

Appendix C – Parental Communication Letter



Executive Director of
Education
Maureen McKenna

Education Services
Glasgow City Council
City Chambers East Building
40 John Street
Glasgow G1 1JL



Dear Parent/Carer,

COVID-19 Asymptomatic Testing Programmes for School/ELC Staff and Senior Phase Pupils

I am writing to let you know about the new Schools/ELC Asymptomatic Testing Programme, which is being put in place as part of the package of COVID-19 risk reduction mitigations in schools across Scotland, and to give you more information about how the programme will operate in our school.

I am also requesting that, as a parent/guardian of a senior phase pupil in our school who is eligible for testing, you discuss the contents of this letter with them. If you and they are content, please ensure that the attached consent form is completed and returned at the earliest opportunity. This will ensure that your child can participate in testing if he/she wishes to do so. There are 2 privacy notices associated with this testing programme, the first from Health is attached and the other is link to the Glasgow City Council notice is available in the consent form. If you require a hard copy of this notice, please contact the school.

Why is our school/setting participating in the programme?

Along with the other protective measures we are implementing to keep our school community safe, regular testing of staff and senior phase pupils will help to further reduce risks for staff and children and young people in our school.

It will do so by helping to identify asymptomatic individuals in school environments at the earliest possible opportunity, and asking them and their close contacts to self-isolate, thus minimising the likelihood of them passing on the virus.

Who can take part?

The regular testing is open to all school staff and senior phase pupils who are regularly attending the school premises. The testing programme also includes school-aged childcare staff and early learning and childcare staff in settings that are attached to schools. References to 'school staff' within this letter include this wider group of childcare staff.

Does everyone have to take part?

Testing is voluntary. No-one who is otherwise permitted to come to school will be prevented from

doing so just because they do not wish to participate. However, we are strongly encouraging all school staff and senior phase pupils who are attending school to participate wherever possible, in order to contribute to the wellbeing of our school community.

However, if staff or pupils are working or learning from home, they should not participate. This is because the programme is intended specifically to reduce risks in the school environment.

What will the testing involve?

Our school is being provided with a supply of Lateral Flow Device (LFD) test kits by the Scottish Government and the UK Department of Health and Social Care for use at home. We will give each participating staff member and senior phase pupil a supply of these test kits to take home, together with the 'Instructions for Use'. Each staff member and senior phase pupil will be asked to sign for these in a log at the point of handover. Completion of this test kit log is a regulatory requirement.

We will then ask individuals to test regularly at home, twice a week (every three to four days, ideally in the morning before school).

The tests supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on conducting self-testing is contained in the 'Instructions for Use' leaflet which will be provided with the test kit. There is a useful video showing participants how to administer the test here:

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>.

Once the test has been conducted individuals must log the test result – whether positive, negative or void – online at www.gov.uk/report-covid19-result. Tests are free of charge and will be provided by the school.

NB: It is important to note that this regular testing is only for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They must self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms must not rely on a negative LFD result to continue to attend school.

NB: A negative test result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission – testing is an additional intervention that contributes to reducing risk.

What happens next?

Please discuss the contents of this letter with your child. If your child wishes to participate in testing, and you are content for them to do so, please ensure that the attached consent form is completed and returned at the earliest opportunity.

We will distribute test kits to those senior phase pupils who wish to participate as early as possible after they return. They will then be asked to begin testing as soon as possible.

We will continue to support and communicate with our staff, pupils and school communities as we implement this programme. Please let us know if you have any questions. In the meantime, some Frequently Asked Questions can be found in the annex to this letter.

Yours sincerely

Lynn Gibson
Headteacher