

## **About these templates**

Please find below three template letters/emails we would encourage you to send to pupils/students, staff, parents/guardians and local stakeholders/governors.

These have been drafted based on accessibility best practice (e.g. left justified, use of bold text, minimum 14-point font size) but we would welcome any feedback on accessibility or providing these in different languages or formats.

We are also aware that you will know your school/college community best, so please feel free to adapt these templates to your needs (e.g. detailing how you provide remote learning for pupils/students in self-isolation) and please remove any covering information/protective markings and add in the dates as well as school/college information where indicated.

Template letter for **Parents/Guardians**– *Flesch Kincaird Reading Age: 6.6* [please remove or edit all text in red when distributed]

[Date]

### **NHS Test and Trace: Covid-19 Testing for Staff and Pupils**

Dear Parent/Guardian,

We are working to keep our [school/college] as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker Covid-19 tests, and our [school/college] will be starting this in [January]. The NHS Test and Trace team will be testing staff once a week who want to participate from [insert date - 5 January]. In addition, the programme will help pupils to stay in education, by enabling close contacts of someone who tests positive to stay in [school/college] if they do a daily test for seven days. This is known as ‘serial testing’.

Along with the other measures we are taking, **these tests will help staff and pupils to work safely**. Up to one third of people who have coronavirus have no symptoms, so by supporting them to self-isolate we will save lives and help keep our [school/college] open and as safe as possible. The test is voluntary, but I would encourage everyone to take it. [I will be taking one].

#### **What if a close contact at school/college tests positive?**

A close contact of someone who has tested positive for COVID-19 will be able to return to [school/college] if they agree to be tested once a day for 7 days, and the test is negative. If not, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of [school/college] who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

**I enclose an instructional leaflet with some more information.**

If you are happy for your child to be tested, **please fill in the form below, and the enclosed consent statement** (one per pupil/student) and return it to the [school/college] office [via email/in person].

## Test and Trace

The test will be supervised by trained staff and there will be minimal disruption to lessons. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can assist with taking the swab.

Results will be shared directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be informed.

To reach this stage, the test has been tested at Public Health England's research laboratories in partnership with Oxford University and is totally safe, with a 99.8% specificity. Testing is free and provided by NHS Test and Trace.

### Registration

In order to process the test, we will register all participating **[pupils/students]**. In order to complete this registration please fill in the form below **and** complete the enclosed consent form.

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	

### What if a pupil tests positive?

Results will be shared directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be notified.

Pupils will need to take a further 'PCR test' (similar to those done in testing sites) to confirm the positive result, they will be able to do this at school or take a test kit home. During this time while they wait for the PCR result (via text / email) they will need to self-isolate until they get their result. If it is negative, the pupils can return to **[school/college]**.

If the result of this secondary test is positive, the pupil and household members will need to self-isolate for 10 days following Government

guidelines. **Please inform [school/college] as soon as you receive this test result.**

We will continue to support pupils with their education remotely. We recognise this may be disruptive for your family but it is really important to isolate to prevent the spread of the virus, and there is financial support available via the NHS app. Pupils might need collecting from [school/college], so please discuss this with them. There is more advice on self-isolation and home learning on Gov.uk.

### **What if a pupil tests negative?**

They will be able to stay in [school/college] and resume their activities as normal. A pupil will only be told if they test positive in the first 'lateral flow' test, so if you do not hear you can assume it was negative.

### **What if my child develops symptoms?**

This testing programme at [school/college] is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss of change to your sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on xxx or email xxx.

Best wishes,

[Headteacher/College Principal name]

Template letter for **Staff members** - *Flesch Kincaird Reading Age: 6.2*  
**[please remove or edit all text in red when distributed]**

[Date]

### **NHS Test and Trace: Covid-19 Testing for Staff and [Pupils/Students]**

Dear Staff member,

We are working to keep our [school/college] as safe as possible. You may have heard that testing for secondary age pupils is beginning across the country using new, quicker Covid-19 tests, and our [school/college] will be starting this in [January]. The NHS Test and Trace team will be **testing staff once a week** who want to participate from [insert date - 5 January]. In addition, the programme will help pupils to stay in education, by enabling those who are close contacts of someone who tests positive to stay in [school/college] if they do a daily test for seven days, known as 'serial testing'.

