



Awel y Môr Primary

Acting Head teacher Mr K Winter
Ffordd Ysgol
Sandfields
Port Talbot
SA12 6TP

5th January 2026

Dear Parents and Carers,

We would like to remind you of the following important procedures regarding access to the school site. These measures are in place to ensure the safety of all pupils and staff.

Use of the School Car Park

Parents and carers must not drive into the school car park, as it is not available for routine drop-off or pick-up. Please park considerately on the roads adjoining the school and accompany your child into school via the rear gates.

Front Entrance Access

The front entrance should not be used before the start of the school day. Please ensure that children arrive at the appropriate time and use the designated rear gates.

Late Arrivals

If your child arrives late to school, they must be signed in by an adult at the school office. Children should not enter the building unaccompanied if they arrive late.

Early Pick-up

Unless there is an emergency or a pre-approved appointment, children should remain in school until the scheduled dismissal time. If an early pick-up is unavoidable, please notify the school in advance.

We appreciate your cooperation in following these procedures, which help us to maintain a safe and well-organised school environment.

Thank you for your continued support.

K. Winter