



19th March 2021

Dear Parents /Carers

Re: Covid-19 self-testing programme

The following pages contains the information that you need regarding Covid-19 self-testing protocol. Full instructions are contained in the step-by-step guide contained with each test kit box.



Figure 1: Self-testing step-by-step guide

“WHAT SELF-TESTING KIT HAS THE SCHOOL ISSUED?”

Each girl has been issued with the following:

- **Three boxes** of self-test kits:
 - ✓ **One box** contains 7 kits
 - ✓ **Two further boxes** contain 3 tests each
- ‘Your step-by-step **guide** for Covid-19 self-testing’



Figure 2: A self-test kit issued to pupils

“HOW DO I COMPLETE MY HOME TEST?”

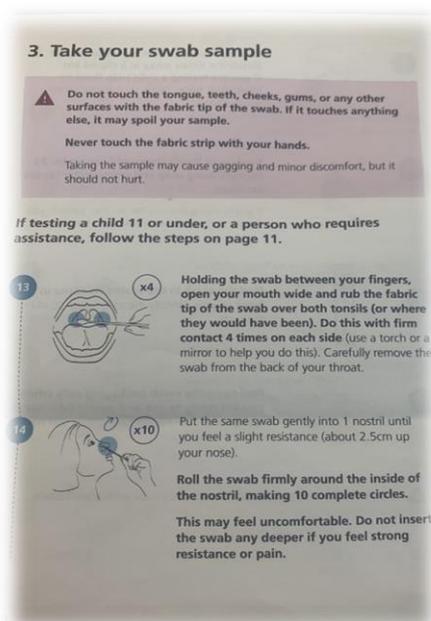


Figure 3: How to take a swab sample

(i) Taking a swab sample (see page 10)

The reason why schools have been asked to complete three rounds of testing in school is so that all pupils will gain experience and therefore know how to self-test at home.

(ii) Processing the swab sample (see pages 12 & 13)

Parents may want to observe the girls conducting this part of the test process. Clear step-by-step instructions can be found on pages 12 & 13.

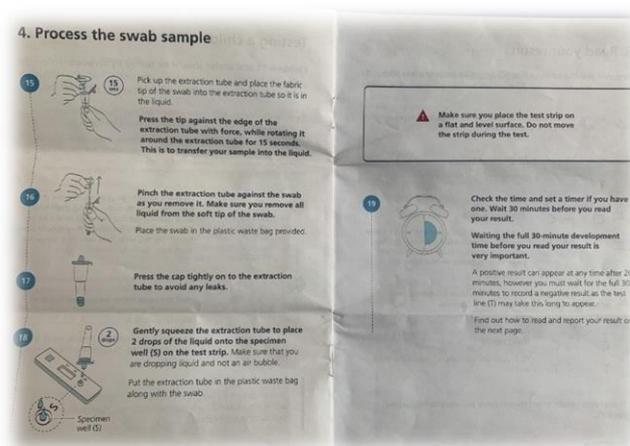


Figure 4: How to process the swab sample

“WHEN DO I NEED TO CONDUCT MY HOME TEST?”

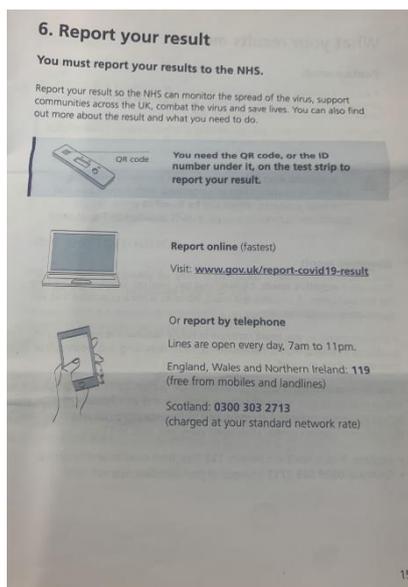
To help us coordinate the home testing programme, I would be extremely grateful if the tests are conducted on **MONDAY** and **THURSDAY EVENING TIMES** on the dates below.

TEST NUMBER	DATE
1	Monday 22 nd March
2	Thursday 26 th March
3	Monday 29 th March
4	Thursday 1 st April
5	Monday 5 th April
6	Thursday 8 th April
7	Monday 12 th April
8	Thursday 15 th April
9	Monday 19 th April
10	Thursday 22 nd April
11	Monday 26 th April
12	Thursday 29 th April

“WHERE DO I REPORT MY RESULTS?”

You will need to register your results with the **NHS TEST & TRACE** and with us at **SCHOOL**. It is important to register with both. For us at school, your reporting allows us to continue to promote and instil confidence across the school community including you as parents.

“HOW DO I REPORT MY RESULTS?”



(i) Report to NHS Test & Trace (see page 15)

Follow instructions on **page 15** of the 'Your step-by-step guide for Covid-19 self-testing' that is in each test box.

(ii) Report to the school

Please use the form at the link to report test results to us at school as **well as** the NHS site.

<https://forms.office.com/r/LAnwQnVCzZ>

“WHEN DO I REPORT MY RESULTS?”

Ideally, register your results **as soon as you know the outcome** and **NO LATER THAN:**

- Every **TUESDAY** for tests conducted on a Monday evening.
- Every **FRIDAY** for tests conducted on Thursday evening.

“WHAT DO I DO IF I TEST POSITIVE?”

(see page 16)

Pupils who test positive using the home test kits are **REQUIRED TO GO FOR A CONFIRMATORY PCR TEST** and must **ISOLATE** along with all **CLOSE CONTACTS** for a period of **10 days**. If the PCR test comes back as negative, then you and your contacts are no longer required to isolate.

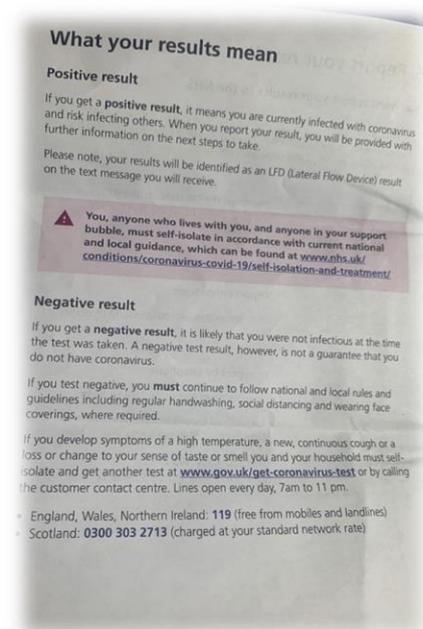


Figure 5: What to do for a positive test result

“DOES THE TESTING PROCESS IMPACT ON RAMADAN OBSERVATIONS?”

The British Islamic Medical Association have stated that home-testing can be carried out during Ramadan.

“WHAT IF I HAVE ANY QUESTIONS ABOUT THE PROCESS?”

It is really important to us that we can focus on education and be distracted as little as possible with testing. To that end, we have created a specific email address for you to direct your testing questions to testing@readinggirlsschool.net.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Jon Gargan', is enclosed in a thin black rectangular border.

Jon Gargan
Principal