POLICY: SLOW AND GO

1. Rationale
At St Michael's School we believe that all children should be provided with a safe environment.

2. Aim
To establish practices that provide children and other members of the community with a safe environment following dismissal in the afternoon and to assist parents with an orderly collection of their children.

3. Implementation
3.1. A ‘Slow and Go’ system operates in the afternoons for the safe and easy pickup of children.
3.2. Parents are required to have a family number. The family number is provided by the school at the beginning of the school year. Children must know their family number.
3.3. A note is sent home to new families explaining the ‘Slow and Go’ system with a tear off slip to apply for a family number. The family number needs to be displayed on the left side of the front window of the car.
3.4. At dismissal each afternoon during weather that is not wet or too hot ‘Slow and Go’ children line up at the designated dismissal area.
3.5. After the 3.10 pm bell ‘Slow and Go’ children are escorted to their allocated place in the Undercover area.
3.6. Each afternoon a staff member is responsible for calling the ‘Slow and Go’ numbers.
3.7. Other staff members are responsible for supervision in the Undercover area.
3.8. Cars enter the driveway beside the school (next to the units) from 3:20 pm, proceed down to the Undercover area and pull up in the designated coloured parking spaces as directed by a staff member.
3.9. The staff member on duty calls the number of the car over the microphone as it enters the driveway and allocates it to one of the coloured bays.
3.10. Children wait for their number to be called and, when directed by a staff member, walk to the coloured area that corresponds to the bay in which their parent's car is parked.
3.11. Children wait for the car to stop, open the door and enter.
3.12. All children and car drivers to obey the instructions of staff members.
3.13. Cars then wait and proceed in a line out the gates and through the parish car park.
3.14. Drivers must not overtake any other vehicle while in the school grounds nor travel at more than 8 km/hr.
3.15. Drivers disobeying staff instructions will be advised as to their errors.
3.16. Drivers must drive safely and be observant of pedestrians including when entering, driving in or out of the Parish carpark.
3.17. The process finishes at 3.40 pm or earlier if there are no children waiting.
3.18. Children not collected from the ‘Slow and Go’ area will be taken to the school office for parent collection.
3.19. The parents of children who have not being collected by 3.40 pm on a regular basis will be contacted by the Principal.
3.20. If there are unforeseen changes to going home arrangements the following procedure will be in place.
3.20.1. Parents are to ring the school office by 12.30 pm.

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3.20.1.2. A list of the children with changed arrangements will be given to the teachers during the lunch break.

3.20.1.3. No phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning.

3.21. If there are unforeseen changes to arrangements after 12.30 pm – the following procedure will apply:

3.21.1.1. Do not call the school office as no phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning.

3.21.1.2. Children will go to their nominated pick up area as indicated in their diary.

3.21.1.3. If the child is not collected at the “Slow and Go” by 3.40 pm they will be escorted to the office to await collection.

3.21.1.4. The only exception to this arrangement would be in relation to bus travel or children walking home due to an unforeseen emergency change in arrangement.

4. Evaluation

The policy will be evaluated annually.