

☎ YMHOLIADAU / ENQUIRIES ☎

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**GWYBODAETH I RIENI PLANT
SY'N GWEITHIO RHAN AMSER**

Mae'r daflen hon yn egluro'r rheoliadau cyfreithiol mewn perthynas â gweithwyr rhan amser sy'n dal o oedran ysgol orfodol. Mae hyn yn cynnwys pawb sydd yn dal i ddilyn Cwricwlwm Cenedlaethol Blwyddyn 11, hyd yn oed os ydynt eisoes yn 16 oed. Ni ddaw'r rheoliadau i ben pan mae'r unigolyn ifanc yn 16 oed.

Mae pob cyflogaeth rhan amser plant o oedran ysgol yn agored i reoliadau'r Awdurdod Addysg Lleol.

COFIWCH

Yn aml, mae gwaith ysgol yn gosod llawer o ofynion, felly ceisiwch sicrhau y gall eich plentyn ymdopi gyda a chanolbwyntio ar eu hastudiaethau a'u presenoldeb statudol yn yr ysgol os oes ganddynt swydd ran amser.

DYLECH FOD YN DAWEL EICH MEDDWL

- Bod y swydd yn ddiogel i'w chyflawni.
- Lleisio unrhyw bryderon gyda'r Swyddog Lles Addysg.
- Cyfrifoldeb y cyflogwr yw cofrestru'r plentyn gyda'r Awdurdod Addysg Lleol ble mae'r plentyn yn gweithio.
- Bydd angen i'r rhieni ffurflen gais a datganiad bod eu plentyn yn abl i weithio. Ni allant weithio heb i chi fod yn ymwybodol o hynny neu eich cydsyniad.

SWYDDI BLE NAD OES ANGEN CAEL TRWYDDED I'W CYFLAWNI

- Plant yn cyflawni mân swyddi o gwmpas y tŷ i gymdogion.
- Gwarchod plant unigolion neu deuluoedd (ond sicrhewch eich bod yn hapus i'ch plentyn gyflawni'r cyfrifoldeb pwysig hwn).

**INFORMATION FOR PARENTS OF
CHILDREN IN PART-TIME EMPLOYMENT**

This leaflet explains the legal regulations towards part time workers still of compulsory school age. This includes all those still in National Curriculum Year 11, even if they are already 16. The regulations do not end on the young person's 16th birthday.

All part time employment of children of school age is subject to regulation by the Local Education Authority.

PLEASE REMEMBER

Often school work is very demanding so please make certain that your child is able to cope with and maintain their studies and statutory school attendance if they have a part time job.

SATISFY YOURSELF

- The job is safe.
- Raise any concerns with the Education Welfare Officer.
- It is the employer's responsibility to register the child with the Local Education Authority where the child works.
- An application form will require the parent's signature and declaration of their child's fitness to work. They cannot work without your knowledge or consent.

JOBS THAT DO NOT REQUIRE A LICENCE

- Children doing odd jobs around the house for neighbours.
- Babysitting for individuals or families (but make sure you are ok with this important responsibility).
- Work experience organised by your child's school.

CYFLOGAETH A WAHERDDIR

- Gweithio mewn sinema, theatr, neuadd ddawns, disgo neu glwb nos (ac eithrio mewn cysylltiad â pherfformiad ble nad oes ond plant yn cymryd rhan).
- Gwerthu neu ddanfôn alcohol.
- Danfôn olewau tanwydd.
- Gweithio mewn cegin fasnachol.
- Casglu neu ddioli ysbwriel.
- Cyflawni unrhyw waith ble mae angen i chi fod dros 3m uwch ben y ddaear.
- Cyflawni unrhyw waith ble gallech ddod i gysylltiad â chemegolion niweidiol.
- Casglu arian neu ganfasio o ddrws i ddrws.
- Bod yn agored i weld deunydd ar gyfer oedolion y caiff ei ystyried yn anaddas i blant.
- Gweithio mewn arwerthiannau ffonau.
- Gweithio mewn lladd-dy, neu siop gigydd.
- Gweithio ar gae ffair neu mewn arcêd ddifyrion.
- Gweithio gan roi 'gofal personol' mewn cartref preswyl neu nyrsio.

