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NHS Test and Trace: COVID-19 Testing for Staff and Students

Dear Colleague,

As you will are already aware, testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID 19 tests known as 'lateral flow devices'. This letter is to help give you more information about the testing programme in our school.

Along with the other protective measures we are taking, testing will allow us to take further measures to help you and other staff members to remain in school. Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school and college settings through asymptomatic transmission. I am therefore strongly encouraging colleagues to take part in our testing programme.

Testing of staff in school

Testing will be arranged for you on a day that you are on site. For those staff whose roles necessitate them being in more frequently, testing will also take place once per week on a specified day (further details to follow). Colleagues working from home full-time will not be tested this half term.

Serial testing

Any staff member or student who has comes into contact with positive cases in our school can be tested daily for seven days to allow them to remain in school and negate the need for self-isolation.

How the tests work

Those taking the test will be supervised by trained staff and volunteers. The lateral flow device tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant. The school will inform the staff of a positive test result. Staff will also receive a text notification of a positive or negative result from the online NHS system. Tests are free of charge and I enclose a leaflet with further information.

What if someone tests positive?

If someone tests positive on a lateral flow device test, they will be informed immediately by school and will need to take a further 'PCR test' to confirm the result. This should be on the same day or as soon as possible afterwards. School will be able to provide these PCR test kits to perform at home.

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

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













What happens if the test is negative?

While a small number of participants may need to repeat the test if the first test was invalid or void for some reason, participants who test negative will be able to stay in school and resume their activities as normal. Participants will be informed of negative test results via text/email.

What if staff or students have been in close contact with someone in school who tests positive?

The staff member or student will be notified that they are a close contact by the school. If close contacts agree to be tested each day for a maximum period of 7 days, and they test negative every time, they will be allowed to remain in school that day. There may be instances where close contacts are also contacted by NHS Test and Trace. In this instance they should notify NHS Test and Trace that they are a close contact through school and are participating in daily contact testing.

If they do not want to take the tests, they will need to self-isolate as per the national guidelines. The option of daily testing does not apply to household members or close contacts of a positive case outside of school who will still need to self-isolate.

What if they develop symptoms?

This testing programme at school is for people with no symptoms. If anyone 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 or visiting https://www.gov.uk/get-coronavirus-test.

I hope this letter provides you with sufficient information about the testing programme to complete the consent.

Please contact Heather Halford or myself if you have any further questions.

Yours faithfully

Docusigned by:
Meda Caley
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Mrs N Caley

Headteacher











