

February 25th 2021

Dear Yr 11 and Sixth Form Parents, Carers and Guardians,

In light of the recent Government announcement at the start of the week to reopen schools to all pupils on Monday March 8th, we would like to take this opportunity to inform you of the phased return and proposed testing programme that we have put in place, to start from **MONDAY 1st March 2021** in the lead up to students *returning* to school on **TUESDAY 9th March at 8:30am**

As we know you will appreciate, it has been a logistical challenge to organise a timetable that will ensure we test each child three times at such short notice, but by starting to test the whole school at intervals throughout next week we have created a system that will ensure all students will have had the opportunity to have been tested at least twice before their return to school. This will reduce possible disruption, with only one test per child needing to be administered whilst the whole school population is on site. [For those Yr 11 parents who have still not given or chosen not to give consent please follow this link.](#)

In order for the system to work we will need your full support and we would be grateful if you would impress upon your child the importance of being in the right place at the right time. Failure to follow instructions will delay your child's prompt return to school.

We are inviting students from Yr 11, 12 and 13 in for their first test on Monday 1st March as follows.

Session 1	Monday 1st March Year 11 Test 1 151 students
08.30 -09.30	Year 11 Surnames A-F (56 students)
09.30-10.30	Year 11 Surnames G-O (52 students)
10.30-11.30	Year 11 Surnames P- Z (43 students)

Session 2	Year 12/13 Test 1 169 students
12.00- 13.00	Year 12 Surnames A-L (58 Students)
13.00-14.00	Year 12 Surnames M-Z (38 students) Year 13 Surnames P-Z (18 Students) (56 Students total)
14.00-15.00	Year 13 Surnames A-O (55 Students)

Please identify the timeslot that your child has been allocated and ensure that he/she arrives promptly at the **ELDER ROAD** entrance.

We are inviting students from Yr 11, 12 and 13 in for their **second test on Thursday 4th March** as follows.

	Thursday 4th March
Session 1	Year 11 Test 2 151 students
08.30 -09.30	Year 11 Surnames A-F (56 students)
09.30-10.30	Year 11 Surnames G-O (52 students)
10.30-11.30	Year 11 Surnames P- Z (43 students)

Session 2	Year 12/13 Test 2 Total: 169 students
12.00- 13.00	Year 12 Surnames A-L (58 Students)
13.00-14.00	Year 12 Surnames M-Z (38 students) Year 13 Surnames P-Z (18 Students) (56 Students total)
14.00-15.00	Year 13 Surnames A-O (55 Students)

Yr 11 will be tested for the third time in the morning on Tuesday 9th March.

Yr 12 and 13 will be tested for the third time in the afternoon on Tuesday 9th March.

Arrival and Exit from School For Tests

All students coming for tests week beginning Monday 1st March must access the site via the Elder Road entrance. They will pick up their test registration card from the back entrance to the Sports Hall. They will need to register online and will then self administer their test in the gym. Students will be asked to leave the site via the side grey gate at the Crown Dale front entrance. Students **MUST NOT** congregate outside the school and must go straight home. Please reinforce with your child the need to attend the test appointment on time and to go directly home afterwards.

Vulnerable and Key Worker Students

If your child is already on site as part of the vulnerable or key worker provision they will be tested alongside their year group accordingly.

Face Coverings and Uniform

It is now **mandatory** for **all** students (unless they have a medical exemption) to wear a face covering in the building at all times. Please ensure that they are prepared and arrive with their own mask for testing. We expect students to attend testing in full school uniform. Any student arriving without a mask will be charged for a mask, with money taken from their Wise Pay account.

Registering for the Test

Students must bring their **fully charged** phones with them to register whilst queuing to test. Registration takes approximately 5 minutes if the students have all the correct information to hand but can take up to 15 if they do not have the correct details ready.

They will need to know:

- Their date of birth
- Their full address **including postcode**
- Their school email
- Their mobile number
- They **MUST** have data on their phone to link to the NHS registration site
- They will need to know that the test site code is NVTQ - this is clearly marked on posters in the waiting area.
- Their NHS number, if possible. This will mean that they can save all their registration details and will save valuable time when they register for their second and third test and consequent home tests. Your [NHS number](#) is a 10 digit number, like 485 777 3456. It is on any letter you receive from the NHS. [You can use this link to find out your child's NHS number](#)

Please note we will have trained staff onsite to support registration but it would be very helpful if you could go through the information that they will need to process before your child arrives for their test.

Taking the Lateral Flow Test

Under no circumstances should a student come to school who is displaying symptoms of COVID-19. Anyone displaying covid symptoms should book a PCR test at a local NHS testing centre.

All students will **self administer** their test under the guidance of fully trained staff. If you would like to go through the process of taking the test with your child in advance, please take a look at the following video or booklet on pages 9, 10 and 11. If you would prefer to accompany your child to help them test, then you may do so.

[Watch this film about self administering a lateral flow test](#)

[Visual Guide How to Self Administer a Lateral Flow Test](#)

Public Health has changed the rules recently regarding testing those people who have had a positive test in the last 90 days. We have now been instructed to test everyone.

Results (which take around 30 minutes from testing) will be shared directly and confidentially with students initially and then via email/text message. Should a student receive a positive test as part of the school-based rapid testing programme at the school, they would be required to go home to self-isolate for a period of 10 days.

Return to School

Students will continue with remote learning throughout the week beginning March 1st and including Monday 8th March. Staff will be made aware of testing schedules and will appreciate why your son/daughter might be absent from a lesson if they are travelling to and from school. There might be some minimal work set on google classrooms by those senior staff who are running the testing site over the next two weeks.

Students will return to school for face to face teaching on **Tuesday 9th March at 8:30 am. Please ensure that they are punctual, fully equipt and in full school uniform. They will be on Week 2 of the timetable.** They will access and exit the school site via their year group bubble entrances/exits as they were doing last term. There will be an extended tutor time Period 1 to ensure that all students are aware of health and safety protocols, expectations regarding remaining in bubbles, maintaining social distancing and the mandatory wearing of face coverings at all times inside the building.

On Monday 8th March staff **only** will be onsite to prepare classrooms, equipment and resources ready for the students return on **Tuesday 9th March.**

Twice Weekly Testing

You may also have read that there will be an expectation that all students take a twice weekly self administered test at home having completed the three tests in school on our return. We will be distributing these accordingly in due course. Each child will receive their own kit and booklet of instructions.

Thank you in advance for taking the time to read through these instructions. If you have any questions, then please do contact your child's tutor or Head of Year in the first instance.

Kind regards,
Stay Safe
Ms Nicholas
Senior Deputy Head teacher