



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion  
Achievement  
Respect  
Endeavour

*The cornerstones of our  
learning community*

12<sup>th</sup> January 2021

Dear Parents and Carers

As you may be aware, schools have been asked to establish Covid-19 testing procedures in order to identify potential asymptomatic carriers as well as being able to offset any required isolation for individuals designated as contacts.

A number of individuals within our community have offered their support with this, for which we are very grateful. However, because of the demands on time and the requirements for quite specialised training we have assembled our own dedicated staff team to administer the tests. Our staff team must be formally registered and undertake appropriate training before they can commence this work.

Everyone being tested is required to have **two** lateral flow tests within 3 to 5 days, this provides the greatest reassurance. Once individuals have been tested in this way they are only offered the test again if they are identified as a contact for someone who has tested positive for Covid-19. Normally anyone designated a contact must isolate for 10 days, the alternative now available will be to undertake a daily lateral flow test for a period of 7 days, when in school.

We wish to begin our testing with the relatively small number of students and staff who are currently attending school. We hope to start in the week beginning 18<sup>th</sup> January. We plan to initially test students in Key Stage 3 and then move on to students in Key Stage 4 later in the week. Dealing with quite small numbers enables us to develop the expertise and efficiency required for the mass testing we are planning to undertake prior to all students returning to school.

The test involves students taking a swab of the inside of their mouth and nose for processing by staff – this is painless, although slightly uncomfortable. In advance of testing we need to gather consent from Parents/Carers. A consent form has been posted in Edulink for you to complete and submit to us – the form will appear in the 'Forms' section of Edulink. To provide additional information we have also attached a privacy notice with this letter to ensure you are aware of what personal data is required and who it may be shared with - most notably we are required to pass some information onto the NHS so they can contact you with the test results and collate infection statistics.

We will provide more detailed advice about any mass testing of year groups when we have clearer guidance about a proposed return to school for all.

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If you have any queries please do not hesitate to contact us. Dr Barr, Deputy Headteacher, is our point of contact for questions around the testing [cbarr@imberhorne.co.uk](mailto:cbarr@imberhorne.co.uk). For any I.T. queries about the consent forms, please contact our I.T. department [itsupport@imberhorne.co.uk](mailto:itsupport@imberhorne.co.uk).

As you will appreciate, this is a new experience for the school, but it is something we recognise has great value as part of the wider societal action being taken to combat this virus and help us return to normality.

Yours faithfully

Mr M Brown  
Headteacher