



Monday 13<sup>th</sup> December 2021

Dear Parent/Carer,

We would like to offer this opportunity to recognise your continued support over the course of the previous term. The Covid variants persist in presenting an ongoing challenge to education, and we thank you for providing us, the Academy, and our young people with support, guidance, and encouragement to ensure that we could maintain high standards and minimise the impact on learning through the resilience that has been collectively demonstrated. The contents of this letter outline the protocol for students returning to school with us in January, based upon the most recent set guidance outlined by the Government, that will once again, permit students the ability to conduct a Lateral Flow Test prior to the day of their return to the Academy that will be partially staggered for some year groups.

The Government recently sent guidance regarding the start of the academic year, and this letter will explain this update, and the end of term arrangements.

### **End of Term Arrangements**

All students will continue to attend the Academy as usual through to the end of term. The final day of term will finish at 3.05pm on Thursday 16<sup>th</sup> December 2021. Students will then return on a staggered basis in January based upon their year group (details below).

### **Staggered Return: January 2022**

The Academy will reopen for the teaching of lessons on Wednesday 5<sup>th</sup> January 2022, however, **not all students** will return on this date as the Government has requested that all students (who opt-in) attend the Academy once they have had a Lateral Flow Test (LFT), in school. If you have not previously consented to your child receiving an LFT and now would like to, please see Appendix A (at the end of this letter) for registration procedures via our School Screener system.

- If you are already registered to the School Screener system, your child will be entitled to arrive at their allotted point to receive a LFT – **you are not required to re-register**.
- Any parent/carer wishing to register their child to receive a LFT will need to do so by completing the registration process by **3pm on Wednesday 15<sup>th</sup> December 2021**. Once again, we ask that you complete the form (in Appendix A, at the end of this letter) by this deadline.

Following the LFT, students will then return home, await their result, and once a negative test result has been achieved are able to return to the Academy on the following day at 8.30am as normal.

In order to allow for this testing, there will be a staggered start for all year groups in January. The tables below show:

- The dates of your child's Lateral Flow Test (if you have chosen to opt into this process)
- The start date for full time, on-site, teaching for all students.

No student will be penalised for not testing. All students in a year group return on the same day (Lateral Flow Testing for each year occurs the day prior to their return to their normal academic day within the Academy. If your child is not being tested, they do not need to attend the academy until the date of full return for their year group.

**Date of 1<sup>st</sup> Lateral Flow Test (allocated sessions for students who have consented for testing)**

	Tuesday 4 <sup>th</sup> January 2022	Wednesday 5 <sup>th</sup> January 2022
Allotted Time Slot	Yr7, Yr11, Yr12, Yr13	Yr 8, Yr9 and Yr10
<b>8.30am – 9.30am</b>	Year <u>7</u> (Students in <b>Newton and Hawking</b> )	Year <u>8</u> (Students in <b>Newton and Hawking</b> )
<b>10.00am – 11.00am</b>	Year <u>7</u> (Students in <b>Pankhurst and Tull</b> )	Year <u>8</u> (Students in <b>Pankhurst and Tull</b> )
<b>11.30am – 12.30pm</b>	Year <u>11</u> (all form groups)	Year <u>9</u> (Students in <b>Newton and Hawking</b> )
<b>13.00pm – 14.00pm</b>	Year <u>12</u> (all form groups)	Year <u>9</u> (Students in <b>Pankhurst and Tull</b> )
<b>14.30pm – 15.30pm</b>	Year <u>13</u> (all form groups)	Year <u>10</u> (all students from <b>Newton, Hawking, Pankhurst and Tull</b> )

**All students full return to the academy (students first day back)**

	Wednesday 5 <sup>th</sup> January 2022	Thursday 6 <sup>th</sup> January 2022
Date of full time return to school	Yr7, Yr11, Yr12, Yr13	Yr8, Yr9, Yr10

**Information about Testing**

If you have opted to have your child tested, they will need to turn up at their allocated time slot and make their way to the K2 Building, the single storey building on the far side of the Academy's main car park, where a member of staff will greet them with further instructions.

