

15 March 2021

Dear Parent/Carers/Students,

You will be given two home test kits. Students with consent have received the Lateral Flow Tests in school and by the 19 March 2021 all of these students (unless absent) will have been tested three times in school and will now move to home testing.

### Taking test kits home

Students will be issued their home test kits on completion of their third test in school. You will be given 2 testing kits, each pack has 3 tests in a box.

**Students should take their first home test 3 – 5 days after their last test in school and every 3 – 5 days thereafter, i.e. Sunday and Wednesday or whichever days best fit into your family circumstances.**

You will receive a separate leaflet on how to take the test and report the results. You need to report the result to the school and NHS.

Tests can be collected from main reception if additional students now wish to participate in the home testing.

### Can my child take the test themselves?

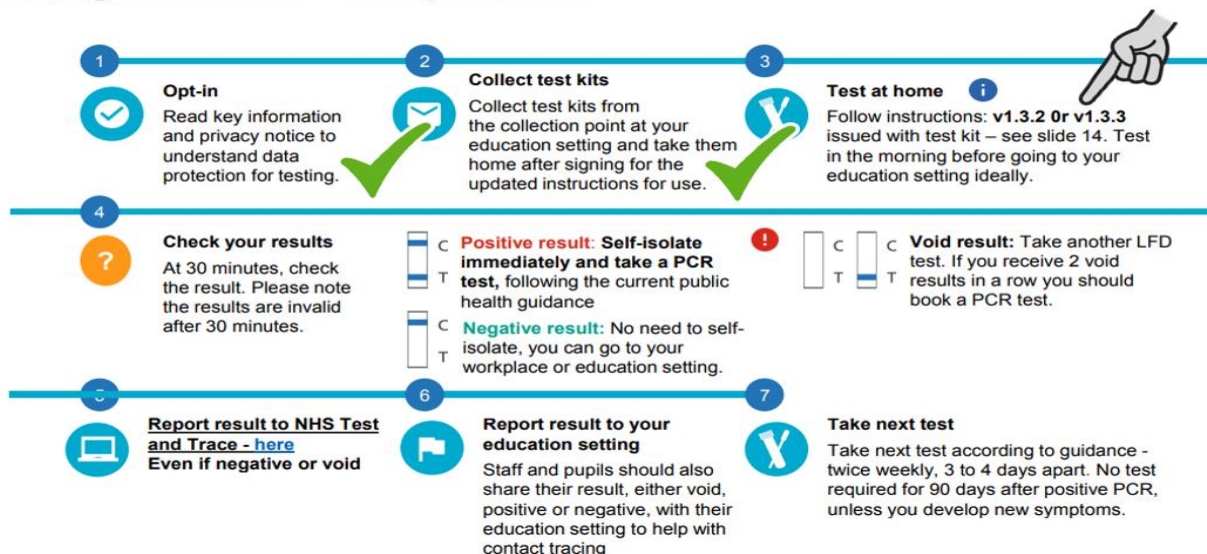
Students aged 12-17 should do the test themselves with adult supervision. The adult may help them to take the test if they need support.

Students aged 11 must be supervised by an adult when testing and the adult must report the result.



**IMPORTANT: Tests are only for the use of the person assigned the kits, they should not be taken by anyone else.**

## Testing at home – the process



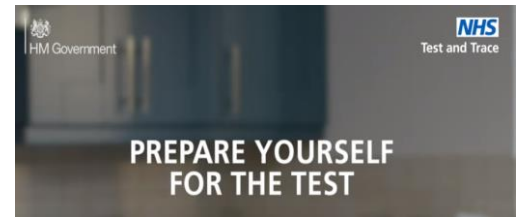
Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Before taking your test, you must do several things:

1. Read the privacy notice to understand what will happen with your data.
2. Have a copy of the Instructions - this has been given to the students
3. Record your details in the Test Kit Log (see following slide for details) - this is at the back of the blue Instruction booklet.
4. Try not to eat, drink or brush teeth before the taking the test



During the test:

All students have been amazing and are now practiced at the testing themselves.

