



3rd January 2021

Dear Parents and Carers,

A frankly inspirational Hazeley community team effort, led by Miss Whiteman and supported by a vast array of volunteer staff and parents who have completed training over the Christmas break means that we now have plans in place to administer our initial target of almost 3500 COVID-19 tests.

To be successful we now need to:

- Test every member of staff once and every student twice, with 3 to 5 days between testing.
- Complete this over a two-week period so that everyone is tested before they return.

The next steps for you and your child are to:

- Complete the consent and registration forms if you have not done so already. The forms can be accessed here:

[Student Registration Form](#)

[Consent Form](#)

- Identify on the table below when your child's test slot is and ensure they arrive on time for it.
- Ensure your child has a face covering, or exemption lanyard, when they arrive as they will be denied entry without one.
- Students must enter the gym on their own, you are able to wait in the car park for them.
- Students will enter the gym by the side exit near the 6th form block - this will be clearly signposted. They will leave through a one-way system via main reception.
- We are anticipating the process will take ten minutes once the children arrive at the registration desk. They will be expected to leave the school site immediately once testing is completed and they must follow social distancing rules at all times.
- Students will self-administer the test under supervision. The government guidance for administering a test can be found attached.
- We will support your child through this process, but due to the sheer volume of tests taking place, if a child refuses, we will have to ask them to leave without the test taking place.

Other important points:

- This programme is for asymptomatic staff and students. If your child has any COVID-19 like symptoms they must follow the government guidance on isolation and book a test online.

- You have the right not to consent for your child to take part. It will help our planning if you email enquiries@thehazeleyacademy.com if you do not want your child to take part. We do however strongly encourage testing.
- Due to the complexity of the plan, we can only move slots in **extreme circumstances**. If this applies to your child, please email enquiries@thehazeleyacademy.com.
- If your child has tested positive in the last 90 days and has now finished their isolation period (*and you have informed us on the COVID-19 line*), then they do not need to engage with this programme as students will still test positive even though they are no longer contagious. Your child will be able to return to the Academy for face-to-face teaching when this recommences.
- A negative test is not a guarantee that your child does not have COVID-19 and they should still protect themselves and others by following the usual safety guidance.
- If you have any queries concerning this, please do not hesitate to contact Miss Whiteman on email at twhiteman@thehazeleyacademy.com
- Please be mindful that this is the first time we have run a programme like this and as such potential hiccups may occur. Your support, understanding and patience whilst we navigate this uncharted territory is very much appreciated.
- Year 11 – the updated PPE timetable will be available on Tuesday 5th January.
- Teaching will be adapted online during this time to accommodate students coming in for testing and staff having their own tests on Wednesday 6th January.

Thank you for playing your part in getting 2021 off to the best possible start.

Kind regards,

Mr Nelson

Testing Slots

Times of testing	5th January	7th January	8th January	11th January	12th January	14th January	15th January
8.00 - 9.00	Year 12 surname A-D	Year 13 surname A- M	Year 12 surname A-D	Year 9 surname A - D	Year 7 Colossus		Year 7 Colossus
9.00 - 10.00	Year 12 surname E-K		Year 12 surname E-K	Year 9 surname E - K	Year 7 Cobra	Year 9 surname A - D	Year 7 Cobra
10.00 - 11.00	Year 12 surname L -Q	Year 13 surname N- Y	Year 12 surname L -Q	Year 9 surname L - Q	Year 7 Enigma	Year 9 surname E - K	Year 7 Enigma
11.00 - 12.00	Year 12 surname R-Z		Year 12 surname R-Z	Year 9 surname R - Z	Year 7 Victory	Year 9 surname L - Q	Year 7 Victory
12.00- 13.00				Year 10 surname A- D	Year 8 Colossus	Year 9 surname R - Z	Year 8 Colossus
13.00 - 14.00	Year 11 surname A - D		Year 11 surname A - D	Year 10 surname E - K	Year 8 Cobra	Year 10 surname A- D	Year 8 Cobra
14.00- 15.00	Year 11 surname E - K		Year 11 surname E - K	Year 10 surname L - Q	Year 8 Enigma	Year 10 surname E - K	Year 8 Enigma
15.00- 16.00	Year 11 surname L - Q		Year 11 surname L - Q	Year 10 surname R - Z	Year 8 Victory	Year 10 surname L - Q	Year 8 Victory
16.00 - 17.00	Year 11 surname R - Z		Year 11 surname R - Z	Year 13 surname A -M		Year 10 surname R - Z	
17.00 - 18.00				Year 13 surname N-Y			