MAH/hc

10th May 2022

Dear Parents/Guardians,

Please find below a reminder of the access times and requirements of the school site. If you are collecting a student during school time, it is advisable to park on the main road and walk up to the pedestrian gate to collect your child as turning in the area by the gate is not possible. If your child is leaving for an appointment, and you have provided a note/email to school we will allow them to leave. If they do not have parental permission, we will need to call you first to confirm arrangements.

**Main access to school site**

The main entrance to gain access to the school is located off ‘Y Waun’ Road. This area can be very busy between 08.25 and 08.45 and 15.05 to 15.20.

**These entrance gates close at 08:45am every morning, and re-open for buses to exit at 3:20pm**

All students who arrive after this time, must gain access via the main entrance and record that they have arrived at school via the Attendance Office or they will be marked as absent.

All visitors to the school **must** report to the main entrance. **Access is only granted to visitors with a pre-arranged meeting, for parents/guardians with specific permission or in the event of an emergency and for Safe-Guarding purposes.** Access **can only be granted** by calling the bell on either the vehicle drive keypad (on the post) or alternatively on the pedestrian gate keypad. The security gates are then opened via reception depending on the reasoning as noted above.

Please note, there is to be NO movement of traffic on site during break/lunch periods as set out below:

10:00am – 10:25am

10:50am – 11:15am

12:00noon – 12:40pm

12:55pm – 1:35pm

3:00pm – 3:25pm

**Car drop off/collect**

For any parent bringing their child to school by car, the safest place to drop off by 08.40 / collect at 15.15 is to park a short distance from the school site, on the school side of the road. The Cefn Llan road is more dangerous due to the slope, and it is important students are dropped off/collected from the school side of the road. We ask parents not to use the school site as a short cut through as this increases the risk of a collision on site.

Where there is a need for parents to bring their children to Reception at the start of each day, this will have been agreed in advance with a member of staff.

Yours sincerely,



Ms M Hughes

**Headteacher**