



THE PORTSMOUTH GRAMMAR SCHOOL

The PGS Policy for School Tours during COVID-19 Restrictions

This is The Portsmouth Grammar School's policy for School Tours that take place during periods when restrictions are in place because of COVID-19.

1. Introduction

The Portsmouth Grammar School's Marketing and Admissions Department offer opportunities for prospective families to tour the school sites. Ordinarily, these tours are an excellent opportunity for families to view the school site at a time when the school is fully operational. Such visits enable families to get a sense of the school's culture, tone and educational ethos, helping them make what is a difficult and significant decision about their child's educational future in selecting which school they will attend.

At a time when there are a range of restrictions in place to control and limit the spread of infection of COVID-19, The Portsmouth Grammar School has decided that tours can continue, but in a closely monitored, controlled and restricted manner.

This policy outlines the ways in which controls ensure that tours are both necessary, and safe.

2. Necessity of Tours

The school has made the decision that in some cases, school tours are deemed necessary for some families, under certain circumstances, to make key decisions about whether or not PGS is the correct school for their child to attend for the next stage of their education. In this sense, tours are deemed 'business critical', and travel to / from the school site deemed necessary for the purposes of education. This educational continuity, and commensurate reassurance in knowing that this decision is made, is vital for families in planning, and indeed seeking to confirm a place at a school such as this with a clear admissions timeline, linked to its schedule of entrance assessments. The conditions for a tour to be deemed 'necessary' are as follows:

- 2.1 Visiting families must be seeking immediate entry, or entry for the next academic year, for which offers are made by a deadline that falls within periods of restriction. The deadline for acceptance of offers for 16+ places is Monday 11th January and for 11+ and 13+ is Monday 8th March.
- 2.2 For Junior School, those parents who wish to have all the information in hand so that they are able to make an informed decision once state school places are offered in January.
- 2.3 Throughout the school, where immediate entry is being sought.
- 2.4 For Junior School and Pre-School, where parents are making a decision between a September entry, or an immediate entry.
- 2.5 Where restrictions have been re-imposed, raised or appear to be tightening, or looking likely to tighten, and future opportunities to tour look more limited, rather than less so, notwithstanding that the entry point needs to be within the time-frame of likely or established restrictions.

- 2.6 Tours will only be scheduled for those who have submitted an online application, making clear their contact information, and the desired entry point and year.

When parents are looking for a September 2021 entry, and at a point where there are no school imposed deadlines to consider (such as for year 8 entry), then tours will be delayed until such a time when restrictions are lifted. The School will keep relevant guidance under review and continue to make informed decisions about when this is likely to happen, prioritising those on the tours waiting list as appropriate depending on need, as set out in the criteria for 'necessary' above.

3. Safety measures

For tours that are deemed necessary, the following safety measures will be implemented in all cases:

- 3.1 Visitors and staff to wear masks throughout the tour
- 3.2 Tours are to follow a pre-agreed route.
- 3.3 The routes are shared with Estates in order to allow cleaning.
- 3.4 Tour routes are cleaned in advance of the tours, and following their conclusion prior to the next school day.
- 3.5 It will be agreed, depending on the nature of the restrictions in place at the time, when tours can happen; it is unlikely that tours will be deemed acceptable to run during the school day, and therefore this decision is likely to fall between after school, or at weekends and in holiday periods, when the risk of contact with current pupils and staff is minimised or even removed.
- 3.6 Visitors read and adhere to the COVID-19 advice for visitors document available in the School's Main Reception on arrival.
- 3.7 Visitors must pre-arrange tours so that all necessary contact information is confirmed, thereby enabling rapid Test and Trace as circumstances dictate.
- 3.8 Tour guides will be kept to a minimum number of pre-agreed staff; the Deputy Head (External Relations), the Head of Junior School, the Heads of Section from Pre-School to Sixth Form, and tour guides to confirmed prior to the tour.
- 3.9 Tour guides should not be pupils.
- 3.10 Tour guides and visitors to maintain the rules of Hands, Face and Space; wear a face covering throughout the tour, sanitise hands regularly before, during and after the tour, and maintain 2m distancing as far as possible throughout the tour.
- 3.11 Where parents require hard copy information such as a school prospectus, this paperwork will have been quarantined for a minimum of 72 hours and will be handed over either by gloved hands, or freshly sanitised hands.
- 3.12 Visitors are advised and assisted in avoiding contact with frequently touched surfaces during the school tour, such as door handles, throughout the tour.
- 3.13 The visiting family must all be of the same family 'bubble', which may include parents, guardians or carers and must number no more than 6.
- 3.14 Tour routes should be well ventilated where possible.
- 3.15 It may at times be necessary to schedule more than one tour on the school site simultaneously and where this happens, arrival times will be staggered for the same tour route.

4. Review

PGS will keep this policy under regular review, as and when new guidance is released, and at times when regional changes are implemented in accordance with any Tier system.

This policy should be read in association with:

1. The Government document; 'Guidance for Full Opening: Schools', available [here](#).
2. The PGS Covid-19 Risk Register
3. The PGS Notice for Visitors to the School Site
4. PGS Risk Assessment for the School Tours during COVID-19 Restrictions.

Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head (External Relations)	Regularly and as and when changes to guidance or national, regional and local restrictions change.
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Deputy Head (External Relations)	Regularly and as and when changes to guidance or national, regional and local restrictions change.
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Deputy Head (External Relations)	Regularly and as and when changes to guidance or national, regional and local restrictions change.
Reviewing input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Deputy Head (External Relations)	Regularly and as and when changes to guidance or national, regional and local restrictions change.
Formal annual review	Deputy Head (External Relations)	Annually, until such time as COVID-19 restrictions come to an end.

Version Control

Date Approved	28 January 2021
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Policy author (SMT)	Deputy Head (External Relations)
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