

## ESSENTIAL TGS: RETURN TO SCHOOL INITIAL TESTING ARRANGEMENTS - TO COMPLETE BY WEDS 3 MARCH

Friday, 26/02/2021  
21:01To Prime Parents of:  EMAIL

Dear families,

As explained in our email on Wednesday, the government has asked us to make available an initial test for all students before they return to school. This includes students who have been attending our keyworker programme.

**We strongly encourage all families to take advantage of this process to make our community as safe as we can.**

### Preparing for the initial test

Based on our experience of delivering over 1000 tests since January, we are confident that our systems are as reassuring and smooth as they can be. There are two stages to the initial test booking process.

- **Firstly, we ask that everyone re completes the testing information form** as it contains new information. Thank you to the enormous number of you who have previously given consent.
- **Secondly, parents will need to use our usual parent event booking system to book the initial test slot** for Monday 8, Tuesday 9 or Wednesday 10 March.

The testing form will need to be completed for each child. The booking system can be used to book tests for multiple children on the same day, but you may need to choose different days if your children are not in connected year groups.

The booking system will be active from 10AM on Saturday 27 February. We have provide more appointment slots than required so expect that you will be able to choose a convenient time on each day.

If there are valid difficulties in finding a suitable time slot or you need to change a time slot please contact us.

- **LINK TO TESTING FORM:** <https://forms.gle/frwvpzaaGqF7kYEcA> (available now)
- **LINK TO BOOKING SYSTEM:** <https://tgschool.schoolcloud.co.uk/> (opens 10AM Sat 27 Feb)

To help us track whether all families have received this message **we are asking that everyone completes the testing form and books their testing slot before 6PM on Wednesday 3 March**. This will give use time to then contact by phone any families who have not responded.

If you need any help with this process please either call the school on 01787 311398, between 8:30 AM and 4:30 PM, or email [testing@tgschool.net](mailto:testing@tgschool.net)

### The initial test process

The test process itself is conducted under very carefully controlled conditions to make it as safe as possible for those testing and those being tested. To enable a safe and smooth process we ask that:

- your child arrives, ideally accompanied by a single adult, as close to their appointment time as possible;
- come to the **Sports Centre reception**, parking is available in the car park off Head Lane;
- they are dressed smartly, but do not need to be in school uniform;
- adults remain outside, where possible, ideally within their cars;
- do not use phones within the testing area, unless needed as a torch to help find tonsil area;
- masks are mandatory on arrival and within the testing area.

**It is especially important that under no circumstances do the students attend if they have any possible symptoms of covid.**

Specifically do not attend if they have a high temperature, a new continuous cough or a change or loss of taste or smell. If they have any of these symptoms they must use the NHS 111 services to book a test at an NHS testing site.

A simple guide explaining how students swab themselves is attached. Students conduct this test themselves, under the guidance from a member for the testing team who wears personal protective equipment and is more than 2 metres away.

If your child is extremely anxious or has a particular medical condition please contact [testing@tgschool.net](mailto:testing@tgschool.net) and we can answer questions and if absolutely necessary consider a quieter appointment time and/or particular support.

On arrival students are given a letter and a unique barcode. The barcode ensures confidentiality of the results and the letter explains how parents register their contact details online to receive an NHS notification of the result by email and phone. We will send an advance copy of this letter later next week.

After the swab is taken in the sports hall, students leave straight away by a fire door, and then leave the school site by the small gate near the swimming pool, where they can be met by their accompanying adult.

The test results take at least 30 minutes for us to process.

In the unlikely event that your child's test result is positive we will contact you, the parent, by telephone, using the details you provide on the testing form.

## Further tests

The government has also stated that a second and third test should be taken on site for all students. These tests, which start on Thursday 11 March until Thursday 18 March, will follow a similar process except we will arrange a suitable time for students to come out of their lessons as a class to have their tests. These tests will be completed within the school day. In the result of a positive test we will follow our usual process of isolating the child and any groups affected and will contact parents.

Following the second and third on-site tests we will be able to provide home testing kits for students.

## Volunteers

We have a strong and experienced team in place and, to help us deliver 4,500 tests over 9 days, we have also trained some additional volunteers. Many thanks to those parents who have offered already help.

The volunteers do not have access to any identifiable information about students or test results and receive detailed on-site and online training.

If you would like to find out more about how you can help, and are available next week for an on-site training session and could help on some days between Monday 8 March and Thursday 18 March please email us at [testing@tgschool.net](mailto:testing@tgschool.net)

Many, many thanks for your continuing support at this time.

We are very sorry that this information has come to you so late in the week, but we wished to be as well considered as we could be and also give you as time to plan ahead.

Regards,

Thomas Gainsborough School

Thomas Gainsborough School  
Wells Hall Road, Great Cornard  
Suffolk CO10 0NH, United Kingdom

01787 375232  
[www.tgschool.net](http://www.tgschool.net)  
[enquiries@tgschool.net](mailto:enquiries@tgschool.net)

 Swab step by step.pdf (Kb)