

Lateral Flow Testing at St James Academy

Reopening - September 2021



Key Principles:

- Testing is voluntary for all, but strongly encouraged.
- All learners taking part need to complete two tests in the academy at the start of term.
- All learners in the testing programme must receive a negative test before returning to face-to-face teaching.
- Staff testing will still take place via home testing kits.

Calendar:

NB - Two year groups will be tested per day

Date	In school?	Testing schedule
03/09/2021 (Fri)	Training Day	Year 7 and 11 – first test
06/09/2021 (Mon)	Training Day	Year 8 and 10– first test
07/09/2021 (Tues)	Year 7 and 11 – first day	Year 9 first test, Year 7 second
08/09/2021 (Wed)	Year 8 and 10– first day	Year 11 second test
09/09/2021 (Thu)	Year 9 – first day	Year 8 and 10 second test
10/09/2021 (Fri)	All in attendance	Year 9 second test

NB - First test – learners only in academy for the test, then going home.

Second test – tests will take place during the school day.

Staffing:

- Our testing team is made up of our own permanent staff, as well as temporary colleagues, all of whom have completed the required training modules and are fully qualified.
- Staff in the centre are all given full PPE appropriate to their role.

The test:

- The test is self-administered. Staff will be there to advise and support but will not administer the test.
- Full instructions are included on the document: “How To Do Your Test – COVID-19 instructions for schools”

Timings:

For the first test, learners will only be in school to conduct the test at the time specified and will then leave site. Invitations will be by **first letter of surname:**

Friday 3rd September –**Year 7**

Surname begins with:	Timeslot to attend:
A to C	9.00 – 9.30am
D to F	9.30 – 10.00am
G to J	10.00 – 10.30am
K to M	10.30 – 11.00am
N to Q	11.00 – 11.30am
R to T	11.30 – 12.00pm
U to Z	12.00 – 12.30pm

Subsequent second Year 7 tests will be conducted by withdrawing learners from lesson time on **Tuesday 7th September.**

Year 11

Surname begins with:	Timeslot to attend:
A to E	1.00 – 1.30pm
F to J	1.30 – 2.00pm
K to O	2.00 – 2.30pm
P to T	3.00 – 3.30pm
U to Z	3.30 – 4.00pm

Subsequent second and third tests will be conducted by withdrawing learners from lesson time on **Wednesday 8th September.**

Monday 6th September – Year 8

Surname begins with:	Timeslot to attend:
A to C	9.00 – 9.30am
D to F	9.30 – 10.00am
G to J	10.00 – 10.30am
K to M	10.30 – 11.00am
N to Q	11.00 – 11.30am
R to T	11.30 – 12.00pm
U to Z	12.00 – 12.30pm

Year 10

Surname begins with:	Timeslot to attend:
A to E	1.00 – 1.30pm
F to J	1.30 – 2.00pm
K to O	2.00 – 2.30pm
P to T	3.00 – 3.30pm
U to Z	3.30 – 4.00pm

Subsequent second Year 8 and 10 tests will be conducted by withdrawing learners from lesson time on **Thursday 9th September**.

Tuesday 7th September – Year 9

Surname begins with:	Timeslot to attend:
A to C	9.00 – 9.30am
D to F	9.30 – 10.00am
G to J	10.00 – 10.30am
K to M	10.30 – 11.00am
N to Q	11.00 – 11.30am
R to T	11.30 – 12.00pm
U to Z	12.00 – 12.30pm

The test centre:

