

3rd September 2021

Dear Parents and Carers,

To ensure the safety of all students and staff on site, we are following the Government mass-testing programme in schools and therefore all students will need to be tested twice, 3 – 5 days apart. These tests will take place over the first two weeks of term. Dates have been communicated to you for the first and second test, and then the resumption of face-to-face lessons.

To ensure we are ready we are asking you now to provide your consent for this testing to take place **if you have not given us consent already**, and for us to submit some of your contact details to the Department for Education LFD Testing Service (first line of address, postcode and mobile telephone number).

The consent form can be found via this link <https://forms.gle/mRCq3oEysjFPzCTE9>

Once this form has been received we will be able to test your child prior to any face-to-face lessons. Further consent forms will not need to be completed for subsequent testing.

The 'lateral flow' tests are quick and easy using a self-administered swab from each of the students' nostrils. The NHS have provided information about how the sample for the on-site testing is taken which we have attached to this letter. The test is supervised by trained staff. We have successfully carried out more than 3,000 tests on students and staff to date.

The results will be ready less than half an hour after the test takes place. If negative, your child will be able to attend school. If the test is positive we will make contact with you and send your child home with a PCR test and ask that you support your child to complete the PCR test and register and record it following the instructions inside the package. Students must stay at home until they receive a confirmed negative PCR test. Please confirm their result whether negative or positive with Natalie Stearn, Attendance Officer via natalie.stearn@southfieldsacademy.com or 020 8875 2634.

The testing kits we will give to your child for their twice weekly home testing, will be the Innova type and the government has provided these instructions for parents:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957271/COVID-19-self-test-instructions.pdf

Thank you for your co-operation and support for the safety of students and staff in school.

Yours faithfully,



Mr David Holt
Deputy Headteacher



**Southfields
Academy**

**Principal:
Ms Jacqueline Valin**

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Take swab sample

Step-by-step guide

Need help?

If you have any questions or problems with this test kit, please alert a member of staff.

1



Remove your face covering and gently blow your nose into a tissue

Throw the used tissue into the healthcare waste bin provided. This is so that you get rid of excess mucus.

2



Use hand sanitiser to clean your hands.

This is so that you do not contaminate the test kit.

3



Check if there is a swab in a sealed pack in front of you.

Identify the soft, fabric tip of the swab.

4



Open the package and gently take out the swab.

This will be used for swabbing both nostrils.

Important: Do not touch your tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab.

The swab is invalid if it touches these parts, and you will need to get a new swab. If this happens ask a member of staff to get assistance.

Important: The swabbing may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain.

If there is blood on the swab sample, please alert a member of staff.

6



Put the swab gently into one nostril until you feel a slight resistance (about 2.5cm up your nose).

Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles and slowly remove it.

7



Put the same swab gently into the other nostril until you feel a slight resistance (about 2.5cm up your nose).

Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles and slowly remove it.

Important: After collecting the sample place the swab directly in the prepared extraction tube. Be careful not to touch any surfaces with the swab.

Put on your face covering.

Follow the instructions from a member of staff on what to do next.

Use hand sanitiser after handing in your sample.