



# Nant BH and Pentre Course Organiser to-do list.



**We understand that there is a lot to organise when preparing for a residential visit. Please use the below checklist to help planning your visit to Nant BH and Pentrellyncymer Centres.**

## 6 weeks before your course

- Either** send digital consent form link to parents/guardians, **or** issue paper copies of the NWOES consent form. School consent forms (Form 4b) will not be accepted due to the nature of the adventurous activities undertaken at the Centres.
- Send the new Centre specific kit list to parents (sent with your booking confirmation paperwork).
- Have you booked transport to and from the Centre? Check arrival and departure times on your course paperwork.
- The course paperwork sent with your booking confirmation will help you complete your Risk Assessment on Evolve.

## 4 weeks before your course

- Complete the 'Summary of Information' form from information held on SIMS and return to: [nwoes@conwy.gov.uk](mailto:nwoes@conwy.gov.uk)
- Collate completed consent forms (digital or paper copies). Send to [nwoes@conwy.gov.uk](mailto:nwoes@conwy.gov.uk). If using paper consent, also bring original forms on the day.
- Use the dormitory plans (sent with booking confirmation) to split pupils into dormitories before arriving at the Centres. Discuss with us if you are not sure of the best way to split pupils.
- Discuss with the Centre any specific pupils that may need extra support/adaptations to ensure that activities are appropriate for all pupils.





# Rhestr o bethau i'w gwneud gan Drefnydd Cwrs Nant BH a Phentre



**Deallwn fod llawer i'w drefnu wrth baratoi ar gyfer ymweliad preswyl. Defnyddiwch y rhestr wirio isod i helpu i gynllunio eich ymweliad â Chanolfannau Nant Bwlch-yr-Haearn a Phentrellyncymer.**

## 6 wythnos cyn eich cwrs

- Naill ai** anfonwch ddolen ffurflen ganiatâd digidol at rieni/gwarcheidwaid, **neu** anfonwch gopïau papur o'r ffurflen ganiatâd NWOES. Ni fydd ffurflenni caniatâd ysgol (Ffurflen 4b) yn cael eu derbyn oherwydd natur y gweithgareddau anturus a wneir yn y Canolfannau.
- Anfonwch y rhestr cit penodol i'r Ganolfan at rieni (a anfonwyd gyda'ch gwaith papur cadarnhau archeb).
- Ydych chi wedi archebu cludiant i ac o'r Ganolfan? Gwiriwch amseroedd cyrraedd a gadael ar waith papur eich cwrs.
- Bydd gwaith papur y cwrs a anfonir gyda'ch cadarnhad archeb yn eich helpu i gwblhau eich Asesiad Risg ar Evolve.

## 4 wythnos cyn eich cwrs

- Cwblhewch y ffurflen 'Crynodeb o Wybodaeth' o'r wybodaeth a gedwir ar SIMS a'i dychwelyd i: [nwoes@conwy.gov.uk](mailto:nwoes@conwy.gov.uk)
- Coladwch y ffurflenni caniatâd wedi'u llenwi (copïau digidol neu bapur). Anfonwch at [nwoes@conwy.gov.uk](mailto:nwoes@conwy.gov.uk). Os ydych yn defnyddio caniatâd papur, dewch â ffurflenni gwreiddiol ar y diwrnod hefyd.
- Defnyddiwch y cynlluniau ystafelloedd cysgu (a anfonwyd gyda chadarnhad archeb) i rannu'r disgyblion i ystafelloedd cysgu cyn cyrraedd y Canolfannau. Trafodwch gyda ni os nad ydych chi'n siŵr beth yw'r ffordd orau o rannu disgyblion.
- Trafodwch gyda'r Ganolfan unrhyw ddisgyblion penodol a all fod angen cymorth/addasiadau ychwanegol i sicrhau bod gweithgareddau'n briodol i bob disgybl.

