Date: 4th January 2021

Dear Parents and Carers,

I am writing to update you on how we have set up for testing students and staff for Covid-19 prior to the start of this term.

Firstly, may I thank you for responding to the last letter I sent to you on 31st December and a big thank you to all parents and carers that have kindly offered their time to support our planned testing programme. We will be in touch with you to let you know how you can support us.

I am pleased to say that the testing equipment arrived on time at 9.00am this morning, which has given us time to prepare 10 testing bays in the Academy Sports Hall and to prepare risk assessments for a safe testing process. Tests have successfully taken place today for a number of staff attending the Academy.

We have received 70% of consent forms from our parents and carers. Thank you for your prompt returns! May I remind all parents and carers, yet to complete the online form, to please follow this link and complete it so that we can process all testing starting this week.

Link to Consent Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qY8lnIlcgkCxPB8yoMDuG4-xIu1B8c9AsMvy-fiDK9dUOE0zSTUzNkJOVkg5NldaODQ2NFdOQUI3TC4u>

For your information there is an attached document that provides instructions on how to do the test. Please ensure that your child has had a chance to read this before coming in for their COVID-19 test. There will be trained staff on hand to advise and support your child when doing the test procedure.

The **UPDATED** schedule for the next two weeks are as follows:

**WEEK 1**

* **Tuesday 5th**– Admin, Human Resources, Finance and all support staff with a small group of teaching staff providing revision for students taking exams on Wednesday. Key Worker SEND &Vulnerable students and students sitting examinations on Wednesday 6th January will attend the Academy for COVID-19 testing, by appointment, as follows:

**Testing Plan:** **08:30-11:00** Further training and testing of staff

**11:00-11:20** Year 12 Sport Exam students (remain in the Academy for revision class)

**11:20-12:00** Year 11 Hair and Beauty Exam students (remain in the Academy for revision class)

**12:00-13:00** Key Worker, EHCP and Vulnerable students attending the Academy for onsite provision tested ready to start full time from Wednesday 6th January

 **14:00-14:30** Invigilators

* **Wednesday 6th** - All teaching staff will be phased back over the day by appointment to do a COVID-19 test and then continue to provide remote learning on site or at home as appropriate for Year 11, 13 and other students sitting examinations. Students sitting examinations on Thursday 7th January will attend the Academy for testing, by appointment, ready to start in the Academy on Thursday. *(COVID tests administered and completed for all staff and students who are sitting exams the next day).*
* **Thursday 7th** – A COVID-19 testing briefing/training for all staff Via Microsoft Teams. Students sitting examinations on Friday 8th January will attend the Academy for testing, by appointment, ready to start in the Academy on Friday. (COVID tests administered and completed for students sitting exams the next day).
* **Friday 8th** – Year 11 will attend for testing at the Academy, by appointment, ready for them to start face to face learning in the Academy on Monday 11th. KW, S and V students have their second Covid-19 test. *(COVID tests administered and completed for Y11, KW, S and V).*
* **NB**. The government advises that students in Year 7 – 10 and 12 are to work on remote learning from 11th January. We will be providing remote learning for all students from Thursday 7th January.

**WEEK 2**

* **Monday 11th January:** Year 13 students attend the Academy for COVID testing, by appointment, from 8.30am.
* Year 12 students attend Covid testing after Y13, by appointment.
* **Tuesday 12th January**: Year 13 students attend the Academy for face to face teaching.
* Year 10 students attend COVID testing, by appointment, from 8.30am. Y11 have their second COVID test whilst attending the Academy.
* **Wednesday 13th January:** Year 9 students attend COVID testing, by appointment, from 8.30am.
* **Thursday 14th January:** Year 8 students attend COVID testing, by appointment, from 8.30am. Y13 have their second COVID test.
* **Friday 15th January:** Year 7 students attend COVID testing, by appointment, from 8.30am.
* **Monday 18th January**: All students in all year groups will start attending the Academy for face to face teaching.

**Parent Volunteers**

To support testing of our Academy community, we are seeking voluntary support from friends and parents of the Academy. If you are interested in volunteering to help us with logistics and staffing to provide testing in the Academy, then please indicate this on the consent form attached. Thank you in advance for considering this option.

**January Examinations.**

These will be taking place as calendared. I have included testing for students doing exams over this period in the schedule above. Students will be updated by their subject teacher and Academy leadership on any additional revision provision leading up to each exam. May I ask all parents and carers of students taking exams to ensure that they fully prepare for them. Thank you.

If you require any further information or advice, then please contact the Academy via admin@asachelt.org or 01242 711200.

May I take this opportunity to thank you for your support and wish your family a Happy New Year.

All my best wishes,



Mr D McNiffe

Principal

# Registration

To process the test, we will register all participating students.

To complete this registration please fill in the form below and complete the enclosed consent statement.

|  |  |
| --- | --- |
| **First Name**  |  |
| **Last Name**  |  |
| **Date of Birth**  |  |
| **Gender at birth**  |  |
| **Currently showing any COVID-19 symptoms?**  |  |
| **Today’s date**  |  |
| **Home Postcode**  |  |
| **Email Address**  |  |
| **Mobile Number**  |  |