



**TRURO
SCHOOL**

TESTING REGISTRATION INSTRUCTIONS

NURSERY | PREP | **SENIOR** | **SIXTH FORM**



Dear Parents and Carers



Following my communications earlier this week I am writing to you all with the details of how we plan to carry out the testing in advance of School restarting on the 8 March. At the outset, may I reassure you all that testing will be one of many covid mitigations we have in place for the remainder of this term, the full range of which will be communicated to you all next week.

We were pleased with the amended government guidance which allows us to invite the pupils to site for testing next week, so that on the 8 March we can move to full classroom education as close to last term's arrangements as possible. In order to carry out the testing next week, as you will see in the guidance, there are some actions to take before coming for the test, guidance for when and where to arrive and then some answers to questions you may have. Please read the full document and talk through the process with your children to provide reassurance of the approach.

We are also pleased that the needs of our boarding community have been included in the DfE guidance, and we have included a specific section for boarders in this communication.

Mr Andy Johnson
Head

Before you arrive

The two key activities are:

1. Consent

Whilst the testing process is optional for students, we do highly recommend all pupils are tested before returning to site for the benefit of the whole community. We do however understand that some pupils will not be able to be tested and some may not wish to – further information is in the Q&As section of this document. The first step in the testing process will be to complete the consent form. **Please print and sign this document as your child will need to bring a copy with them when arriving at the test site.** We are aware that we received some consent forms at the beginning of January but given the circumstances have now changed, please can you re-print and bring this in again.

Click here to download the Consent Form

2. Registering your NHS account

A key part of the process is creating an NHS account and registering. We are asking that all pupils complete this process prior to arriving at site, as it will take a bit of time. Please follow the steps below to register your account. Pupils will either need to bring their mobile phone or to register the bar code number within 24 hours of the test. Following your test, you will receive email and text notifications, as shown on page 6.

Click here to create your NHS account

Register a test

ALPHA This is a new service – your feedback will help us to improve it.

Register a coronavirus test

Use this service to register a coronavirus test for you or someone else.

You need to register each coronavirus test to get the results.

To complete this form, you'll need:

- the test kit barcode for the test you're registering
- a mobile number (for you or the person you're registering it for)
- the Royal Mail barcode on the return box (only if you're registering a home test kit)

If you're taking a test before your hospital visit, you need to register your kit here.

[Start now >](#)

How we use your data

To find out how we use your personal data when you register for a coronavirus test, read [the coronavirus privacy notice](#).

Register a test

ALPHA This is a new service – your feedback will help us to improve it.

< Back

Who are you registering a test for?

Myself

Someone else

[Continue](#)

Register a test

ALPHA This is a new service – your feedback will help us to improve it.

< Back

Would you like to sign in or create an account to save your details?

Sign in or create an account

We'll save your details for each time you get tested. Creating an account only takes 2 minutes and you'll save 5 minutes with every test.

Continue without an account

Your details won't be saved for future tests and all information will have to be re-entered.

[Continue](#)

NHS login

Enter your email address

Email address

[Continue](#)

What is NHS login?

You can use your NHS login to access health websites and apps that have the NHS login button. If you do not have an NHS login, enter your email address to set one up.

Coronavirus (COVID-19)

For health information and advice, read [NHS guidance about coronavirus](#).

NHS login

< Back to: Enter your email address

Create a password

Create a password

Your password must have:

- 8 characters or more
- 1 capital letter or more

Show

Confirm password

Show

Agree to our terms of use

We will collect and save your information securely. We will not share your personal information without your consent.

By continuing you confirm that you agree to our [privacy notice](#) and [terms and conditions](#).

Test and Trace Account

ALPHA This is a new service – your feedback will help us to improve it.

Welcome to your Test and Trace account

[Register a test](#)

Register to make sure you get your test results sent to you

[Change your NHS login details](#)

Update the email address, mobile number to log in

Help Privacy Cookies Statement Accessibility statement Terms and conditions

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Please stop when you get to this stage.

When to arrive

We recognise that logistics for travelling to site for the test next week may be difficult, but we appreciate your efforts as the benefit of having all pupils on site in classrooms on the 8 March will have the best results for everyone.

We have allocated all pupils a slot to arrive for testing, and this can be seen in the table below. Please check your time slot and arrange for your children to be at the site at this time. We have chosen to do this alphabetically so that it will make the travel arrangements easier for families.