Due to the number of students that have consented for testing, and due to mass registration of students, no change to your child's allocated time slot is permitted. This is due to the complex planning and registration administration that has already taken place prior to the end of the Autumn term and to the Wednesday 15<sup>th</sup> December 2021 deadline of 3pm. No further consent forms will be accepted after this time. Any failure to turn up, lateness to an allocated slot or late submission for consent will result in a missed opportunity and cannot be rebooked. We have a very tight risk assessment in place to ensure safety is central, and therefore we cannot deviate from our prior planning of this important process. We thank you for understanding this and appreciate your support.

**Please see below for further the details of the testing process:**

- Parents or guardians will not be permitted to access the testing centre and cannot accompany children into the testing building. The Academy will guide students through this process.
- Parents may wait outside the test centre, as testing is quick.
- Students arriving on site for their first Lateral Flow Test, will not be required to wear uniform. Of course, on their return to full-time schooling, the next day, full uniform is expected.
- Students will be lined up outside, so they will need to consider what clothing they wear, as it may be cold and raining.
- We will endeavour to do our best to move the students inside the test centre as quickly as possible.
- All students that enter the test centre will be required to wear a mask, so please ensure your child has one. Wearing of a mask whilst in the test centre is compulsory and no exemptions apply. This has been dictated by the Department of Health and is in place to protect staff and students. Please remember to inform your child to wear their masks in an appropriate manner that covers their mouth, nose, and chin, leaving no gaps on the sides,
- Once registration has been completed movement through the test centre is very swift and so, wearing of masks inside, for those students who may be ordinarily exempt, will be quick. We will make sure that we have lots of staff on hand to support any student who may be worried about this, or any other stage of the process.



Tudor Grange Academy  
**Kingshurst**

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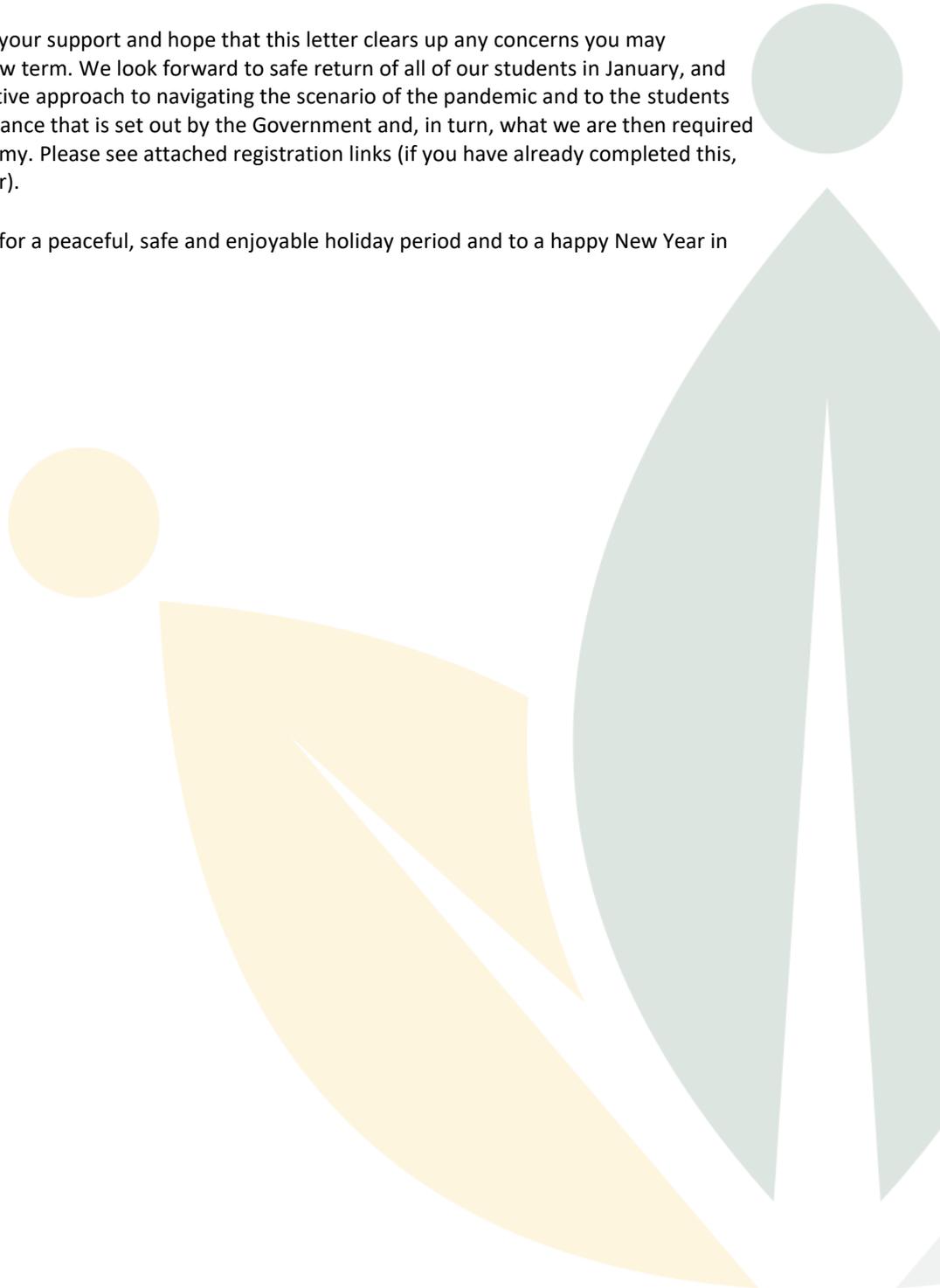
**f:** 0121 770 0879

