

19 July 2021

Dear parents and carers,

The government has confirmed that we will need to continue COVID-19 testing into next academic year and offer on-site testing when we re-open in September. We have created this guide to inform you about our plans for our re-opening in the new academic year, which include the staggered start times that are needed to allow us to safely test all students when they return. This will mean that we will have a delayed start for some year groups.

It's important that staff and secondary pupils continue to regularly test over the summer holidays, as per the Schools Covid-19 operational guidance on behalf of the DfE below:

***Rationale*** - *Asymptomatic testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.*

*Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.*

***As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.***

*Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.*

**Schools Covid-19 operational guidance July 2021, DfE**

I'd like to wish you all a great summer break and hope you can take some time to relax and see your loved ones safely during this time.

We look forward to welcoming students back in September, as well as our brand-new cohorts to our school, and hope for a more 'normal' schooling experience than what students have experienced over the last 16 months.

Kind regards,



Gary Wakefield  
Vice Principal

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### Updated information since publishing in July:

1. We have created a new MS Form for students to register the result of their at home LFD test from September onwards. Please ensure your child's at home test result is registered via the 2 following methods:
  - Via the GOV website – <https://www.gov.uk/report-covid19-result>
  - Our school MS Form - <https://forms.office.com/r/nywpCHEhGW>
2. Tutor group changes were communicated to students prior to the end of the last term, a full list of these changes can also be found by clicking here.
3. We have created a testing walk-through video ahead of our return in September. This video is mainly for the benefit of our new Year 7 cohort who may not have taken an LFD test before, to show what the process will look like. For existing CCS students, the process will be very similar to March 2021. The main difference this time being students are only required to take a nasal swab – **a throat sample is not needed**. The use of Coronavirus AG Rapid Test also means that students test result is known in 15 minutes and allows for a quicker turn-around time of students waiting on the Astroturf. To watch the video, please visit: <https://youtu.be/bosJcHDXDJE>

***The following questions with answers should help with any queries:***

**Is participation in testing compulsory?**

Testing is voluntary but staff and students are strongly encouraged to participate as testing regularly helps to reduce the spread in school and college settings through asymptomatic transmission.

We believe that testing regularly improves the safety of the school site for all staff and students. All students, except for our new Year 7 intake, have now become used to testing.

We require parental consent for students less than 16 years of age. To be certain we have this, please could you complete the [MS Forms questionnaire](#) which provides consent for your child to be tested. Students 16 years and over can give their consent. This will be given at the time of the test.

## Home testing

**When should students do the testing? Mornings vs evening?**

**Is weekend testing allowed?**

The government have confirmed that following our on-site testing in the new year, pupils and staff should continue to test twice weekly at home until the end of September, when this will then be reviewed, and the Government will determine whether pupils and staff should continue after this date.

Staff and students should test twice weekly before coming into school, ideally in the morning. If they cannot take the test in the morning, they should take it as soon as possible before coming into school. It would be sensible to test on the same two days, Monday and Thursday morning for example.

**How will students know what do to with the home test kits?**

Detailed information on how to self-swab and process the tests is in the Instructions for Use and there is an [NHS video demonstrating how to carry out a test](#).

**What if I want to be testing but am unable to use the home test kit?**

All schools have been asked to maintain a small on-site testing centre. Our staff are fully trained and very supportive. If you are unable to use the test kits at home but want to still be involved, then email Mrs Jewell and we will organise testing on site.

**What do I do if there is a problem with my test kit?**

Please email Mrs Jewell via [vjewell@ccs.northants.sch.uk](mailto:vjewell@ccs.northants.sch.uk), who will be able to help with your enquiry.

**Do I have to report the result of my test?**

You are required to report the results of your [tests online](#), or by phone, every time you take a test, even if the result was negative or void. We are also required to keep a register of your result in school as we don't have access to the NHS database.

Please register your LFD result via our MS Form using the following link:

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

### **Can students swab themselves?**

Yes, in an Asymptomatic Testing Site all pupils 11 and above, can swab themselves if they are able to.

When testing at home, students aged 18 and over should self-test and report the result, with assistance if needed. Students aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 should be tested/swabbed by an adult.

If you are concerned that your child may not be able to complete the test themselves, please contact [vjewell@ccs.northants.sch.uk](mailto:vjewell@ccs.northants.sch.uk) and we will organise appropriate support.

### **What supervision do different age groups need for testing at home, after they have their first two tests on site?**

Students aged 18 and over should self-test and report the result, with assistance if needed. Students aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11, should be tested by an adult.

