

THIS LETTER ONLY APPLIES TO PARENTS/CARERS WHO HAVE GIVEN CONSENT FOR TESTING

Thursday, 4 March 2021

Dear Parent / Carer

Test Centre Location - Sports Hall, Toot Hill School Leisure Centre

Year Groups – 7 and 10, Tuesday 9 March 2021

Year Groups – 8 and 9, Wednesday 10 March 2021

Following our correspondence last week, this letter outlines the details in relation to **Test 1 of 3** for your child.

Your child should arrive based on the **first letter of their surname**, as per the table below:-

Surname starting with letter	Year Group 7 09.03.2021	Year Group 8 10.03.2021	Year Group 9 10.03.2021	Year Group 10 09.03.2021
A	9.00am	8.50am	11.00am	11.10am
B	9.00am	8.50am	11.00am	11.20am
C	9.10am	9.10am	11.10am	11.30am
D	9.20am	9.20am	11.20am	11.40am
E	9.20am	9.20am	11.20am	11.40am
F	9.20am	9.20am	11.20am	11.40am
G	9.30am	9.30am	11.30am	11.50am
H	9.30am	9.40am	11.40am	12.00pm
I	-	9.40am	11.50am	12.00pm
J	9.40am	9.40am	11.50am	12.00pm
K	9.40am	9.50am	11.50am	12.10pm
L	9.40am	9.50am	12.00pm	12.10pm
M	9.50am	10.00am	12.00pm	12.20pm
N	9.50am	10.00am	12.10pm	12.20pm
O	9.50am	10.00am	12.10pm	12.20pm
P	10.00am	10.10am	12.10pm	12.30pm
Q	-	-	12.10pm	-
R	10.00am	10.10am	12.20pm	12.30pm
S	10.10am	10.20am	12.20pm	12.40pm
T	10.20am	10.30am	12.20pm	12.50pm
U	-	10.30am	-	12.50pm
V	10.20am	-	12.20pm	12.50pm
W	10.30am	10.30am	12.30pm	1.00pm
X	-	-	-	-
Y	10.30am	10.30am	12.30pm	1.00pm
Z	10.30am	-	-	-

- As you are aware, this is an asymptomatic Test Centre therefore your child **should not** attend if they are experiencing covid symptoms; temperature, new / continuous cough, loss of taste or sense of smell.
- Now you have provided consent, your child **does not** need to register for their test in advance as we have completed that part of the process for them.
- Your child should arrive to the Test Centre at the allocated **location, date and time** as detailed above. Please do not arrive any earlier than the allocated time as we have provided specific slots to allow for careful management of numbers, whilst ensuring both the site and Test Centre remain Covid secure in terms of social distancing.
- Unfortunately due to the numbers we are testing, and to ensure we test children within their year group bubbles, we are unable to alter the allocated date / time which has been provided.
- If arriving to site by car, please be aware that you are free to park in any of our car parking spaces either in the main car park, by the Leisure Centre or the College. Staff car parking has been redirected on the day to allow for ample spaces. Whilst recommended not to, in the event you do arrive early, please remain in your vehicle until your allocated time.
- Your child does not need to wear uniform but should wear a facemask at all times (other than those who are of course exempt) and should only remove it when asked to do so by a member of the team.
- Your child should enter the Test Centre through the main entrance of the Leisure Centre. They do not need to bring anything with them on the day.
- We politely ask that parents / carers do not escort their child to or enter the Test Centre, again to maintain a Covid secure site.
- Upon arrival, your child should maintain a safe 2m distance from others and they will be directed to the Registration Desk to collect their unique bar code which they will need to retain to obtain their result.
- Your child will then be directed to one of our testing Bays where the test will be carried out.
- For those pupils who may feel more anxious, we have provided a [video](#) which will give your child an idea of what our Testing Centre looks like. Please do feel free to share this to alleviate any worries prior to the day and please be assured that we have carefully staffed the Centre to allow for support if necessary.
- We have also created a flyer which provides a step by step guide of the testing process. Again please do share this.

- Please be aware that whilst our team will not be administering the test (i.e. pupils are required to complete the test themselves), our staff are carefully trained to support as much as possible. In the event your child is unable to complete the test, they are free to return home without being tested.
- Once the test has been completed, your child shall be directed out of the Centre using our one way system and directed back to the car park. Children will not be permitted to enter the School grounds during their visit and should return home as soon as Test 1 has been completed.
- Once your child has returned to school for face to face teaching, Test 2 and 3 will be held during the usual school day. Details of this will be managed directly with your child through their Tutor Group.

We hope the above provides you with useful information however if you do have any queries in relation to the content, please email school.office@toothillschool.co.uk.

Yours faithfully



Lisa Hackett
Business and Operations Manager