



# SKEGNESS ACADEMY

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@SkegnessAcad

8 January 2021

## **NHS Test and Trace: COVID-19 testing for staff and pupils**

Dear Parent/Carer

I hope that you and your family had an enjoyable Christmas, notwithstanding the COVID-19 restrictions that we are all living with.

My letter today includes important information relating to the COVID-19 testing process for staff and pupils.

### **Information relating to NHS Test and Trace: COVID-19 testing for staff and pupils**

You may have heard that testing for those without coronavirus symptoms is beginning across the country using COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking, these tests can help staff and pupils remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary.

We will soon be testing all staff and pupils who want to participate and will contact you shortly with more details about when this is due to start.

I enclose an instructional leaflet with some more information (below) as well as a consent form.

If you are happy for your child to be tested, please follow the link below and complete the MS Form (one per pupil), which will enable us to register and complete the test(s) for your child as soon as possible. We intend to start testing pupils who are entering the school as soon as possible.

<https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FENYP72kITn5JriJzXHJr0GdUNEJGR05UVkZESEMzWVRUNTBZVDNET0IyTS4u>

If your son/daughter is over 16 years of age and is happy to be tested, please ask them to complete and return the consent form, having discussed participation with yourselves if they are under 18.

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. Results take around half an hour from testing and will be shared directly with staff and pupils participating. Where participants are under-16, parents or legal guardians will also be informed if they need to take a further PCR test.

I hope that the information in this letter is helpful and clear. If you have any questions, please do also email these to [closure@skegnessacademy.org](mailto:closure@skegnessacademy.org)

You can find further information which explains how your or your child's data will be used to process the test and the Privacy Notice, (both supplied by the DfE) on Greenwood Academies Trust website [www.greenwoodacademies.org](http://www.greenwoodacademies.org) then click on the tab for COVID-19 testing or by following the links below:

[Data Protection FAQs](#)

[GAT Privacy Notice](#)

[Privacy Notice for contact details](#)

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The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339.

A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>

In the meantime, I would like to take this opportunity to wish you and your family a very happy New Year. Please do continue to take care and stay safe.

Yours sincerely



Mr T Johnson  
**Principal**

### **What if a pupil tests positive?**

Participating staff and pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils 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). You can go to [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test) or can call 119 to book a follow-up test. If ordering a PCR test yourselves, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During the time while they wait for the PCR result (via text/email), the students will need to self-isolate.

If the PCR test confirms a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

### **What happens if the test is negative?**

They will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a lateral flow test, so if you do not hear you can assume it was negative. A small number of pupils may need to repeat the test if the first test was invalid or void for some reason.

### **What if a close contact at school tests positive?**

A close contact of someone in school/college who has tested positive for COVID-19 will be able to return to school if they agree to be tested once a day for seven days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside school who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

### **What if my child develops symptoms?**

This 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>.

We will support our staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 01754 879122 or email [closure@skegnessacademy.org](mailto:closure@skegnessacademy.org)

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## 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

10 SECS

MEDIUM FAST

**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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