



Date: 31st December 2020

Dear Parents and Carers,

I am writing to inform you of our plans for the start of this spring term, following the most recent advice and guidance from the government and DFE. You will now be aware that all secondary academies and schools will be providing LFD COVID-19 testing for all staff and students beginning next week. I therefore attach the consent form link below, we would appreciate it if you could complete the online form and return by Monday 4th January. As an alternative, I also attach a copy that can be printed for your child to bring with them when they register for their test on the day of their appointment.

Link to Consent Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qY8InllcgkCxPB8yoMDuG4-xlu1B8c9AsMvy-fiDK9dUOE0zSTUzNkJOVkg5NlIdaODQ2NfdOQUi3TC4u>

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 schedule for the next two weeks are as follows:

WEEK 1

- **Monday 4th** - Some staff to attend the Academy to receive testing equipment and set up provision. These will be, SLT, PA, Site Team, Progress Leaders, Education Welfare Managers, SENDCo, Life Centre Manager, Cleaners and Catering Manager (*COVID tests will be administered to attending staff*).
- **Monday 4th** - Teaching Staff, will work from home to prepare remote learning for Year 11, 13 and other students who are due to sit January examinations, in the first instance, ready for the 5th January.
- **Tuesday 5th** - Admin, Human Resources, Finance and all support staff with a small group of teaching staff to support face to face teaching of Key Worker, SEND and Vulnerable students. KW,S,&V students and students sitting examinations on Wednesday 6th January will attend the Academy for COVID-19 testing, by appointment, ready to start in the Academy on Wednesday 6th January. (*COVID tests administered to attending staff and students completed*).
- **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. INSET on T&L (TBC). 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. However, if testing equipment arrives on time and everything runs according to our plans, we hope to be in a position to provide remote learning at some point during this week for all year groups. We will notify parents and carers on this during W.B. 4th 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.

Key/Critical Worker Families, Students with an EHCP and Vulnerable Students.

We already have a compiled list of students from Years 8 to 13 for students that were supported during the first wave of the pandemic. Progress Leaders and Mr Mudge, SENDCo, will be in touch to make arrangements for students requiring face to face on site provision in the Academy next week. For students in Year 7, Mrs Mitchell will contact parents to arrange provision on Monday 4th January. If you are a Year 7 parent who is a Key/Critical Worker requiring support for your child to have face to face provision in the Academy, please email Mrs Mitchell on nmitchell@asachelt.org, thank you.

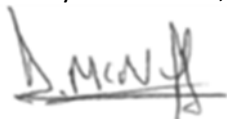
January Examinations.

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.

Given the challenges our students, parents and staff are facing at this time, may I reassure you that we will endeavour to support you in any way that we can. If you require any further information or advice, then please contact the Academy on Monday 4th January 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	