Get all the equipment out on a clean surface

They may need a mirror

Make sure you have enough time to do the test

[Help and support is available](#), including instructions in different languages on how to test and report the results and a [video showing you how to take the test](#).

This does not replace symptomatic testing. If you have symptoms, you should self- isolate immediately, book a [PCR test](#) and follow [national guidelines](#).

Keep calm and be brilliant

### You need to report each test result

The result of each test needs to be reported to the NHS and the school:

NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>.

Outwood Academy Shafton:

<https://docs.google.com/forms/d/e/1FAIpQLSctkwRqsixkIW36SvP7ShzImLYpezrTKrjyrb8QIcUsKcY2w/viewform?gxids=7628>

### Reporting problems or issues with testing

If there is an issue with the test kit, for example something is missing, please report it by calling 119 and please also tell the Covid Coordinator [O.Vance@shafton.outwood.com](mailto:O.Vance@shafton.outwood.com) .

If an accident or injury happens whilst using the test kit, please seek medical care by calling 111 (or 999 if it is an emergency). Please also report what happened using this website: <https://coronavirus-yellowcard.mhra.gov.uk/>

If anyone tests **positive you, your household, any support bubbles you are part of** should self-isolate immediately in line with NHS Test and Trace guidance for 10 days. If you receive a positive LFD **home test** then you should then book a PCR test to validate the result.





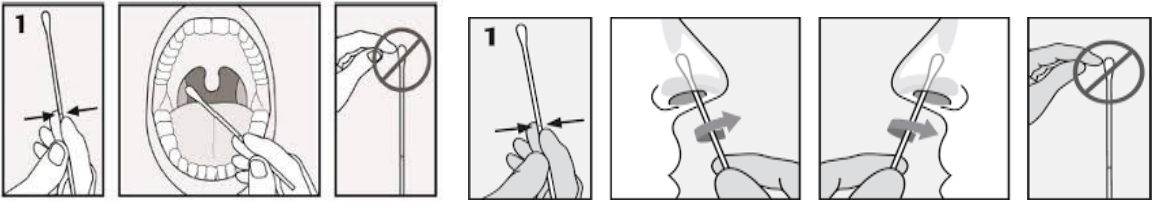
Thank you for your support and efforts in this matter.



Yours faithfully

**Alison McQueen**  
Principal

While LFD Tests alert us to COVID they do not give us the green light to avoid doing the basics.

REMEMBER  
HANDS - FACE - SPACE

Step 1	Clear, clean and dray a flat surface before starting and wash your hands.
Step 2	<p>Take one of everything out of the box:</p> <ul style="list-style-type: none"> <li>Test kit</li> <li>Swab</li> <li>Buffer solution</li> <li>Specimen tube</li> <li>Rubbish bag</li> <li>Specimen tube holder</li> </ul> 
Step 3	<p>Take the test strip out of the packet and put to one side.</p> 
Step 4	<p>Put the buffer solution into the tube.</p> 
Step 5	Blow your nose and wash your hands.
Step 6	<p>Open up the swab. Keep the soft fabric end in the packet for as long as possible. Do not touch the soft fabric end.</p> 
Step 7	<p>Swab your tonsils 4 times. Swab your nostril by doing 10 complete circles.</p> 

Step 8	Put the swab into the tube. Squash the tube as you take it out.	
Step 9	Close the lid of the tube.	
Step 10	Add 2 drops of the liquid in the tube onto the test strip in the well labelled S.	
Step 11	Wait 30 minutes	
Step 12	<p>Read the result and report it to:  <a href="https://www.gov.uk/report-covid-19-result">www.gov.uk/report-covid-19-result</a></p> <p>Shafton link:  <a href="https://docs.google.com/forms/d/e/1FAIpQLSctkwRqsixklW36SvP7ShzImLYpezrFTKrJyrb8QlcUsKcY2wrm?gxids=7628&amp;pli=1">https://docs.google.com/forms/d/e/1FAIpQLSctkwRqsixklW36SvP7ShzImLYpezrFTKrJyrb8QlcUsKcY2wrm?gxids=7628&amp;pli=1</a></p>	