



Thursday 4th March 2021

Dear Mr and Mrs Example,

Parent Update – Tarleton Return to School Plan

We are delighted to provide further details on the return to school plans for all our students. This letter will provide all the information you need to help plan for your son's/daughter's Lateral Flow Test (LFT) on Monday 8th March and successful return to school from Tuesday 9th March.

Lateral Flow Test appointment times

Your child's appointment time for their first lateral flow test on Monday 8th March is shown below:

Master Example is required to be in the **Main Hall** at **8.45am**

Consent Form

You will know that testing is consent based but we are strongly recommending that your child is tested, and we are urging all families to complete the online testing consent form **no later than 2pm on Friday 5th March**. To help with our planning, the sooner the consent form can be returned to us the better, so if you are able to return the form **before the end of Thursday**, that would be very much appreciated. If we are unable to gain consent, then your child cannot be tested.

The link to the Student Consent Form can be found [here](#) and will take 2 minutes to complete.

Lateral Flow Test (LFT) Monday 8th March – Important Information

- Students are **NOT** required to wear school uniform on the testing day.
- All students will need to bring a pen with them so that they can complete a reflection sheet to support a smooth return to school.
- All students and staff will be adhering to strict social distancing protocols of 2-metres and will be required to wear a face covering throughout their time on the school site.
- Parents will be allowed to park either at the rear of school or in the layby at the front of school.
- If parents are waiting for their child, they should remain in their car. Staff will be on duty at the rear of school to ensure students make their way safely to the Main Hall.
- If entering by foot, students should enter through the front green double gates and then make their way through the quad where they will be greeted by staff. Students are not to enter through the main school reception.
- Students will need to be in the Main Hall and on time for their appointment as shown above.
- Testing will take place in the Main Hall.

Outstanding education at the heart of the community

Mrs. L. A. Gwinnett, Executive Headteacher Tarleton Academy, Hesketh Lane, Tarleton, Preston, Lancashire PR4 6AQ
General Office: (01772) 812644 Email: enquiries@tarletonacademy.org www.tarletonacademy.org

Endeavour Learning Trust

Registered in England - Company Registration Number 7848372 - Vat Registration Number 125718416

We know that some students will be anxious about taking the test, but all staff have been trained to make the process as stress-free as possible. We also ask that parents inform staff on arrival if they would like to accompany and support their son/daughter during the testing process.

The NHS have produced a series of short YouTube films which clearly show how straight forward the testing process is. By sharing these with your son/daughter, it may help alleviate any fears they may have. A link to the films can be found [here](#).

- Students will **NOT** be required to take a test if they've had a **positive** PCR test in the past **90 days**. Evidence of a positive test will be required. If students have never been tested, have tested negative before or have tested **positive** more than **90 days** ago then they are recommended to take the test.
- Following the test, students will be escorted to the Sports Hall where they will complete a simple review task and be informed of the arrangements for Tuesday 9th March.
- Strict socially distanced protocols will be observed throughout their time in the Sports Hall at socially distanced desks. The wait time in the Sports Hall will be **30 minutes**.
- Following a **negative** test result, students will exit school via the Yarrow driveway.
- Staff will be positioned at the entrances, exits and car park areas to support students as required.
- If a student has a **positive** test result, they will be isolated in school and parents will be contacted to collect their child with full guidance provided on the process to book a PCR Test.
- Students will be on site for approximately 40 minutes if their test is negative.
- Whilst at home students are expected to complete additional remote learning which will involve a variety of tasks from their curriculum subjects.
- Your son's/daughter's year group arrival times are as shown in the table below. The time at the top shows the individual appointment time within the allocated Year group slot:

| Year Group | Arrival Times Between |
|------------|-----------------------|
| 7 | 9.15am-10.15am |
| 8 | 10.30am-11.40am |
| 9 | 11.55am-1.00pm |
| 10 | 1.40pm-2.25pm |
| 11 | 2.40pm-3.20pm |

Return to School Tuesday 9th March – Important Information

- All students should attend school in full school uniform with their full equipment for a normal school day on Tuesday 9th March.
- To comply with continuing robust Health and Safety measures, as was the case when students returned to school in September 2020, all students will remain in their year group bubbles.
- Students are required to adhere to the 'Uniform and Appearance' policy.
- Students need to be on the school site for an **8.45am** start.
- Year 7 and Year 11 should enter school through the front gates. Year 7 should then remain on the front yard/visitor's car park area and Year 11 should remain in the Quad.
- Year 8, 9 and 10 should enter school down the Yarrow driveway. Year 8 should remain on the field end of the tennis courts; Year 9 should remain on the swimming pool end of the tennis courts and Year 10 should remain on the outdoor seated area or rear of the Lune building.
- When the **8.45am** bell rings, students should line up in their tutor groups at their meeting points. All students are familiar with this process.

- Tuesday's 'virtual' assembly will remind students of the key protocols and school routines and staff will be positioned on duty to help support the safe and swift organisation of students.
- There will be an extended tutor period across lesson 1 to ensure students understand the procedures in school and to enable us to offer support where required.
- Tuesday 9th March will be Week 1 on all students' timetables.

Transport

All county council contracted dedicated school transport services will begin operating again from the 9th March. It is important to stress that face coverings for students are mandatory on buses unless exempt. Parent and students can also find out more information on the county council website with regards to school transport using the link [here](#).

If you son/daughter will be using public transport to get to school, the government's [safer travel guidance for passengers](#) gives information about travelling safely as well as tips for journey planning.

Follow-up testing

All secondary school students will need to take a further two COVID-19 tests following their successful return to school on Tuesday 9th March. These will take place using the existing school testing facilities. The dates for these tests will be:

- Second Test: Thursday 11th and Friday 12th March
- Third Test: Monday 15th and Tuesday 16th March

On these dates, students will arrive to school as normal and will be allocated a time slot during the school day for their test. Students will be escorted by staff to the test location for their test. Students will then return straight to class following their test as there is no holding period for the second and third tests. Any student testing positive will be collected from class and parents contacted for immediate collection in line with the protocols previously outlined.

After the initial programme of three tests in school, students will be provided with 2 rapid tests to use each week at home. Further details on home-testing will be provided following completion of the third test.

INSET Day – Friday 5th March

Finally, just a reminder that Friday will be INSET day for staff as we prepare for safe testing and a smooth return to school for all our students next week. This will mean that the school will not be able offer any on-site provision for the children of key workers or our vulnerable students.

It goes without saying, that should you have any further questions related to our return to school plan, please do not hesitate to contact us at enquiries@tarletonacademy.org.

Finally, we would like to thank you for your continued support. The number of completed consent form returns over the last couple of days has been extremely pleasing, with the vast majority already returned. This support is very much appreciated. We are looking forward to having our students back in school, being taught in a classroom by the staff they know well and have such positive relationships with.

Yours sincerely,

M Cunniffe

Mr M Cunniffe
Head of School