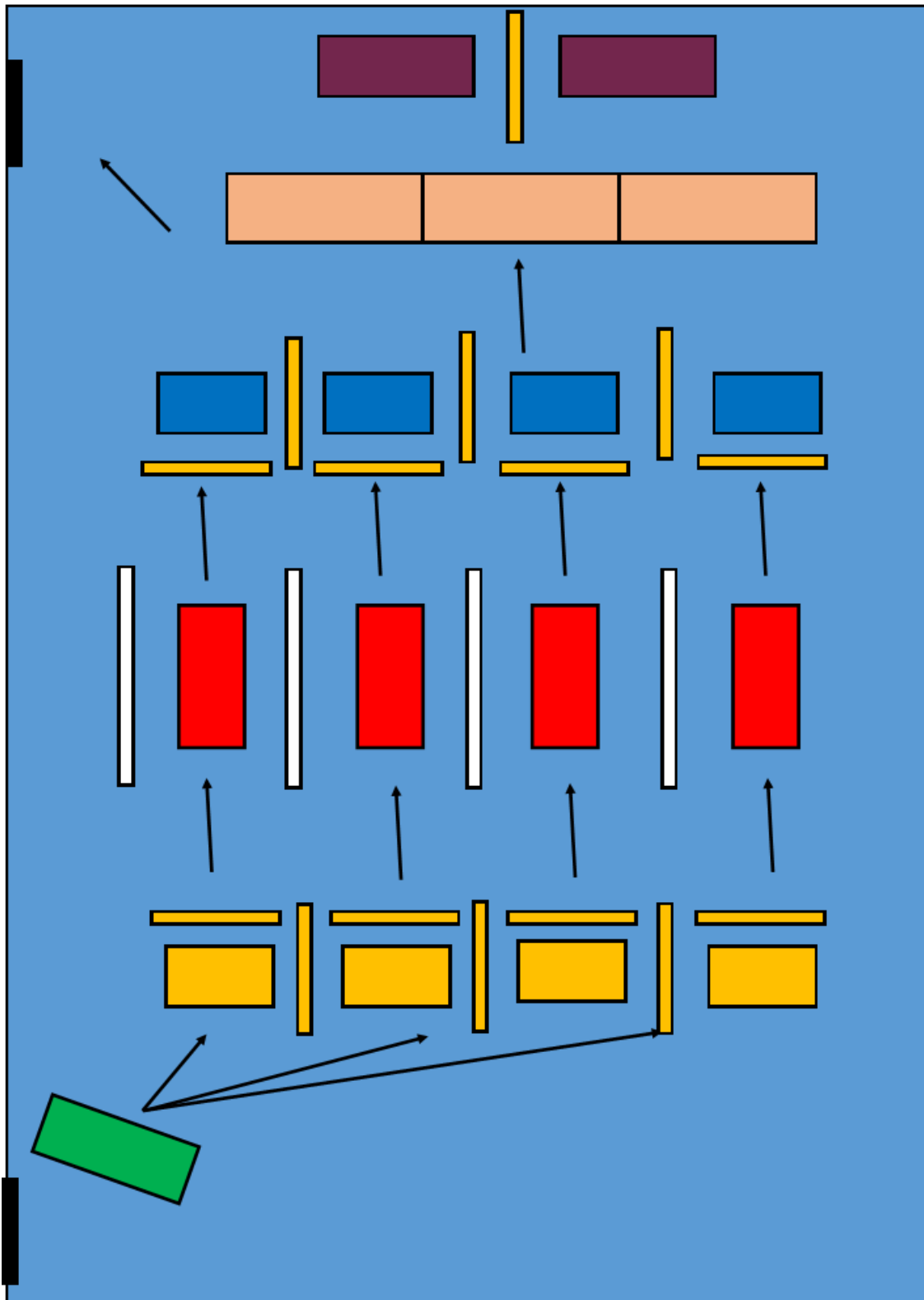
- The St James test centre is in our gym, next to the drama studio.
- A one-way system is in place, with one entrance point and one exit.
- On entry, learners will be assigned to one of four lanes and guided through the process by our fully trained staff.










Recording and reporting:

- Your result is recorded in two ways.
- We enter results into the NHS Test and Trace app in an anonymised form. This then generates a text message to the mobile number you provide containing your result.
- We also have to record your results on our Internal Covid registers – we are required to do this for internal contact tracing. All data is handled according to GDPR regulations and deleted after 30 days.
- In the event of your learner's result being positive, you will be contacted and informed as to the action you will need to take.

If you have any questions regarding the St James LFT programme, please email scole1@stjamesacademy.org.uk

Test centre floor plan:



	Welcome/ assigning desk		Testing station		Entrance/exit
	Registration desk		Cartridge drop-off		Full white partition
	Swabbing station		Recording station		Transparent screen