Day and time	Pupils with surnames beginning
Tues 2/3 8.30 am	ADA to BAR
Tues 2/3 9.30 am	BAS to BESS
Tues 2/3 10.30 am	BEST to BRAD
Tues 2/3 11.30 am	BRAN to CARD
Tues 2/3 1.30 pm	CARE to CLAR
Tues 2/3 2.30 pm	CLAY to CRO
Tues 2/3 3.30 pm	CUR to DORL
Wed 3/3 8.30 am	DORR to EVA
Wed 3/3 9.30 am	FAB to GARD
Wed 3/3 10.30 am	GARL to HAM
Wed 3/3 11.30 am	HAN to HEA
Wed 3/3 1.30 pm	HEN to HUT
Wed 3/3 2.30pm	HYN to JON
Wed 3/3 3.30pm	JOP to LAU
Thurs 4/3 8.30 am	LAW to MACL
Thurs 4/3 9.30 am	MAG to MCB
Thurs 4/3 10.30 am	MCC to MOM
Thurs 4/3 11.30 am	MON to NIX
Thurs 4/3 1.30 pm	NOR to PAR
Thurs 4/3 2.30 pm	PAS to PRIE
Thurs 4/3 3.30pm	PRIN to SALL
Fri 5/3 8.30 am	SAU to SIN
Fri 5/3 9.30 am	SIO to STOL
Fri 5/3 10.30 am	STON to TREN
Fri 5/3 11.30 am	TRES to WHIN
Fri 5/3 1.30pm	WHIT to WOO
Fri 5/3 2.30 pm	WOR to YOU

On arrival, please make sure pupils have:

- A signed copy of the consent form
- Their NHS registration details on their mobile phone

Please consider how you do travel to site, in the same way you have done before, in terms of avoiding shared cars and wearing masks on public transport.

Please could parents remain in their cars whilst on-site. Please let us know in advance if your child needs additional support.

Once you arrive

All pupils arriving for the test must report to the SBA reception, where they will be registered and can enter the test centre. They should be wearing face masks in the SBA until told to remove them by staff. **Pupils should bring their consent form and their NHS registration details on their mobile phone.** Staff will be on site to support pupils all the way through the testing process, to answer questions or support individuals. We have an established testing site that has been in use for staff, key worker children and on site boarders so we are familiar with the processes required.

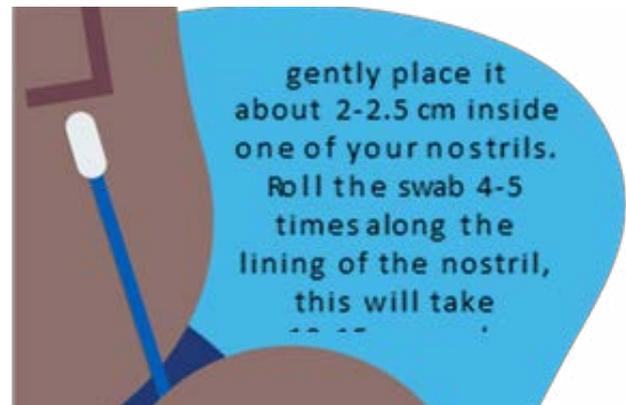
The lateral flow test

- After registering your child will be asked to log on to their NHS account and register the barcode which has been allocated to them.
- They will then be called forward for their test.
- The testing will take place in a series of individual booths which are screened off from the other booths and those waiting for a test.
- There will be a member of staff in each booth who will explain the process and support your child while they undertake the test.
- Each booth will be thoroughly cleaned and sanitised between pupils.
- All members of staff have received specific training in order to carry out this role.

If you would like to read more about the lateral flow tests, please visit:

<https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

Where to self swab:



After the test

Once the test is completed you will receive the result via the NHS registration details that you have created, most likely an email and/or text message, as below. We will only contact you further if your test is positive – which will require a further NHS test to be booked. If your test is negative then you will be able to return to School as normal on the 8 March.

Text: result notifications

Positive result

NHS COVID-19 Notification:
Dear **[Full name]**
Birth date **[Date of birth]**
Test date **[Date of test]**

Your coronavirus test result is positive. This means it's likely you were infectious when the test was done.

You must take a follow-up test today, or as soon as possible, to confirm the result.