- Once your child has been tested, they can return home ready to begin the new term the next day. If they get a negative result, they can return to school on their planned, staggered return date (as above).
- All results come straight from the NHS and so, you will receive a text message or an email following the test (normally within 1-hour). In addition, if your child tests positive, we will call you as soon as we know – and follow the Covid-19 guidelines at this point.

Once again, we thank you for your support and hope that this letter clears up any concerns you may have about the start of the new term. We look forward to safe return of all of our students in January, and continuing with our collaborative approach to navigating the scenario of the pandemic and to the students resilience in adapting the guidance that is set out by the Government and, in turn, what we are then required to adhere to within the Academy. Please see attached registration links (if you have already completed this, you do not need to do another).

We wish you all the very best for a peaceful, safe and enjoyable holiday period and to a happy New Year in 2022.

The Senior Leadership Team



## Appendix A

### How the tests work

- Those taking the test will be **supervised by trained staff and volunteers**.
- The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Students will do this themselves.
- Results (which take around half an hour from testing) will be shared directly with the individual participant
- The school will inform the student of a positive test result.
- Where participants are under 16, parents or legal guardians will also be informed.
- The student will also receive a text/email notification of a positive or negative result from the online NHS system.

### What if my child tests positive?

- If a pupil tests positive on a lateral flow device, 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 and these can be booked online.
- During the time while waiting 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 pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in school and resume their activities as normal.
- Pupils will be informed of negative test results via text/email. Where participants are under 16, parents or legal guardians will also be informed.

### 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 (including 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>.

### How often will my child be tested?

- Once students have been tested twice – there will be no further testing, at this time, for students.

### How do I give consent?

- All parents will need to give consent for their child to be tested. As a school we have an online School Screener service. Below is a step-by-step guide to access our School Screener service.



**Step 1:** Use the link provided to register yourself in the School Screener Portal

Click on the link, select register now and enter the details requested.

<https://app.schoolscreener.com/Portal/#/Covidmanager/p/CovidTesting/146379>

- You will be emailed a link to confirm your email address. If you do not receive this email to your inbox, please also check your junk folder
- Follow this link and set a password.
- Your account is now set up.

**Step 2:** Visit [portal.schoolscreener.com](http://portal.schoolscreener.com) and give consent

**SchoolScreener**

**NHS SchoolScreener**

**Login**

Email address  
*Email is required*

Password  
*Forgot your password?*

**LOGIN**

- Enter your email address and password and click login.
- You will now see a box titled "Covid Testing". Click on "Fill in the questionnaire form"
- Make sure the correct school is selected in the "Create a Submission" box, and then click Next.
- On the next page, enter all of the requested information about the person who will be tested: Once this is complete, click Save and Continue
- You will then be provided with information about the Covid Testing. Once you have read this, please record your consent at the bottom of the page. Then add your name and click Submit.

**Step 3:** If you have another child at the school, repeat the process.

- Return to the School Screener Homepage and click on the Add another child link
- Repeat steps 1 and 2 for this pupil.

If you have any concerns or queries, please contact [office@kingshurst.tgacademy.org.uk](mailto:office@kingshurst.tgacademy.org.uk).

As usual, we fully appreciate what a confusing and worrying time this is for everyone and we thank you wholeheartedly for your support with everything.