

# School Tour Protocol

## Covid-19 Update

Greenway Academy has always welcomed parents and visitors into the Academy, enjoying the opportunity to show prospective children and parents all that is on offer.

As a result of C-19 restrictions and DfE Guidance, the Academy has reviewed how it can offer School Tours during the Autumn term.

The Academy can only invite **ONE** parent to tour the school and all tours must be pre-booked through the School Office by phone on 01403252013 or by email [office@greenwayacademy.co.uk](mailto:office@greenwayacademy.co.uk)

On receipt of the request, the School Office will confirm the date and time of each appointment.

Parents (**ONE**) who wishes to tour the school **MUST**:-

- Have no Covid-19 symptoms (high temperature, new continuous cough, loss or change of sense of smell or taste)
- Sanitize hands on arrival with school sanitizer
- Wear a suitable mask, which covers face and nose
- Wear gloves (provided by the school)
- Are able to socially distance consistently during the visit
- Complete the track and trace sheet on arrival

School Tours will **ONLY** be offered to parents (**ONE**) who are:-

- completely new to the school (i.e. no siblings)

**AND**

- have a child(ren) who requires a place in the current academic year in Years 3,4,5 or 6
- have a child(ren) who require a Year 3 place in 2021/22 academic year

The Academy website provides extensive information about life at Greenway Academy which parents are recommended to review, including a virtual tour (coming shortly).

A phone meeting is offered to parents, who do not meet the above criteria for a School Tour, with the Senior Leadership Team. These must be pre-booked through the School Office by phone on 01403252013 or by email [office@greenwayacademy.co.uk](mailto:office@greenwayacademy.co.uk). On receipt of the request, the School Office will confirm the date and time of each appointment.

This policy will be reviewed in January 21, to ensure school tours can be re-instated as soon as possible as it is appreciated it is an invaluable part of the choice process for parents and the Academy.

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Review: January 2021