

**Darganfod  
Dadlau  
Dewis**

—  
**Discover  
Debate  
Decide**

**Canllaw Ymweliad**  
—  
**Visit Guide**



## **Beth yw Cynulliad Cenedlaethol Cymru?**

Mae Cynulliad Cenedlaethol Cymru'n cynnwys 60 o Aelodau Cynulliad o bob rhan o Gymru. Maen nhw'n cael eu hethol gan bobl Cymru i'w cynrychioli nhw a'u cymunedau, i wneud cyfreithiau ar gyfer Cymru, ac i sicrhau bod Llywodraeth Cymru yn gwneud ei gwaith yn iawn.

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## **What is the National Assembly for Wales?**

The National Assembly for Wales is made up of 60 Assembly Members from across Wales. They are elected by the people of Wales to represent them and their communities, make laws for Wales and to ensure the Welsh Government is doing its job properly.

## Croeso

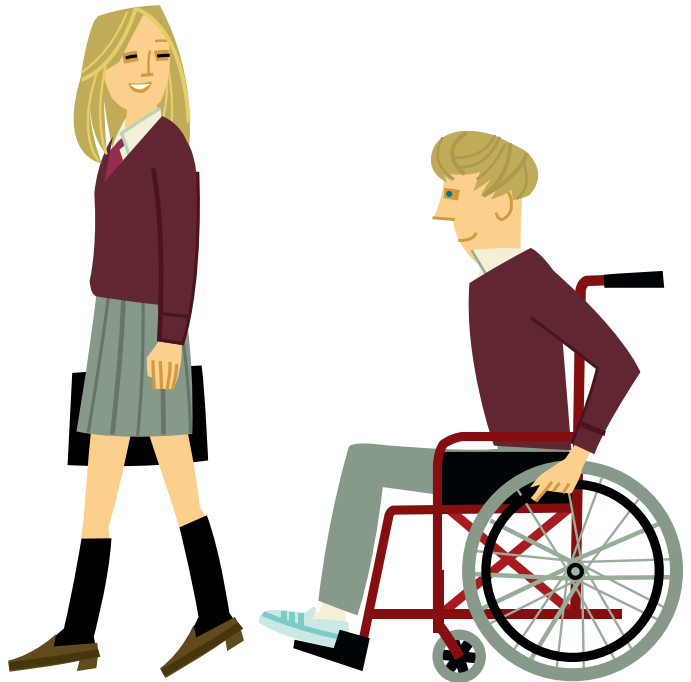
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## Welcome

**Diolch am archebu ymweliad ar gyfer eich grŵp; rydym yn edrych ymlaen at weithio gyda chi. Mae'r Gwasanaeth Addysg yn cynnig gwahanol fathau o ymweliadau grŵp. Ystyriwch yn ofalus sut fath o ymweliad rydych chi wedi ei archebu gan ddarllen yr holl wybodaeth berthnasol. Bydd y wybodaeth hon yn egluro'r hyn y dylech ei wneud cyn eich ymweliad.**

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**Thank you for booking a visit for your group; we look forward to working with you. The Education Service offers various options for group visits. Please check carefully which kind of visit you have booked and read all relevant information. This information will tell you what you need to do before your visit.**

