Ffôn/Tel: 01492 642800
Ffacs/Fax: 01492 642801

Ffordd Nebo
LLANRWST
LL26 0SD

YSGOL DYFFRYN CONWY

Pennaeth / Head : Miss Elan Davies
e-bost/e-mail : cyff@dyffrynconwy.conwy.sch.uk
www.ysgoldyffrynconwy.org

Rhagfyr 2014 / December 2014

Annwyl Rhiant/Gwarcheidwad	Dear Parent/ Guardian
Prydau Ysgol Sodexo - Alergedd Bwyd	**Sodexo School Meals-Allergy Procedure**
Ysgrifennaf atoch i'ch hysbysebu am weithdrefnau Sodexo i ymdrin ag alergedd bwyd. Mae gan Sodexo flynyddoedd lawer o brofiad yn y maes arlwyo ysgolion ac o ganlyniad i wybodaeth a gafwyd gan rieni, cleientiaid ac arbenigwyr proffesiynol mae'r cwmni wedi sefydlu gweithdrefnau i reoli alergedd bwyd y disgyblion.	I would like to take this opportunity to update you on Sodexo's Allergy in Schools Procedures. Sodexo has had many years of experience in catering for school and from information obtained from parents, clients and professional experts Sodexo has in place allergy procedures to manage your child's allergy requirements.
Gofynnir i chi lenwi ffurflen alergedd os oes gan eich plentyn alergedd bwyd, er mwyn ein cynorthwyo i ddiwallu eu hanghenion. Mae'r ffurflen ar gael ar safle we'r ysgol: ysgoldyffrynconwy.org dan adran rhieni.	If your child has been diagnosed with food allergy please complete an allergy reporting from to assist us to cater for your child's needs. This form is available on the school website: ysgoldyffrynconwy.org under the parents section.
Os nad oes gennych fynediad i wefan yr ysgol, cewch ffonio derbynfa'r ysgol ar 01492 642 800 a gofyn am gopi papur. Mae rhaid dychwelyd y ffurflen hon cyn gynted a phosib wedi i'ch plentyn ddechrau yn yr ysgol.	If you don't have access to the school website you can telephone the school o 01492 642 800 and ask for a paper copy. The completed form needs to be returned to school as soon as possible after your child starts at the school.
Bydd dychwelyd y ffurflen hon cyn gynted â phosib yn rhoi cyfle i Sodexo werthuso a dehongli'r wybodaeth lle bo angen, a'u galliogi i wenud trefniadau neu addasiadau penodol i sicirhau fod eich plenty yn cael prydau sy'n addas i'w hanghenion. Gofynnwn i chi hefyd ein hysbysu o unrhyw newidiadau a allai effeithio ar ofynion dietegol eich plenty.	Returning this form as soon as possible will allow Sodexo to evaluate and clarify this information where necessary, enabling us to make any specific arrangement or adjustment to ensure the most appropriate provision of meals for your child.
	Please ensure that you also inform us whenever there is a change to your child's medical condition which may affect their food requirement, or if there is an update from the doctor regarding their food allergy.
Mae rhaid cynnwys un ai llythyr meddyg neu lythyr gan ddietegydd i gyd-fynd â manylion yr alergedd ac esbonio'r gofynion dietegol. Bydd llythyr meddygol yn sicrhau fod staff Sodexo yn gallu adnabod alergenau penodol mewn cynhwysion a threfnu diet priodol i'r disgybl.	The detail of the allergy must be supported by either a doctor's letter or a letter from a dietitian regarding the required diet. A medical letter will ensure that Sodexo staff are able to identify specific allergens in ingredients so that an appropriate diet can be provided.
Un enghraifft i danlinellu'r angen am lythyr meddygol yw plenty ag alergedd i wyau. Bydd y ffufrlen alergedd	

yn amlygu alergedd wyau a bydd angen llythyr meddygol hefyd. Ar ôl edrych ar y llythyr meddygol efallai y byddem yn gweld mai alergedd i wyau amrwd sydd gan y disgybl, a'u bod yn gallu bwyta wyau wedi coginio a chynhyrchion bwyd sy'n cynnyws wyau. Bydd y wybodaeth hon yn hanfodol er mwyn sirhau ein bod yn darparu diet sy'n addas i alergedd eich plentyn a hefyd yn atal cyfyngiad pellach i'w diet. Gobeithiwn y gallwch ein cynorthwyo i adnabod alergedd bwyd eich plentyn yn ddi-oed, a darparu'r holl wybodaeth angenrheidiol er mwyn sicrhau darpariaeth ddiogel o brydau. Os hoffech wybodaeth bellach am Weithdrefnau Alergedd Bwyd Sodexo peidiwch ag oedi cyn cysylltu â'r ysgol.	One example to highlight the need for medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg and egg contained within products are fine to consume. This information will be essential that we provide a diet suitable for your child's allergy whilst also providing their diet being restricted further. We hope that you are able to assist in the prompt identification of your child should they suffer from food allergy, providing all necessary information required which will enable the safety provision of meals. If you require any further information about Sodexo's Allergy Procedures please do not hesitate to contact the school.

Yn gywir/Yours Sincerely

Elan Davies
Pennaeth/Headteacher