

Dear parent / carer,

I am writing to you with more information about the COVID testing before your child returns to school. Of course, this is subject to change for a whole host of reasons and I know there is much speculation about when students will actually return to school, but for now this is what we are planning to do.

Critical Worker and Vulnerable children who are in school this week will get a separate email today.

Year 11 and 13 We will offer tests on Tuesday and Friday this week, in the Leisure Centre, according to the schedule below. I apologise for the short notice, but this is the only way we are able to fit the second test in before they are due back next week. If you are unable to make it into school for the test tomorrow, then you can still come into school for the test on Friday so you have at least been tested once prior to coming back into school. I appreciate the logistics of the time slots may be challenging as may be transport, so if you are unable to arrive at your time slot please come at a different time slot and we will accommodate you.

1000	11A
1030	11B
1100	11C
1130	13NS & 13FA
1200	11D

1300	11E
1330	11F
1400	13CR & 13KT

Other year groups We plan to test other year groups next week, with a similar structure to the day as above as follows:

Mon 11th & Thu 14th – Year 7 and 8

Tue 12th & Thu 15th – Year 9 & 10 & 12

We will confirm this and timings nearer the time and once we have had the opportunity to work out how quickly we are able to test students and how efficient we can be.

This testing remains completely voluntary, but we do need consent from a parent in order to do it. In the circumstances this is challenging to get, so if you wish your child to take part, we are providing two mechanisms to provide consent, ideally it would be preferable to have a written consent form (attached) completed and brought with your child to their test but logistically this is challenging so we have also created a google form that can be completed in advance, ideally both.

https://docs.google.com/forms/d/e/1FAIpQLSepszGFMnn-F-qAStKspwd8yv-GCIXkZuC2CX4WOpYGucFjkA/viewform?usp=sf_link

The testing process information is copied again below and it is worth making clear that the student will self-administer this testing, which I know is not ideal, and that staff will not be swabbing children. If you are concerned about this and would like to accompany your child to support them, please get in touch and we will try to accommodate it. Aside from this, parents will not be allowed into the Leisure Centre and students should wear face coverings before and after their test in line with our school procedures.

I hope this is as clear as we can be and we will continue to update you as things change. I would like to remind you that remote learning starts in earnest tomorrow, please refer back to my previous correspondence for details and I would like to make clear to any family who would normally be in receipt of free school meals, who is suffering from hardship at this time, please contact us and we will support you with food during this period your child is not at school.

Yours sincerely,

Shaun Simmons
Principal

Appendix 3: NHS Test and Trace consent form for COVID-19 testing

This common consent form has been designed for use by parents and guardians of pupils and under 16s, pupils and students over 16 and staff. Underlined sections should be read as applicable and completed as follows:

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to enrol.
- **Pupils and students over 16** can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **Staff** will complete this form themselves.

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter December 2020.
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to having / my child having a nose and throat swab for a lateral flow test.
4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
5. I understand that if my child / my result(s) are negative on the lateral flow test I will not be contacted by the school/college except where they/you are a close contact of a confirmed positive.
6. If the lateral flow test indicates the presence of COVID-19, I consent to my child having / having a nose and throat swab for confirmatory PCR testing, which shall be sent the same day to an NHS Test & Trace laboratory.
7. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.
8. I agree that if my / my child's test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I/ my child will be required to self-isolate following public health advice.
9. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school / college but will be tested every day at school / college for 7 days.

Name of pupil/student/staff to be tested (print)	
Year group (if applicable)	
Name of parent or guardian if under 16 (print)	
Signature	
Date	
Relationship to child if under 16	

HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1 YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

2 YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

3 BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4 OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

5 REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

6 GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS

7 AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8 YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

9 YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

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