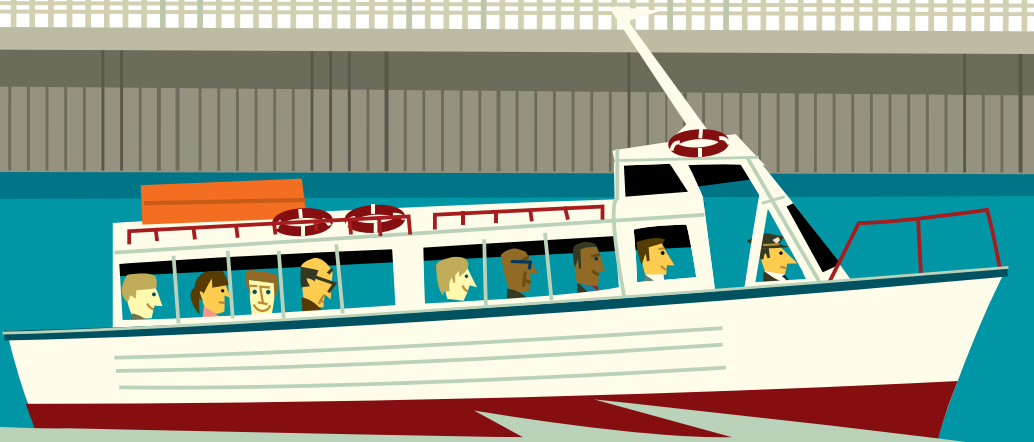


## Eich Ymweliad

### Your Visit

Bydd eich ymweliad yn dechrau yn Siambr Hywel, sef y siambr drafod ar gyfer pobl ifanc yn Nhŷ Hywel, ac yn gorffen yn y Senedd. Mae pob ymweliad yn cael ei drefnu'n ofalus felly mae'n bwysig iawn eich bod yn cyrraedd yn brydlon er mwyn i ni fedru cyflwyno'r rhaglen lawn i chi. Gofalwch eich bod yn caniatáu amser ychwanegol i fynd drwy'r system ddiogelwch.

Your visit will begin in Siambr Hywel, the Assembly's youth debating chamber in Tŷ Hywel, and finish at the Senedd. Each visit is structured and it's really important that you arrive on time so we have time for the full educational programme. Please allow some extra time for going through security.



### Cadwch mewn cysylltiad

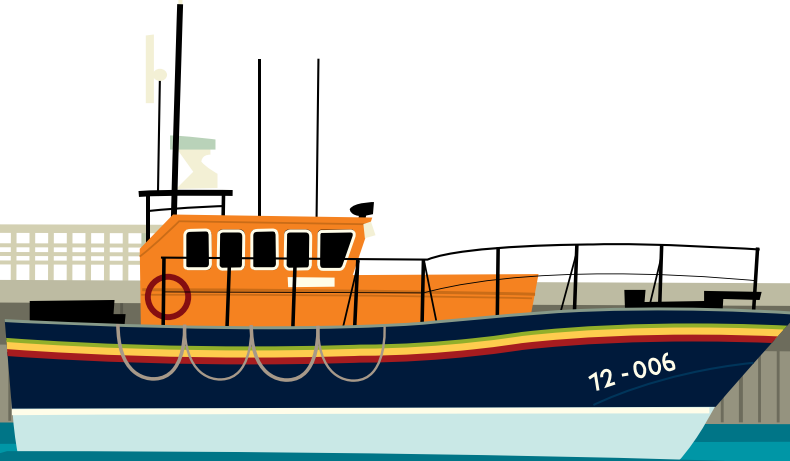
Wrth i chi archebu'ch ymweliad, dylech fod wedi cael gwybodaeth am uchafswm y disgyblion y gallwch eu cynnwys yn eich grŵp. Os yw nifer y disgyblion yn newid yn sylweddol ar ôl i chi drefnu'r ymweliad, a fydddech cystal â rhoi gwybod i'r Tîm Archebu cyn gynted â phosibl drwy ffonio 0845 010 5500.

Gofynnwn i chi hefyd roi gwybod i'r Tîm Archebu os bydd oedi sylweddol yn ystod eich siwrnai.

### Keep in touch

When you booked your visit, you should have been given information on the maximum group sizes we are able to accommodate. If there is a significant change in the number of pupils you will be bringing, please let the Booking Team know as soon as you can on 0845 010 5500.

We also ask that you let the Booking Team know if there's a substantial delay to your journey.



## Cymhorthdal Teithio

### Travel Subsidy

Mae gan ysgolion sydd y tu allan i gylch o 10 milltir o Fae Caerdydd yr hawl i gael cymhorthdal teithio o £1 y filltir am un daith y flwyddyn mewn bws yn ôl ac ymlaen o'r Cynulliad Cenedlaethol. Nodir swm y cymhorthdal teithio y mae gan eich ysgol chi hawl i wneud cais amdano ar eich ffurflen archebu.

Schools outside a 10-mile radius of Cardiff Bay are entitled to receive £1 per mile travel subsidy, for one coach per year, for a return journey to the National Assembly. The travel subsidy your school is entitled to is shown on your booking form.





## **Cymryd Gofal**

Yn ystod eich ymweliad, chi fydd yn gyfrifol am eich myfyrwyr; gofalu fod y gymhareb rhwng athrawon a disgyblion yn cydymffurfio â chanllawiau'r awdurdod lleol.

