

04 January 2021

Dear Parents / Carers / Staff

We have this morning received the Lateral Flow Tests which will allow us to begin mass testing of our students.

In order for this to be safe for students and staff, we have created a Drive through testing arrangement in the school car park and we are **highly recommending** that you attend the test time with you/your child in the car. You will then, as in the other Covid Test Centres, be able to support you/your child administering the test. Once the test is complete you will deposit the test at the exit and be able to go home.

Should you not be able to attend in a car then please make arrangements to attend our walk in facility, also at the school, again to protect staff this will be undertaken in an outdoor booth and be self-administered.

In order to do the test you must first fill in the consent that can be accessed at:

<https://www.surveymonkey.co.uk/r/birchwoodcovidtestform>

You will be able to accept or decline consent via this form. If you do decline please fill in the form declaring this so we have a completed record of data. Should you require a paper copy of this please contact [maugustine@birchwoodhigh.org.uk](mailto:maugustine@birchwoodhigh.org.uk)

You can also see the Privacy Notice attached to this email explaining how we use and store the data.

### **The testing programme as it stands is as follows:**

Please note you are to be tested **twice** and below are the times in which you will be expected, ideally by car, to attend the school in which to be tested.

Wednesday 6<sup>th</sup> January

- 08:30 – 09:20am Key Worker Students and Onsite Staff

Parents of Key Worker students should attend the drive through at 08:30 and wait in the car park for the result of the test. **This only applies** to Key Worker students.

- 10:00 – 12:00noon All Staff

Thursday 7<sup>th</sup> January

- 09:00 - 10:15am Year 11x
- 10:15 - 11:30pm Year 11y
- 11:30 - 13:00pm Year 13
- 13:00 - 15:00pm Year 12

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Friday 8<sup>th</sup> January

- 09:00 - 10:15am Year 10x
- 10:15 - 11:30am Year 10y
- 11:45 - 13:00pm Year 7x
- 13:00 - 14:15pm Year 7y

Monday 11<sup>th</sup> January

- 08:30 - 10:00am Staff and Keyworkers
- 10:30 - 12:30pm Year 13xy
- 13:00 - 14:00pm Year 11x
- 14:00 - 15:00pm Year 11y

Tuesday 12<sup>th</sup> January

- 09:00 - 10:15am Year 8x
- 10:15 - 11:30am Year 8y
- 11:30 - 12:15pm Year 9x
- 12:15 - 13:00pm Year 9y
- 13:00 - 15:00pm Year 12xy

Wednesday 13<sup>th</sup> January

- 09:00 - 10:30am Year 10x
- 10:30 - 12:00pm Year 10y
- 12:00 - 13:30pm Year 7x
- 13:30 - 15:00pm Year 7y

Thursday 14<sup>th</sup> January

- No testing

Friday 15<sup>th</sup> January

- 09:00 - 10:15am Year 8x
- 10:15 – 11:30am Year 8y
- 11:45 – 13:00pm Year 9x
- 13:00 – 14:15pm Year 9y

**Please note that following the test only those recording a Positive test will be contacted to take a follow up PCR test.**

**You should not attend if you have or are showing Covid Symptoms, please attend a PCR test centre.**

**All social distancing and mask rules should be adhered to whilst attending the test site.**

Please ensure that should you consent to testing them the timing of the testing should be adhered to. For example, if you have a child in Year 11 on the X side, you will need to ensure that your child is at school any time between 9 and 10:15am. Again, we would prefer if you/and your child could drive to school so that their test can be administered with them sitting next to you as for the Covid Testing Centres. We will also have a walk-in facility for those unable to come by car.



As a quick reminder in terms of remote learning:

- Year 11 and 13 should be working on-line as per timetable with live lessons delivered by their teachers from Wednesday 6<sup>th</sup> January to Monday 11<sup>th</sup> January
- Year 11 and 13 students will return to school on Tuesday 12<sup>th</sup> January
- Year 7-10 and 12 students should be working on line as per timetable from Wednesday 6<sup>th</sup> to Friday 15<sup>th</sup> January
- All students return to school on Monday 18<sup>th</sup> January

If there are any changes set out by the Government or Local Authority, we will inform you immediately.

Thank you for your co-operation, should you have any further questions please email [dpo@birchwoodhigh.org.uk](mailto:dpo@birchwoodhigh.org.uk)

Yours sincerely

*Charles Gilbank*

Charles Gilbank  
Deputy Principal