We may also need staff to volunteer to support the external NHS team conducting the tests, for instance with managing queues and registering participants. Also, please be aware that testing may mean pupils self-isolating who we will need to support with remote learning.

Along with the other measures we are taking, these tests will help staff and pupils to work safely. Up to one third of people who have coronavirus have no symptoms, so by supporting them to self-isolate we will save lives and help keep our [school/college] open and as safe as possible. The test is voluntary, but I would encourage everyone to take part. [I will be taking one].

**I enclose an instructional leaflet with some more information.**

**If you are happy to be tested, please fill in the enclosed consent form and return it to the [school/college] office [via email/in person].**

The test will be supervised by trained staff and there will be minimal disruption to lessons. The tests are quick and easy using a swab of your nose and throat. Results will be shared directly with staff and pupils participating.

## Test and Trace

To reach this stage, the test has been tested at Public Health England's research laboratories in partnership with Oxford University and is totally safe, with a 99.8% specificity. Testing is free and provided by NHS Test and Trace.

### Registration

Staff participants will be invited to pre-register their information on their mobile phone or tablet device via <https://gov.uk/enter-lateral-flow-test>

### What if I test positive?

Results will be shared directly with staff and pupils participating. You will need to take a further 'PCR test' (similar to those done in testing sites) to confirm the positive result. During this time, you will need to self-isolate until you get your result. If it is negative, you can return to your normal activities at [school/college].

If the result of this secondary PCR test is positive you will need to self-isolate for 10 days following Government guidelines. **Please inform [school/college] as soon as you receive this test result.** We recognise this may be disruptive for you and your family but it is really important to isolate to prevent the spread of the virus. There is more advice on self-isolation on Gov.uk.

### What if I test negative?

You will be able to stay in [school/college] and resume your activities as normal. You will only be contacted if you test positive in the first test.

### What if a close contact at school/college tests positive?

A close contact of someone who has tested positive for COVID-19 will be able to return to [school/college] if they agree to be tested once a day for 7 days, and the test is negative. If not, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside [school / college] who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

### What if I develop symptoms?

This testing programme at [school/college] is for people with no symptoms. If you develop symptoms at any time (such as a high temperature; a new, continuous cough; or a loss of change to your sense of smell or taste) you must immediately self-isolate, and book a



## Test and Trace

test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support staff and pupils throughout, but please contact me if you need this information in any other format or if you have any questions.

Best wishes,

[Headteacher name]

Template for **Governors/Key local stakeholders**  
**[please remove or edit all text in red when distributed]**

[Date]

### **NHS Test and Trace: Covid-19 Testing for Staff and Pupils**

Dear All,

We are working to keep our [school/college] as safe as possible. You may have heard that across the country those without symptoms will be tested using new, quicker 'lateral flow' Covid-19 tests. The NHS Test and Trace team will be testing staff once a week from [insert date - 5 January], at our [school/college] on a voluntary basis. In addition, the programme will help pupils to stay in education, by enabling those who are close contacts of someone who tests positive to stay in [school/college] if they do a daily test for seven days, known as 'serial testing'.

Along with the other measures we are taking, these tests will help staff and pupils to work safely. Up to one third of people who have coronavirus have no symptoms, so by supporting them to self-isolate we will save lives and help keep our [school/college] open and as safe as possible. The test is voluntary, but I am encouraging everyone to take part. [I will be taking one].

The test will be supervised by trained staff and there will be minimal disruption to lessons. The tests are quick and easy using a swab of your nose and throat. Results will be shared directly with staff and pupils participating, and their parents/guardians if they are under 16 years old.

To reach this stage, the test has been tested at Public Health England's research laboratories in partnership with Oxford University and is totally safe, with a 99.8% specificity. Testing is free and provided by NHS Test and Trace.

We are supportive of this initiative, but participation will be voluntary. More detailed information will be shared with parents, staff and pupils. If you have any questions, please do not hesitate to contact me via xxx.

Best wishes,

[Headteacher name]