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## **Take Care**

During the visit, you will be responsible for your students; please make sure that the teacher to pupil ratio complies with local authority guidelines.

## **Bwyd**

Os ydych wedi trefnu lle i'ch disgyblion fwyta'u pecynnau bwyd, bydd y lle ar gael i chi ar ddiwedd eich ymweliad. Sylwch na fydd modd prynu bwyd na diod yn ystod eich ymweliad.

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## **Food**

If you have booked the lunch area for your pupils to eat their packed lunches, this will be available for you at the end of your visit. Please note that you will not be able to buy any food or drinks during the visit.





## Atyniadau Eraill

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### Other Attractions

#### Siop y Cynulliad

Mae siop yn y Senedd sy'n arddangos doniau o Gymru ac sy'n rhoi cyfle i brynu cofroddion ac anrhegion.

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#### Assembly Shop

There is a shop in the Senedd which offers a showcase of Welsh talent and an opportunity to purchase souvenirs and gifts.

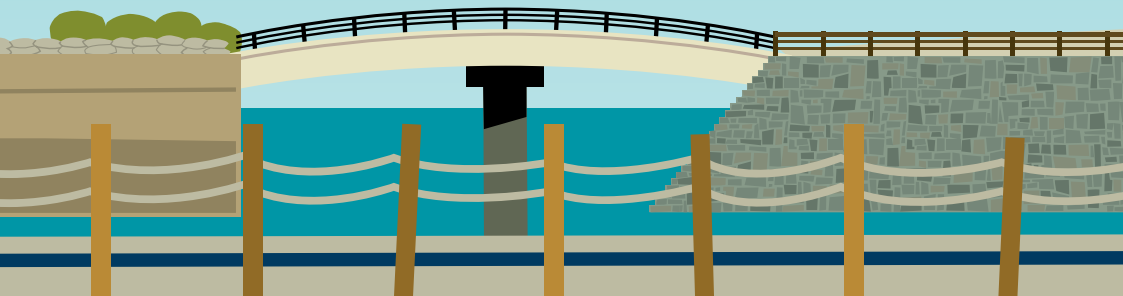
#### Y Pierhead

Mae'r Pierhead ar agor fel canolfan ymwelwyr a digwyddiadau sy'n cyd-fynd â gwaith y Cynulliad, ac sydd hefyd yn cynnwys arddangosfeydd sy'n adrodd hanes yr adeilad eiconig hwn, rhai ohonynt yn rhyngweithiol. Mae'n bosibl y byddwch am fynd â'ch myfyrwyr i weld y Pierhead tra byddwch ym Mae Caerdydd. Mae tafleni gweithgaredd ar gael yn y dderbynfa.

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#### The Pierhead

The Pierhead is open as a visitor centre and events venue that complements the work of the Assembly. It also contains displays and exhibitions, some of which are interactive, that tell the story of this iconic building. You may like to visit the Pierhead with your students while you are in Cardiff Bay. Activity sheets are available at reception.





## Cyn eich Ymweliad

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### Before your Visit

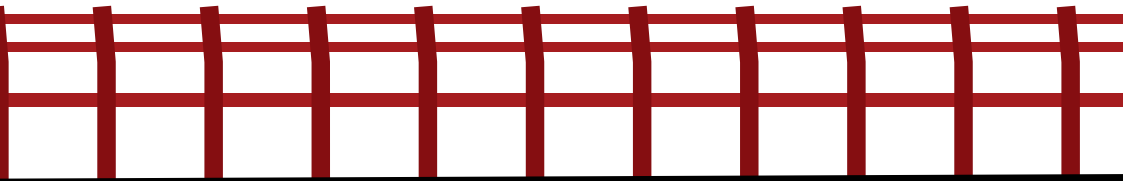
Ar ôl i chi archebu, byddwch yn cael e-bost cadarnhad. Bydd yr e-bost yn cynnwys ffurflen archebu a dolenni i'r ffurflen cymhorthdal teithio a'r ffurflen asesiad risg.

