address)/home address (if pupil)

Job/Position (if member of staff)

Dept/Class

3. Details of trespasser/assailant(s) (if known)

4. Witness(es) if any
Name
Address

Other information
Relationship between member of staff/pupil and trespasser/assailant, if any:-

5. Details of incident
a) **Type of incident** (eg. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc)

b) **Location of incident** (attach sketch if appropriate)

c) **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present:-

6. Outcome: (eg. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

7. Other information (to be completed as appropriate)
a) Possible contributory factors:-

b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

c) Give date and brief details of (b) if known

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

e) If no measures had been taken beforehand, could action now be taken? If so, what?

f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate:

g) Any other relevant information

Signed

Date

Please return as soon as possible to the headteacher:

Appendix 2:- Model letter (1) to Parent with child/ren at the school from the Schools' Service issued by recorded delivery:

Dear Sir/Madam,

I have received a report from the headteacher at (insert name) School about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents.]

I must inform you that Gwynedd Schools' Service will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the headteacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

In the case of a primary school include:
For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) **to school and collect them/him/her** (delete as appropriate)**at the end of the school day, but you must not go beyond the school gate.**
(In the case of infant children, also insert) **Arrangements have been made for your son(s)/daughter(s)** (insert child/rens names) **to be collected, and returned to you, at the school gate by a member of the School's staff.**

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the headteacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).
If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours faithfully,

Appendix 3:- Model letter (1a) to a member of the public from the Schools' Service issued by recorded delivery:

Dear Sir/Madam,
I have received a report from the headteacher at (insert name) School about your conduct on (enter date and time).
[Add summary of the incident and of its effect on staff, pupils, other parents.]
I must inform you that Gwynedd Schools' Service will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the headteacher I am therefore instructing that you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.
Yours faithfully,

Appendix 4: Model letter (2) from the Schools' Service issued by recorded delivery:

Dear Sir/Madam,
On (give date) I wrote to you informing you that on the advice of the headteacher, I had withdrawn permission for you to come onto the premises of (insert name) School.
To enable Gwynedd Schools' Service to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by (give date).
I have not received a written response from you / I have now received a letter from you dated insert date, the contents of which I have noted. (delete either sentence as appropriate).
In the circumstances, and after further consideration of the headteacher's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that until further notice you are not to come onto the premises of the School without the prior knowledge and approval of the headteacher. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.
Notwithstanding this decision the headteacher and staff at (insert name) School remain committed to the education of your child/children (delete as appropriate), who must continue to attend school as normal.
insert in the case of a primary school: under the arrangements set out in my previous letter.
The Schools' Service will take steps to review the continuance of this decision on (give date). When deciding whether it is necessary to extend the withdrawal of permission to come onto the School's premises, the Schools' Service will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from yourself and any evidence of your co-operation with the School in other respects.
If you wish to pursue the matter further, you have a right to a review of the circumstances of this case by contacting the Schools' Service

Yours faithfully,

Appendix 5: Model letter (4) (Review) from the Schools' Service issued by recorded delivery:

Dear Sir/Madam,

I wrote to you on (give date) withdrawing permission for you to come onto the premises of (insert name) School until further notice. In that letter I also advised you that I would take steps to review this decision on (give date).
I have now completed the review. However, after consultation with the headteacher, I have determined that it is not yet appropriate for me to withdraw my decision. (Give a brief summary of reasons.)
I therefore advise that the instruction that you are not to come onto the premises of (insert name) School without the prior knowledge and approval of the headteacher remains in place until further notice.
I shall undertake a further review of this decision on (give date).
If you are dissatisfied with this decision because you consider it to be unfair, or not to have been made in a correct way, or believe there has been a case of maladministration, you have a right to a further review by the Local Government Ombudsman.

Yours faithfully,

Appendix 5: Model letter (4a) (Review) from the Schools' Service issued by recorded delivery:

Dear Sir/Madam,
On (insert date) I wrote to you informing you that, on the advice of the headteacher, I had temporarily withdrawn permission for you to come onto the premises of (insert name) School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me haveyour written comments on this incident by (insert date).I have not received a written response from you / I have now received a letter from you dated (insert date), the contents of which I have noted. (delete either sentence as appropriate).
In the circumstances, and after consulting with the headteacher, I have decided that it is not necessary to confirm the decision, and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.
I trust that you can now be relied upon to act in full co-operation with the School and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises. I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours faithfully,

Appendix 6: - Poster

Ysgol…….

Er Gwybodaeth

Rydym yn croesawu ymwelwyr i'n hysgol.

Byddwn yn gweithredu i sicrhau yr erys yr ysgol yn lle diogel i ddisgyblion, staff ac aelodau eraill o'n cymuned.

Os ydych yn bygwth neu'n ymosod ar unrhyw un yn yr ysgol, neu'n dal i ymddwyn yn sarhaus, byddwch yn cael eich gwahardd oddi ar dir yr ysgol a gellir eich erlyn.

For Your Information

We welcome visitors to our school.

We will act to ensure it remains a safe place for pupils, staff and other members of our community.

If you threaten or assault anyone in the school, or persist in abusive behaviour, you will be removed from the premises and may be prosecuted.