



Protocol for visiting our academy



Dear prospective parent or carer,

Thank you for your interest in our wonderful academy. We are thrilled to be able to show you around our school but, as we are living in unusual times, we have some additional protocols around your visit with us (as I am sure you expected).

Firstly, when you arrive, we will ask you to sign in with your full contact details, so that we have these should we need to share them with the Test and Trace system.

We will ask you to use the hand sanitiser provided in our reception area before you enter the building. We will also ask that you wear a face covering for the duration of the tour unless you are exempt. The member of staff showing you around will also be wearing a face covering.

We will remain 1m+ or 2m apart for the duration of the tour, and please don't be offended if you are reminded of this should you forget.

All of our tours are taking place after school so you won't be able to witness our school 'at work' with children learning in their classrooms, but we hope to give you a flavour of what we are all about nonetheless. You will be given the chance to ask any questions as we walk around and we will stop at the end, probably outside if the weather permits for a question and answer session.

We are extremely grateful for your co-operation with these arrangements and our work to keep our school community as safe as we can at this time, and we really look forward to meeting you.

With best wishes

Vicky Dupras

Head teacher