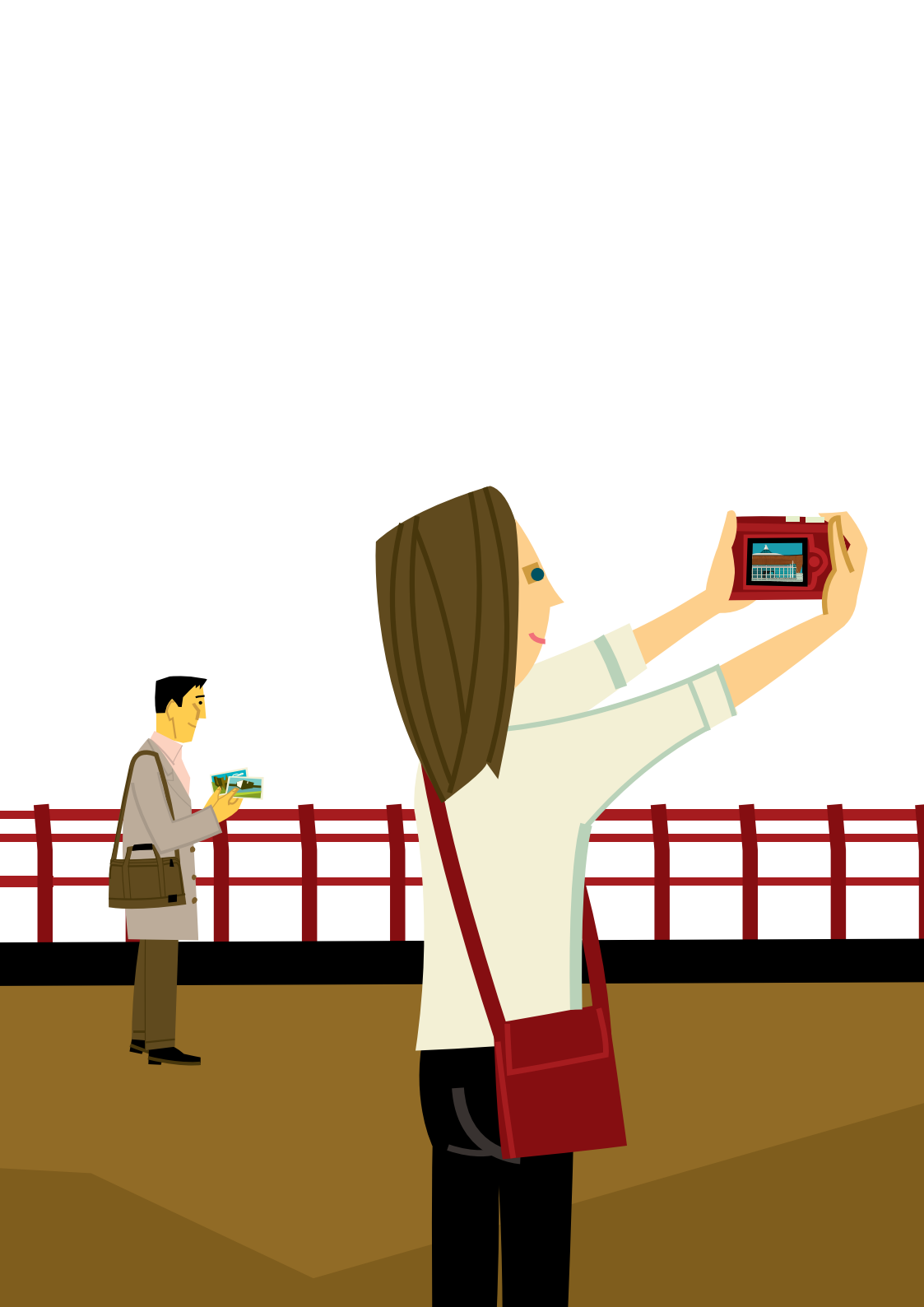
Bydd angen i chi gwblhau'r ffurfenni hyn a'u dychwelyd atom drwy ein cyfeiriad rhadbost cyn eich ymweliad.

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After you made your booking, you will receive a confirmation email. This email contains a booking form and links to the subsidised travel and risk assessment forms.

Send your completed forms to our freepost address prior to your visit.