Follow the instructions you were given to take your follow-up test. If you were not given instructions, go to www.gov.uk/get-coronavirus-test to book your test. Choose a test site if you can, it's faster than a home test.

Until you get further advice you and everyone you live with must self-isolate immediately for 10 days. The 10 days begin the day after your test date.

Only leave home for your follow-up test.

Care home residents must self-isolate for 14 days.

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice.

Negative result

NHS COVID-19 Notification:
Dear **[Full Name]**
Birth date - **[DD Month YYYY]**
Test date - **[DD Month YYYY]**

Your coronavirus test result is negative. It's likely you were not infectious when the test was done.

You only need to self-isolate if:

- you get symptoms of coronavirus – you'll need to book a different test at www.gov.uk/get-coronavirus-test
- someone you live with tests positive, or has symptoms and has not been tested yet
- you've been traced as a contact of someone who tested positive

Please follow the advice you were given when you were tested.

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice

Void result

NHS COVID-19 Notification:
Dear **[Full name]**
Birth date **[Date of birth]**
Test date **[Date of test]**

We could not read your coronavirus test sample. This means it's not possible to say if you were infectious when the test was done.

We're sorry, you'll need to take another test as soon as possible. Order your test at www.gov.uk/get-coronavirus-test unless you've already been given another test to do.

You only need to self-isolate if:

- you have or get symptoms of coronavirus – you'll need to get another test at www.gov.uk/get-coronavirus-test
- someone you live with tests positive, or has symptoms and has not been tested yet
- you've been traced as a contact of someone who tested positive

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice

Email: result notifications



Positive result

NHS

NHS COVID-19 Notification:
Dear **[Full name]**
Birth date **[Date of birth]**
Test date **[Date of test]**

Your coronavirus test result is positive. This means it's likely you were infectious when the test was done.

You must take a follow-up test today, or as soon as possible, to confirm the result.

Follow the instructions you were given to take your follow-up test. If you were not given instructions, go to www.gov.uk/get-coronavirus-test to book your test. Choose a test site if you can, it's faster than a home test.

Until you get further advice you and everyone you live with must self-isolate immediately for 10 days. The 10 days begin the day after your test date.

Only leave home for your follow-up test.

Care home residents must self-isolate for 14 days.

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice.

Negative result

NHS

Dear **[Full Name]**
Birth date - **[DD Month YYYY]**
Test date - **[DD Month YYYY]**

Your coronavirus test result is negative. It's likely you were not infectious when the test was done.

You only need to self-isolate if:

- you get symptoms of coronavirus – you'll need to book a different test at www.gov.uk/get-coronavirus-test
- someone you live with tests positive, or has symptoms and has not been tested yet
- you've been traced as a contact of someone who tested positive

Please follow the advice you were given when you were tested.

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice

Void result

NHS

NHS COVID-19 Notification:
Dear **[Full name]**
Birth date **[Date of birth]**
Test date **[Date of test]**

We could not read your coronavirus test sample. This means it's not possible to say if you were infectious when the test was done.

We're sorry, you'll need to take another test as soon as possible. Order your test at www.gov.uk/get-coronavirus-test unless you've already been given another test to do.

You only need to self-isolate if:

- you have or get symptoms of coronavirus – you'll need to get another test at www.gov.uk/get-coronavirus-test
- someone you live with tests positive, or has symptoms and has not been tested yet
- you've been traced as a contact of someone who tested positive

Use 111 online or call 111 if you need medical help. In an emergency dial 999.

See www.gov.uk/coronavirus for more advice

Further updates

This communication focuses on the details for the testing plans between now and the 8 March. We will provide another update next week on the details for the return to School on the 8 March and the programme for the 2nd and 3rd tests in the coming weeks. However, with the testing approach outlined in this document, the disruption to contact time in School will be minimised.

FAQs

We recognise that you may have many questions about the process and reopening of School to face to face learning. In this section we want to provide some questions and answers we have received, but if you have further questions please do contact us using the email, CSG@truroschoo.com

Q. What if my child is not able to be tested, either for medical reasons or because they have already had Covid-19 within 90 days?

A. If your child is medically exempt from testing, then please contact us with the details and we will make a note on the relevant forms. If any pupil has tested positive for Covid-19 – the first step is to report this positive case to the CSG@truroschoo.com email address, we then keep a timeline of the positive case and will not expect a test to be taken within the 90 day period.

