

Dear Parents and Carers

Further to our letter of 1st January I am writing with further information.

As explained, The Government's stated aims are to rapidly identify and contain any asymptomatic cases, enable school staff to be tested weekly, and test both staff and students who are close contacts of a positive case, thus minimising the need for un-necessary self-isolation. If you wish to read the full DfE guidance to which we are responding then you can find it [here](#).

The following information is detailed below:

1. Testing: an outline
2. Providing consent
3. Booking a test
4. What will happen on the day of the test
5. What happens in the event of a negative test result
6. What happens in the event of a positive test result
7. What happens once school resumes fully and my child develops symptoms
8. Data Protection and Privacy

1. Testing - an outline

In line with guidance from the Government, we will be embarking upon lateral flow testing for all students prior to their return to school. We will also be conducting regular testing for all staff. Moving beyond the start of term, there will be a programme of testing on standby to address any outbreaks.

As stipulated by the Government, all students are encouraged to have a test but they are not required to do so as a condition of being allowed to return onto the school site. Consent must be provided in advance of testing and how to do this is detailed further under point 2.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 16s, staff can oversee the swab process.

Results (which take around half an hour from testing) will be shared directly with staff and students participating. Where participants are under 16, parents or legal guardians will also be informed.

Testing will be offered free of charge and only with consent.

There will be two phases of testing for each student. Test 2 will be carried out within 3-5 days of Test 1.

For Test 1, each student will be expected to arrive at their allocated time slot, have their test, await the result, and return home immediately. For Test 2 we will inform you of the logistics nearer the time.

2. Providing consent

Parents are required to complete and submit a consent form before booking a test for their child.

The absence of a consent form will mean that a test cannot be carried out.

Please click [here](#) to complete and submit the form if you haven't already done so.

3. Booking a test

Testing slots will be booked through an online reservation system, the same that we use for Progress Evenings, with slots being provided by year group.

In recognition that some parents who live a substantial distance from school may struggle to bring siblings for testing on separate occasions we have made available some sibling slots. Please note that these places are limited, and there is no separation by year group, so these sibling slots should be used only if absolutely necessary. Please request this via saxmundham@seckfordeducation.org.uk and we will accommodate it if we can.

The timings for Year Group appointments are below:

Test 1

Year Group	Date	Timings	Booking window opens
11	7/1/21 8/1/21	09:00 - 11:50 09:00 - 10:15	4/1/21 18:00
10	TBA	TBA	TBA
9	TBA	TBA	TBA
8	TBA	TBA	TBA
7	TBA	TBA	TBA

Test 2

Year Group	Date	Timings	Booking window opens
11	TBA	TBA	TBA
10	TBA	TBA	TBA
9	TBA	TBA	TBA
8	TBA	TBA	TBA
7	TBA	TBA	TBA

The timings for Sibling appointments are below:

PLEASE NOTE IF YOU BOOK GROUP A FOR TEST ONE YOU WILL NEED TO BOOK GROUP A FOR TEST TWO ALSO

Test 1

Group	Date	Timings	Booking window opens
A	7/1/21	12:00 - 12:15	4/1/21 by email

Test 2

Group	Date	Timings	Booking window opens
A	TBA	TBA	TBA

Please note that these timings may be subject to change if there is a reported positive case which then requires close contact testing.

How will I know when the booking window is open?

- Prentmail will generate a message informing you that the booking is open.
- Once you have booked your slot, you will receive an email confirmation.

4. What happens on the day of the test ?

All testing will be taking place in a separate marquee on the school site. We have created three bays where the testing shall be carried out by staff who will have undertaken the Government's training programme. The process is also fully risk assessed in line with Government guidance, and the risk assessment can be viewed [here](#).

On the day of the test, please arrive no more than 5 minutes before the appointment time, park off-site and then wait inside your car until your child returns to you having completed their test. Students should walk unaccompanied through the main school gates and then follow the signage. Students should aim to arrive as close as possible to their set test time to avoid unnecessary waiting. Each child will be spoken to about the testing process, receive the test and then wait for half an hour in a holding area before their result is given. If a student is to receive a positive test result, then a member of staff will talk them through the next steps, with pastoral support on hand, before accompanying them back to their parent / carer in their car.

5. What happens in the case of a negative lateral flow result ?

Once students have received a negative result for both tests, they will be clear to attend school alongside their year group on their allocated start date (11th January - Year 11; 18th for all other year groups). A small number of students might need to repeat a test if a test was invalid or void for some reason.

6. What happens in the event of a positive lateral flow test result ?

Students who test positive will be informed about their results individually with pastoral support on hand. The student will then be accompanied back to their parent who will be waiting in their car off-site.

Students who receive a positive test result will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible).

While the result of the PCR result is awaited, the student will need to self-isolate and will be supported with work from their teachers. If a negative test result is obtained from the PCR test, you must inform the School and submit a copy of the test result. Once this has been received, the student will be readmitted to school. **Please do not send students back to school without following this process.**

If the PCR test returns a positive result the student will have to self-isolate and follow the guidance from NHS Test and Trace. They will be supported with work from their teachers for the duration of their self-isolation.

7. What happens if my child develops symptoms once school resumes fully?

The testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>. As previously, pupils who are self-isolating due to symptoms, will be supported with work from their teachers during their isolation period.

8. Data Protection and Privacy

The data privacy information was included in the Parentmail on 1/1/21

I hope that the above information will address the majority of queries you may have as we embark on the start of term. Thank you for your patience in awaiting these details and for your cooperation and perseverance in assisting us to facilitate the safe administering of the tests. While reassuring you that we will make every effort to ensure that precautionary measures are put in place at school, I must reiterate that the most powerful and effective tool we have remains the individual choices and decisions we will all make between now and the start of term alongside our actions during term time.

I am very sorry indeed for the additional demand I know that this places on parents and carers at what is already a very busy and uncertain time. However, as a school we are committed and determined to do everything in our power to continue our most treasured asset - a SET Saxmundham education.

I will remain in regular contact with further updates.

Best wishes

Mrs Girling

SET Saxmundham School