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## Aseiad Risg

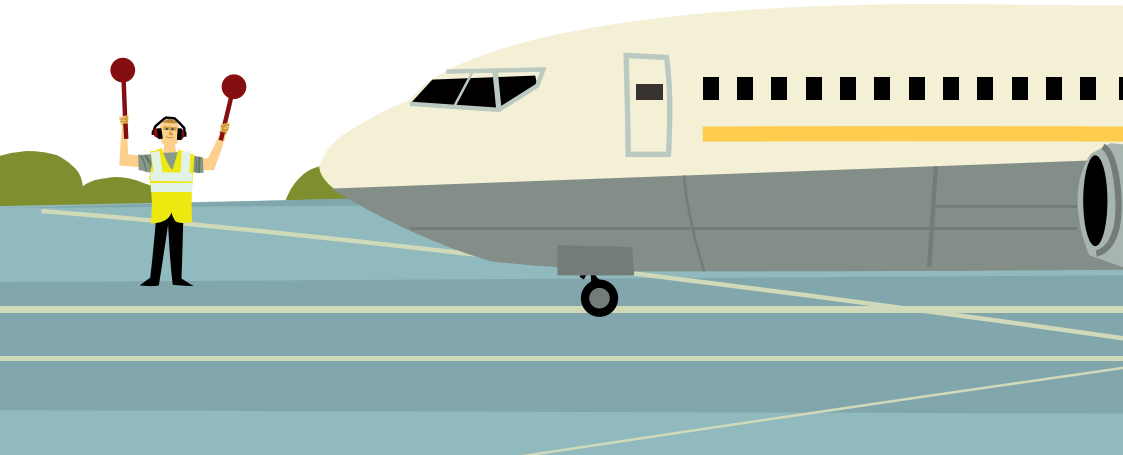
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### Risk Assessment

Rydym wedi paratoi Aseiad Risg ar gyfer ymweliadau addysgol, ond gofynnir i chi gynnal eich Aseiad Risg eich hunan ymlaen llaw. Dylech ystyried y risgiau nad yw'r Aseiad Risg cyffredinol yn delio â nhw, fel y risgiau sy'n gysylltiedig â theithio o'r bws i adeiladau'r Cynulliad, ac ati.

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We have carried out a Risk Assessment for educational visits but we also ask that you complete your own Risk Assessment before your visit. This should take into account risks not covered by our assessment, such as risks associated with travelling from the bus to the Assembly building etc.





### Asesiad Risg

Ar ôl cwblhau'r Asesiad Risg, dylech ei anfon atom ni drwy'r post.

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### Risk Assessment

Please send us your completed Risk Assessment in the post.



## **Cyfeiriad rhabbost addysg**

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### **Education freepost address**

**Rhabbost SWC 3358  
Gwasanaeth Addysg  
Cyfathrebu  
Cynulliad Cenedlaethol Cymru  
Bae Caerdydd  
CF99 1GY**

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**Freepost SWC 3358  
Education Service  
Communications  
National Assembly for Wales  
Cardiff Bay  
CF99 1GY**



# Dysgu a Meithrin Sgiliau

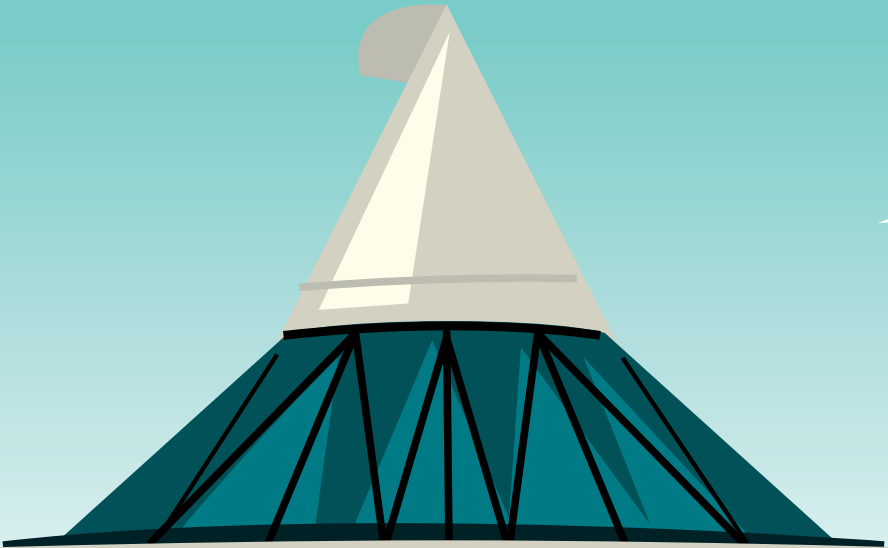
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## Learning and Skills

