

School Tours Policy



Rationale:

School tours are an excellent strategy in promoting the school to the wider community, and are an effective and essential component of the school's overall enrolment strategy.

Aim:

To provide effective, timely and informative school tours for prospective student enrolments and for other interested parties as appropriate.

Implementation:

- All prospective students and their families are able to make an appointment for a school tour.
- Whilst it may be possible for an impromptu tour this is unlikely. Bookings are therefore essential.
- School tours are conducted by the principal.
- Tours will include classroom visits, as well as visits to the main school facilities.
- Tours will comprise explanations of the schools main policies, features of the schools programs, details of the schools future plans and opportunities for prospective students and their families to ask questions.
- Tours also provide an excellent opportunity for the tour organiser to find out about the needs of the student and their families prior to enrolment.
- Tours will not involve derogatory comparisons with neighbouring or competing schools or school systems.
- All prospective students and their families who tour the school will be provided with an enrolment package which will include enrolment forms, promotional information, and activities for young children.
- Parents will not be charged a fee to enrol their children at our school.
- Tours will also be offered to other individuals or groups with authentic and bona fide reasons to tour the school.
- Similar booking arrangements as described above will apply.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.