## Test process

### **How do I know the tutor group my child is in?**

New Year 7 students already know their tutor group. Students will be told in their Celebration Assembly on Friday 20 July of changes to current tutor groups next year. Most tutor groups in Years 8 – 11 are staying the same. We will send out an updated list showing any tutor group changes on the 1<sup>st</sup> of September. The Sixth Form Team will inform new Year 12 students of their tutor groups on the 1<sup>st</sup> of September.

### **What happens if a student's antigen lateral flow test result is positive?**

Individuals who return a positive antigen LFD test result must self-isolate immediately in line with NHS Test and Trace guidance. They should also inform their school of the positive result and must order a confirmatory PCR test if they are testing at home (confirmatory PCR tests are not needed if the test was conducted through an on-site ATS).

### **Should I still take part in the asymptomatic testing programme if I have recently tested positive for COVID-19?**

Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test unless they develop any new symptoms of COVID-19.

If, however, you do have an antigen LFD test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing

programme, and the result of this test is positive, you and your household should self-isolate and request a PCR test.

### **What is the guidance on face coverings?**

Following the Government's Step 4 in their roadmap out of lockdown, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. [You can find more information](#) on the use of face coverings including when to wear one, exemptions and how to make your own. As of Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport. In circumstances where face coverings are recommended If we have an outbreak in our school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms.

### **What is the guidance on tracing close contacts and isolation?**

**From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.**

Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

### **What will the CCS plan look like?**

There are two parts to the plan.

#### **Part 1 First test**

To ensure students come into school safely we will ask year and tutor groups to come into school at a different day and time. The plan for this is as follows:

#### **Friday 3<sup>rd</sup> September**

<b>Year group</b>	<b>Time slot</b>	<b>Test</b>
Year 7	8.30 – 10.30	1
Year 8	11.00 – 12.30	1
Year 13	1.00 – 2.00	1

**Year 7 phased return (9 tutor groups)**

8.30 – 9.00	7CC, 7CCE/JGR, 7CN
9.00 – 9.30	7JLF/ECO, 7LMM
9.30 – 10.00	7LDN, 7MSR
10.00 – 10.30	7TNS, 7TP

**Year 8 phased return (9 tutor groups)**

11.00 – 11.30	8BU, 8CGS, 8GOE
11.30 – 12.00	8IRR, 8LMK, 8CJS
12.00 – 12.30	8MAE, 8SBA, 8SHL

**Year 13 phased return (14 tutor groups)**

1.00 – 1.20	DVY, AES, SRE, JCE, SWR
1.20 – 1.40	NAR, EPA, DRN, JR, EU
1.40 – 2.00	ABN, AFY, SSN, UC

**Monday 6<sup>th</sup> September**

Year group	Time slot	Test
Year 12	8.30 – 9.30	1
Year 11	10.00 – 11.30	1
Year 9	12.15 – 1.30	1
Year 10	2.00 – 3.30	1

**Year 12 phased return (14 tutor groups)**

8.30 – 8.50	DVY, AES, SRE, JCE, SWR
8.50 – 9.10	NAR, EPA, DRN, JR, EU
9.10 – 9.30	ABN, AFY, SSN, UC

**Year 11 phased return (9 tutor groups)**

10.00 – 10.30	CA, CS, GD
10.30 – 11.00	DRI, SHW, LHN,
11.00 – 11.30	OTT, SHA, JBE

**Year 9 phased return (9 tutor groups)**

12.15 – 12.45	EPE, AHL, BB
12.45 – 1.15	TM, RTW, ARH
1.15 – 1.30	PME, MAN, BP

**Year 10 phased return (9 tutor groups)**

2.00 – 2.30	AAI/DF, SE, JDN
2.30 – 3.00	JKI, JSY, LO
3.00 – 3.30	MCH, RCY, SHO

***Due to Year 10 coming in late in the afternoon they will not be expected to stay at school and can leave once their result is known.***

### **What happens when I arrive at school?**

We would ask that students arrive 10 minutes before the testing time. You will line up in the street in alphabetical order (socially distanced) and will then be given a registration card so that you can register your test. All students except for Year 7, should be used to registering their tests. Year 7 will not be expected to register their test and we will inform them of the result. We will allow students to use their mobile phones to update you of the result.

Students will enter the sports hall through the gym. The test is a simple process, and we will have trained staff who will be there to support.

### **Do I have to register my test?**

Registering your test is straightforward but is not compulsory. We update the results of your test to the NHS tracking system. To register your test, you will need to log in to the [NHS website](#) and follow the instructions.