PROHIBITED EMPLOYMENT

- Work in a Cinema, theatre, dance hall, disco or night club (except in connection with a performance given entirely by children).
- Sell or deliver alcohol.
- Deliver fuel oils.
- Work in a commercial kitchen
- Collect or sort refuse.
- Do any job which involves you being more than 3m off the ground.
- Do any job which may bring you into contact with harmful chemicals.
- Collect money or sell or canvass door to door.
- Be exposed to adult material which is considered unsuitable for children.
- Work in telephone sales.
- Work in slaughterhouse, abattoir or butcher's shop.
- Work in a fairground or amusement arcade.
- Work in a 'personal care' in a residential or nursing home.

Oriau / Hours	
Dyddiau Ysgol School Days	<ul style="list-style-type: none"> • Dim mwy na 2 awr y dydd rhwng 7 - 8.30 y bore a 3.30 - 7 yr hwyr (Uchafswm 12 awr yr wythnos). • No more than 2 hours daily between 7 - 8.30a.m. - 3.30 - 7p.m. (Maximum 12 hours per week).
Tymor Ysgol School Term	<ul style="list-style-type: none"> • Dim mwy na 12 awr yr wythnos (yn cynnwys penwythnos). • No more than 12 hours per week (including weekends).
Dydd Sadwrn Saturday	<p>Plant 13 - 14 oed/Children aged 13 - 14</p> <ul style="list-style-type: none"> • Dim mwy na 5 awr y dydd rhwng 7 y bore a 7 yr hwyr. Rhaid cael egwyl am 1 awr ar ôl gweithio 4 awr yn olynol. • No more than 5 hours between 7a.m. - 7p.m. No more than 4 hours continuously without a break for 1 hour. <p>Plant 15 - 16 oed/Children aged 15 - 16</p> <ul style="list-style-type: none"> • Dim mwy na 8 awr y dydd rhwng 7 y bore a 7 yr hwyr. Rhaid cael egwyl am awr ar ôl gweithio am 4 awr yn olynol. • No more than 8 hours between 7a.m. - 7p.m. No more than 4 hours continuously without a break for 1 hour.
Dydd Sul Sunday	<ul style="list-style-type: none"> • Dim mwy na 2 awr y dydd rhwng 7 y bore a 7 yr hwyr. • No more than 2 hours between 7a.m. - 7p.m.
Gwyliau Ysgol School Holidays	<p>Plant 13 - 14 oed/Children aged 13 - 14</p> <ul style="list-style-type: none"> • Dim mwy na 5 awr y dydd rhwng 7 y bore a 7 yr hwyr (Uchafswm 25 awr yr wythnos - yn cynnwys penwythnos). Rhaid cael egwyl am 1 awr ar ôl gweithio 4 awr yn olynol. • No more than 5 hours between 7a.m. - 7p.m. (maximum 25 hours per week - including weekends). No more than 4 hours continuously without a break for 1 hour. <p>Plant 15 - 16 oed/Children aged 15 - 16</p> <ul style="list-style-type: none"> • Dim mwy na 8 awr y dydd rhwng 7 y bore a 7 yr hwyr (Uchafswm 35 awr yr wythnos - yn cynnwys penwythnos). Rhaid cael egwyl am awr ar ôl gweithio am 4 awr yn olynol. • No more than 8 hours between 7a.m. - 7p.m. (maximum 35 hours per week - including weekends). No more than 4 hours continuously without a break for 1 hour. <p>Pwysig - Mae'n ofynnol bod pob plentyn yn cael seibiant o bythefnos o'u gwaith yn ystod pob blwyddyn galendr, ac mae'n rhaid eu cymryd yn ystod gwyliau'r ysgol.</p> <p>Important - All children must have a two-week break from employment in each calendar year, which must be taken during the school holidays.</p>