

December 2021



Dear Parents/Carers,

To ensure that our community is safe we must use all of the tools available to us to reduce the transmission of COVID-19. One of the tools available to us is asymptomatic testing using lateral flow tests. These are simple and quick tests that help us identify staff and students without symptoms from transmitting and spreading the virus unknowingly through our community.

The current government guidelines advise that students should have 1 test before they return to school after the holidays. After your child has completed this test in-school then they should continue to complete two lateral flow tests per week and record them on Test Register. In order to have a COVID test the paper consent form needs to be completed and your child needs to bring the completed consent form with them when they come to school for their test. If you completed a consent form in September 2021, then this gives consent for all COVID lateral flow tests and there is no need to complete a new form. If your child has tested positive for COVID since the 6<sup>th</sup> October 2021 then they are not eligible for testing for 90 days after a positive test, so they do not need to attend on Wednesday 5<sup>th</sup> January.

It is a big job to organise tests for all of our students, therefore it is very important that your child arrives at school at their designated time shown below. Your child needs to follow all of the 'hand-face-space' guidelines, which include following the social distance guidelines and wearing a mask on arrival at school.

We are offering your child a COVID test on **Wednesday 5<sup>th</sup> January 2022** at Castle Manor Academy at

Time	Year Group	Student Surname
8:45-9:00	Arch students	
9:00 - 10:00	Year 7	9.00-9.20: Surname A-G
		9.20-9.40: Surname H-Q
		9.40-10.00: Surname R-Z
10:10 - 11:10	Year 8	10.10- 10:30: Surname A-G
		10.30-10.50: Surname H-Q
		10.50-11.10: Surname R-Z
11:20-12.20	Year 9	11.20-11.40: Surname A-G
		11.40-12.00: Surname H-M
		12.00-12.20: Surname N-Z
12:30-1:30	Year 10	12.30-12.50: Surname A-G
		12.50-1.10: Surname H-Q
		1.10-1.30: Surname R-Z
1:40-2:40	Year 11	1.40-2.00: Surname A-H
		2.00-2.20: Surname I-R
		2.20-2.40: Surname S-Z

Headteacher: Mrs. Vanessa Whitcombe

Unity Schools Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07706976. The registered office is at Unity SP Offices, Park Road, Haverhill, Suffolk, CB9 7YD.



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Your child will be directed to the Main Hall on arrival at school at their designated time shown above and will be met by a member of staff.

After your child has completed their test then they will return home. Your child will bring their registration card home and they will need to register on the NHS text service to receive their result. We will then welcome back all year groups to school on Thursday 6<sup>th</sup> January 2022.

If you have any questions about this then please contact me on [lcassels@castlemanor.org.uk](mailto:lcassels@castlemanor.org.uk)

Kind regards

Miss Cassels

Deputy Headteacher



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