### **How do I do the test?**

The tests are slightly different to the LFD tests that you may have done last academic year and at home. We are using the Coronavirus AG Rapid Test. These tests involve double nasal swab samples only – **a throat sample is not needed**. The device returns a positive or negative result in 15 minutes.

When it is your turn to take the test, you will be asked to do the following:

1. Sanitise your hands.
2. Gently blow your nose into a tissue.
3. Sanitise your hands.
4. Gently swab 1 nostril, roll it around 5 times making 5 complete circles. You can use the mirror to help you.
5. Gently swab the other nostril, roll it around 5 times making 5 complete circles. You can use the mirror to help you.
6. Place the swab in the prepared extraction tube.
7. Sanitise your hands.
8. Wipe down the mirror, desk and chair with the wipes provided.
9. Wait for your result.

For a detailed instruction poster on behalf of the NHS, please [click here](#).

### **What happens after my test?**

We will need to ensure students are socially distanced before they enter the classroom. This is a challenge, as we don't have indoor space that can accommodate a year group. After the first test, students will wait for the result on the astroturf. Markers will be placed to create social distancing. We are hopeful for good weather. It is important that students are prepared to be outside for 20 minutes.

**What if I miss my test?**

If you miss your test due to an appointment or absence, we will arrange your test for the first day you return. Please email [vjewell@ccs.northants.sch.uk](mailto:vjewell@ccs.northants.sch.uk) to organise a time for this.

**What do I do when my test is negative?**

You will go to your tutor base room as soon as you receive notification of a negative result. If you have registered your test, then this will be by text or email. Otherwise, staff in school will inform you of the result.

**What if my test is positive?**

If your test is positive, we will speak to you away from other students. We will inform your parents and arrange for you to return home. **You and your family will need to isolate until the result is known.**

**What if I am not being tested?**

We would hope that most of you would be tested. We know that some students will not need to be tested as they have previously contracted COVID-19 (there is a 90-day period). If you are not being tested, you should arrive for school 20 minutes after your tutor group have arrived. This will mean that you can join them in the tutor activity in the tutor base room. Please enter school via main reception.



## Part 2 - Second Test

Once CCS has fully opened, we will then need to implement a plan to test students when they are in lessons. There is no need to 'hold' students once they have taken their test, as they will have been mixing in classrooms once they return. This means that once the test is complete students will return to their lesson. We anticipate being able to test a tutor group of 31 students in approximately 10 minutes.

We realise that some of the tests are before school starts. **We would ask students to make sure they arrive on time**, their cooperation is greatly appreciated. We must allow at least 3 days before the first and second test.

The second test will be organised on the following days and times:

### Test 2 - Wednesday 8<sup>th</sup> September

Year group	Time slot	Test
Year 7	8.30 – 9.50	2
Year 8	10.00 – 11.50	2
Year 13	12.00 – 12.40	2

Time	Tutor group
8.30	7CC
8.40	7CCE/JGR
8.50	7CN
9.00	7JLF/ECO
9.10	7LMM
9.20	7LDN
9.30	7MSR
9.40	7TNS
9.50	7TP
10.00	8BU
10.10	8CGS
10.20	8GOE
10.30	8IRR
10.40	8LMK
<b>NO TESTING</b>	
11.20	8CJS
11.30	8MAE
11.40	8SBA
11.50	8SHL
12.00	DVY, AES, SRE
12.10	JCE, SWR, NAR
12.20	EPA, DRN, JR
12.30	EU, ABN, AFY
12.40	SSN, UC

## Test 2 - Friday 10<sup>th</sup> September

Year group	Time slot	Test
Year 12	8.30 – 9.00	2
Year 11	9.10 – 10.30	2
Year 10	11.20 – 12.40	2
Year 9	1.10 – 2.30	2

Time	Tutor Group
8.30	DVY, AES, SRE
8.40	JCE, SWR, NAR
8.50	EPA, DRN, JR
9.00	EU, ABN, AFY
9.10	11CA
9.20	11CS
9.30	11GD
9.40	11DKI
9.50	11JBE
10.00	11LHN
10.10	11OTT
10.20	11SHA
10.30	11SHW
<b>NO TESTING</b>	
11.20	10AAI / DF
11.30	10SE
11.40	10JDN
11.50	10JKI
12.00	10JSY
12.10	10LO
12.20	10MCH
12.30	10RCY
12.40	10SHO
<b>NO TESTING</b>	
1.10	9EPE
1.20	9BB
1.30	9TM
1.40	9AHL
1.50	9RTW
2.00	9ARH
2.10	9PM
2.20	9MAN
2.30	9BP