

15 March 2021

Dear Parent/Carers/Students

You will be given two home test kits. 60% of students received the Lateral Flow Tests in school and by the 15th March 2021 all of these students (unless absent) will have been tested three times in school and will now move to home testing.

### Taking test kits home

You will be able to collect your home test kits from the Hub.

We would like you to take your tests before school on Monday & Thursday. (Morning is the ideal time however if it is not convenient for you to complete them the evening before).

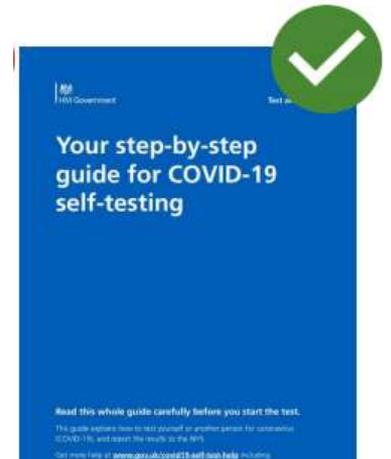
You will be given 2 testing kits, each pack has 3 tests in a box .

You will receive a separate leaflet on how to take the test and report the results.

### Can my child take the test themselves?

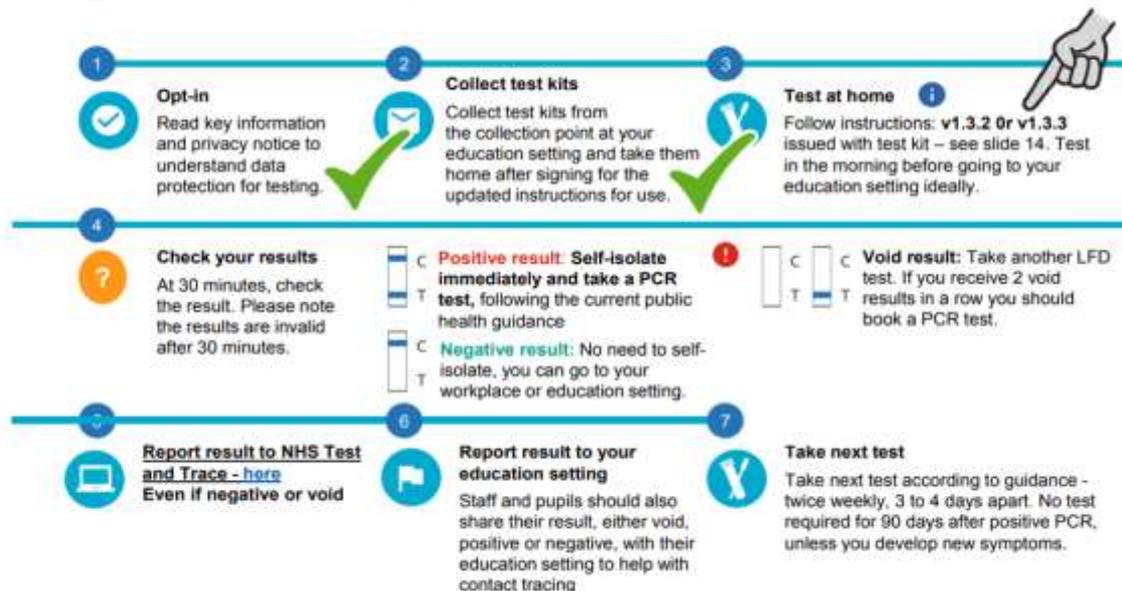
Students aged 12-17 should do the test themselves with adult supervision. The adult may help them to take the test if they need support.

Students aged 11 must be supervised by an adult when testing and the adult must report the result.



**IMPORTANT: Tests are only for the use of the person assigned the kits, they should not be taken by anyone else.**

## Testing at home – the process



Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04, Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Before taking your test, you must do several things:

1. Read the privacy notice to understand what will happen with your data.
2. Have a copy of the Instructions - this has been given to the students.
3. Record your details in the Test Kit Log (see following slide for details) - this is at the back of the blue Instruction booklet.
4. Try not to eat, drink or brush teeth before the taking the test.

During the test:

All students have been amazing and are now practiced at the testing themselves.

Get all the equipment out on a clean surface.

They may need a mirror.

Make sure you have enough time to do the test.

[Help and support is available](#), including instructions in different languages on how to test and report the results and a video showing you how [to take the test](#).

This does not replace symptomatic testing. If you have symptoms, you should self- isolate immediately, book a PCR test and follow national guidelines.

Keep calm and be brilliant.

### **You need to report each test result**

The result of each test needs to be reported to the NHS and the school:

NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>

Via the City Fields Google Form: <https://forms.gle/9sKzDLKdSfR4hwQB8>

### **Reporting problems or issues with testing**

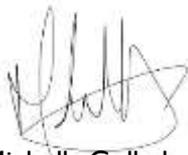
If there is an issue with the test kit, for example something is missing, please report it by calling 119 and please also tell the Covid Coordinator & Registration Assistant - Ann Jarrett.

If an accident or injury happens whilst using the test kit, please seek medical care by calling 111 (or 999 if it is an emergency). Please also report what happened using this website: <https://coronavirus-yellowcard.mhra.gov.uk/>

If anyone tests **positive you, your household, any support bubbles you are part of** should self-isolate immediately in line with NHS Test and Trace guidance for 10 days. If you receive a positive LFD test then you should then book a PCR test to validate the result.

Thank you for your support and efforts in this matter.

Yours faithfully



Michelle Colledge-Smith  
Principal

While LFD Tests alert us to COVID they do not give us the green light to avoid doing the basics.

**REMEMBER  
HANDS - FACE - SPACE**