



20th May 2020

Dear Parents and Carers,

I have had many questions regarding the drop off and pick up of students from next Tuesday 26th May 2020.

In the morning, all children will arrive at school between 8:45am and 9:05am. If you need to drop your children off earlier than 8:45am, please call us to discuss booking into OSHC.

There will be a member of the leadership team at each gate with hand sanitiser. All F-2 teachers will be in their classrooms to greet children as they arrive. All other members of staff will be available to walk children from the gate, to their classroom.

The 5 minute parking will become a drop off zone, where parents can pull up and let their child/ren out. We will have staff there to assist students to get into the school safely. This should allow traffic to flow more freely and not get banked up. If you need to actually park, you will need to go to the gravel car park and follow the parking arrangement as shown on the sign. The school crossings will all be supervised by the council workers.

We need parents to adhere to the social distancing guidelines, so we ask that where possible you use the 'drop and go' parking or walk your child to the school crossing and allow them to cross over without you. This will free up our gate entries so we can get children in more quickly. All students will go straight to their classroom to meet their class teacher. We have organised specific gates for each year level for drop offs so we can get children to the classrooms easily. Please understand that we will have many staff on duty and will make this process as quick as possible.

At the end of the day, we will send the Year 2 students out at 3:15pm. If they are the only students from their family at PCS at this time, they will go straight out of the school to meet their parent or make their way home. If they have a younger sibling, they will go to collect them from their room. At 3:20pm the Year One and Foundation students will be dismissed.

Children will be able to exit out of any of the four open gates, as shown on the attached map. Please have a discussion with your child/ren as to where to meet you. After school we will have all staff on duty around the school and in the gravel car park. We ask that everyone again considers traffic flow and abides by the parking restrictions around the school.

If you are waiting over the road at the funeral home, children will be allowed to leave via a gate on Rundell Way to then walk up the side of the school and cross at the lights. It is very important that you realise we need to have as many staff members as possible to supervise children at this time so the phones may not be manned.



If you need to get a message to your child it will need to be before 3:00pm. Children will not be allowed to wait at the office for parents. If you are a few minutes late, we will keep the children outside with members of our staff until 3:35pm. If you are unable to collect your child from school by 3:35pm, please call us to arrange a booking in OSHC.

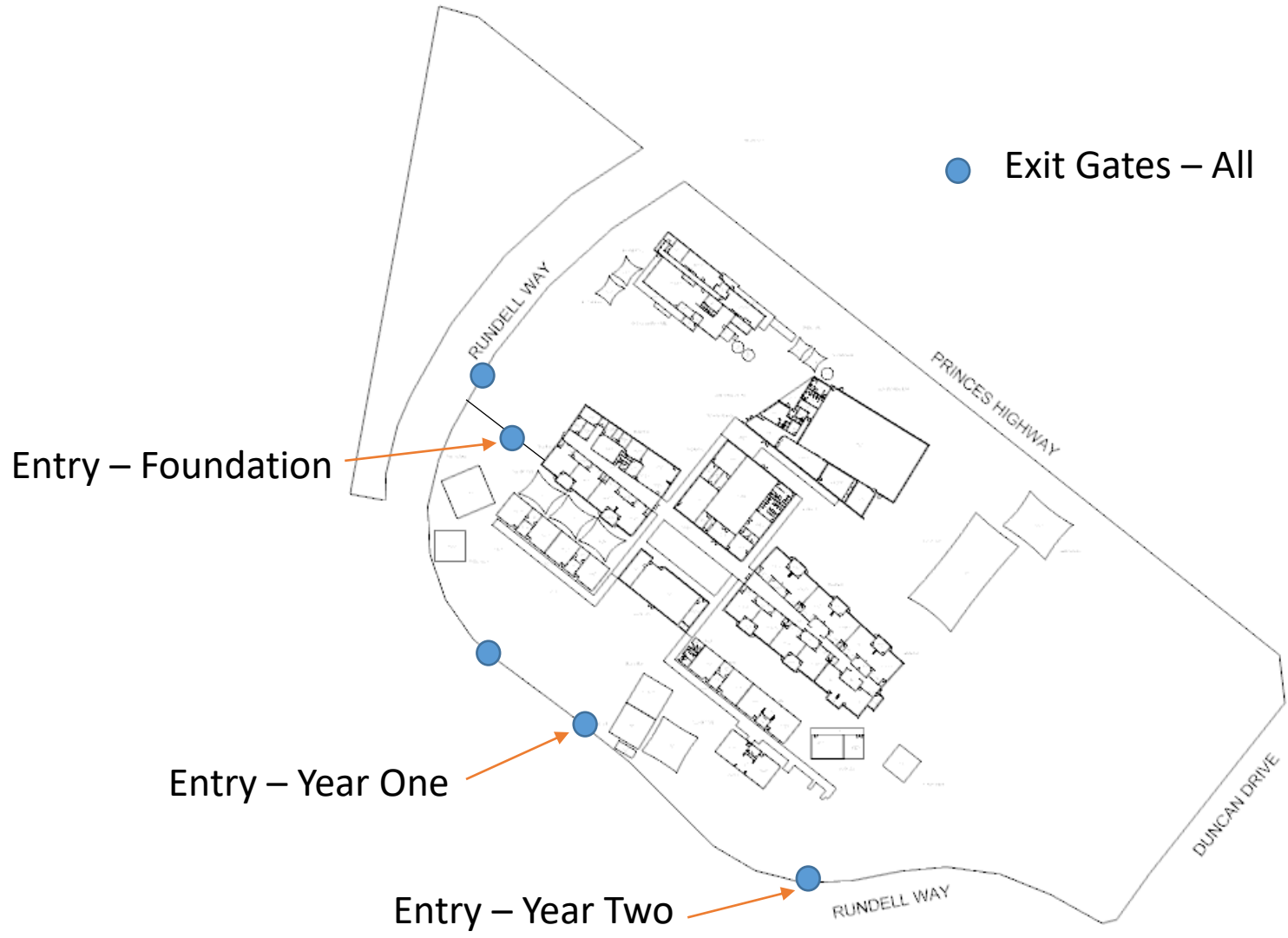
These arrangements may change when the 3-6 students return on Tuesday 9th June 2020. We will be sure to let you know of any changes before then.

The office counter will open at 9:15am each day and will close at 3:00pm. Phones will be on from 8:30am until 4:30pm with a short break at dismissal time.

We look forward to re-engaging with face-to-face teaching with our junior students from next Tuesday.

Kind regards,

Katrina Stewart



Pakenham Consolidated School
2 Rundell Way Pakenham 3810
Postal Address: PO Box 120, Pakenham 3810
TEL: (03) 5941 1511 Fax: (03) 5941 1541
www.pakconps.vic.edu.au