Mae ein rhaglen addysg yn helpu disgyblion a myfyrwyr i feithrin eu sgiliau sylfaenol a'u dealltwriaeth o wleidyddiaeth. Yn ddbynnol ar eu hoed a'u gallu, gallwn roi gwybodaeth am y meysydd allweddol a ganlyn drwy ein rhaglenni a'n hadnoddau:

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Our educational programmes help pupils and students to develop their political literacy and key skills. Depending on age and ability, the following key areas are covered by all our programmes and resources:



- y gwahaniaeth rhwng Cynulliad Cenedlaethol Cymru a Llywodraeth Cymru
  - pwerau'r Cynulliad
  - pwy sy'n eich cynrychioli chi?
  - swydd Aelod Cynulliad
  - sut y caiff Aelodau'r Cynulliad eu dewis?
  - beth sy'n digwydd pan fydd y 60 Aelod Cynulliad yn cyfarfod yn y Senedd yng Nghaerdydd?
  - sut i gysylltu ag Aelodau'r Cynulliad
  - cyfansoddiad gwleidyddol y Cynulliad
  - lliwiau'r pleidiau gwleidyddol
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- the difference between the National Assembly for Wales and the Welsh Government
  - the powers of the Assembly
  - who represents you?
  - the job of an Assembly Member
  - how are Assembly Members chosen?
  - what happens when all 60 Members meet at the Senedd in Cardiff?
  - how to contact Assembly Members
  - the political make-up of the Assembly
  - political party colours



# Gwybodaeth

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## Information

**Tîm Gwybodaeth ac Archebu**

**0845 010 5500**

**E-bost**

**[gwybodaeth@cymru.gov.uk](mailto:gwybodaeth@cymru.gov.uk)**

**[archebu@cymru.gov.uk](mailto:archebu@cymru.gov.uk)**

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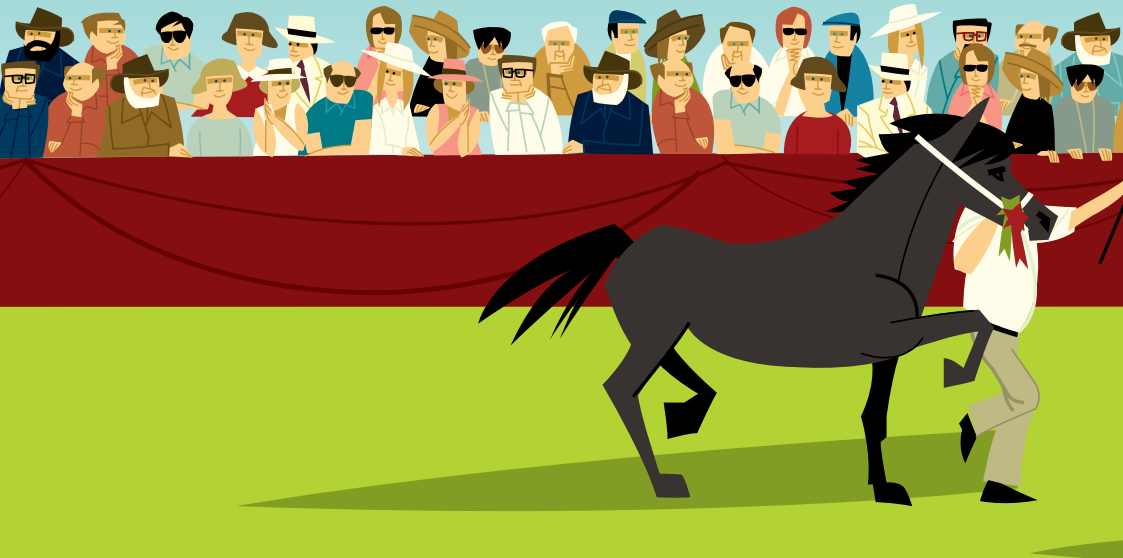
**Information and Booking Team**

**0845 010 5500**

**Email**

**[assembly.info@wales.gov.uk](mailto:assembly.info@wales.gov.uk)**

**[assembly.bookings@wales.gov.uk](mailto:assembly.bookings@wales.gov.uk)**





T 0845 010 5500



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