Q. What if I do not want my child to be tested?

A. We are highly recommending that all pupils come forward for the testing as it will provide a level of safety for the whole community. As mentioned we have experience of running over 100 tests since January and the process is supported by our trained professional staff. If however you do not wish to give consent for the testing, then please email us to let us know. The Government has clarified that testing is optional, and not having the test will not prevent your child from returning to School on the 8 March.

Q. Who will carry out the testing?

A. We have staff trained for the testing process in line with the DfE and NHS guidance, this includes our professional nursing staff as well as first aiders and other experienced professionals.

Q. What if I can't make the time slot provided?

A. If you are definitely unable to make your time slot, then please contact us using the CSG@truroschoo.com email address and we will try to accommodate you at an alternative slot. We have limited times to provide testing in the week, so please try to make the allocated times if at all possible.



Q. What if my child does not have a mobile phone?

A. This is not a problem, the NHS registration can be done on a computer at home in advance. When your child arrives at the test site they will be provided a Bar Code, which can then be inputted once they return to a computer at home to receive the result. As long as this is done within the 24 our period there is no issue. If the test is positive we would be contacting you directly as well.

Q. What if I am currently isolating in line with guidance?

A. If you are currently self isolating due to a close contact or NHS app request, then please do not travel to site. Please contact us using the CSG@truroschoo.com email and we will discuss options, which is likely to be a test when your child can next attend School.

Q. Can I take the test at another venue to save coming into school, or complete a home test?

A. The first three tests have to be completed on site and the results uploaded to our Site Testing. We are not permitted to receive results of tests made outside of our own testing system.

Q. Do key-worker children or boarders currently on-site need to come in for testing on this rota?

A. No, key-worker children and boarders already on-site will be tested as per their usual routine.

Boarders

We are very pleased to be able to invite all of our boarders back to site in line with the Government guidance and this section provides the details about what actions need to take place.

This section provides the guidance for the UK boarders as well as the international boarders to return to site. For the international boarders we are supported by the fact that every pupil returning from overseas will have had a test prior flight and then further tests during the isolation periods as required, this gives us great confidence that pupils returning to site will be able to do so safely. We also recognise that some isolation may be required once School restarts and we are well setup to support our boarders with this in our boarding accommodation.

Boarders currently overseas

Parents of boarders currently overseas should refer to the information e-mailed earlier in the week. Mr. Tom Copeland (Housemaster) and Mrs. Sarah Mulready (Housemistress) remain available for help planning travel to school.

Boarders currently in the UK

Boarders currently in the UK should plan to return to school between 2pm and 5pm on Sunday 7 March. They should first go to the Sir Ben Ainslie Sports Centre, where they will have a lateral flow covid test. Boarding staff and a school nurse will be present to help administer the test. It takes around twenty minutes from starting the on-line registration to receiving the result. The test is voluntary; the rights and privacy of those wishing not to take the test will, of course, be respected. If the test result is negative, the boarder may then proceed into their boarding house. If the test result is positive, parents should have a contingency plan in place for the boarders return travel home. Parents should complete and return the normal boarders travel form to Mr. Tom Copeland (Housemaster) and Mrs. Sarah Mulready (Housemistress). Boarders from the London region can travel on the school transport from Heathrow which leaves Terminal 5 Premier Inn, Longford, Heathrow, UB7 OEA at 10am on Sunday 7 March. Requests for advice or further information should also be directed to Mr. Copeland or Mrs. Mulready.

International boarders isolating at School

Current Government guidance requires arrivals to the UK from 'non-red list countries' to quarantine for ten days. The Department for Education and the Boarding Schools' Association have confirmed that boarders may complete their quarantine in boarding houses. Arrivals to the UK need a negative test result before flying, and need further testing after arriving. This new testing requirement means that the risk of transmission is reduced, and we will therefore support quarantine in the boarding houses. We feel that quarantining in their boarding house also brings reduced risk of mental health and wellbeing challenges for quarantining boarders. Precautionary measures will be in place such as requiring the boarder to stay in their bedroom, only use an allocated bathroom, and the delivery of meals to the bedroom. I have full confidence that the boarding team will be able to take steps reduce the risk of transmission while supporting and helping the boarders through the quarantine period.



Truro School, Trennick Lane, Truro, Cornwall TR1 1TH
truroschoo.com | 01872 272 763