

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 card. The family number card is provided by the school office on request. Children must know their family number.
- 3.3. New families are provided with a note explaining the 'Slow and Go' system with a tear off slip to apply for a family number card at the beginning of the school year. The family number card 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 on the top playground 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 on the top playground undercover area.
- 3.8. The bus zone area must remain clear so that the buses can collect the children and move off. This also applies to the bus zones at Crestwood High School. Parents must not block the bus zones.
- 3.9. The Parish car park will still be open. Please park in designated parking areas only.
- 3.10. There is no parking anywhere along the school fence or around or near the roundabout in the Parish car park.
- 3.11. There will be no right-hand turn into the Parish car park during Slow & Go.
- 3.12. Slow & Go will still start at 3.20 pm and finish at 3.40 pm.
- 3.13. During Slow & Go, parents are to enter the Parish car park turning left from Chapel Lane and proceed to the side gate along the school fence line and stop.
- 3.14. Parents are to drive slowly into the Parish car park and wait their turn in the Slow & Go queue.
- 3.15. The staff member on duty calls the family number of the car over the microphone as it enters the driveway.
- 3.16. Children wait for their family number to be called and, when directed by a staff member, walk up the ramp to the side gate where they meet the duty teacher.
- 3.17. Children wait for the car to stop, the duty teacher opens the door for the children to enter.
- 3.18. All children and car drivers to obey the instructions of staff members at all times.
- 3.19. Cars then wait and proceed in a line around the roundabout and continue to drive slowly through the Parish car park to Chapel Lane.
- 3.20. Drivers must not overtake any other vehicle while in the Parish car park nor travel at more than 8 km/ph.

- 3.21. Drivers must drive safely and be observant of pedestrians including when entering, driving in or out of the Parish carpark.
- 3.22. The process finishes at 3.40 pm or earlier if there are no children waiting.
- 3.23. Children not collected from the 'Slow and Go' area will be taken to the school office for parent collection.
- 3.24. The parents of children who have not being collected by 3.40 pm on a regular basis will be contacted by the Principal.
- 3.25. If there are unforeseen changes to going home arrangements the following procedure will be in place.
 - 3.25.1.1. Parents are to ring the school office by 1.00 pm.
 - 3.25.1.2. A list of the children with changed arrangements will be given to the teachers during the lunch break.
 - 3.25.1.3. 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.
- 3.26. If there are unforeseen changes to arrangements after 1.00 pm – the following procedure will apply:
 - 3.26.1.1. 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.
 - 3.26.1.2. Children will go to their nominated pick up area as indicated in their diary.
 - 3.26.1.3. 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.
 - 3.26.1.4. 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.