Dear Parents, Carers and Students,

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals. We can do this in school by carrying out tests at home twice every week, 3-4 days apart.

**Taking test kits home**

Pupils will be able to collect your home test kits from their Form Tutor. This will take place in:

* FORUM on Wednesday afternoons, every 3 weeks for Years 12 and 13. The first set of tests will be given out on Wednesday 17th March 2021.
* Thursday registration every 3 weeks, for Years 7-11. The first set of tests will be given out on Thursday 18th March 2021.

We would like pupils to take their tests before school on Monday and Thursday each week.

Pupils will be given 2 packs of 3 tests in a box with a separate leaflet on how to take the test and report the results.

**Taking the test**

Pupils should take the test two times every week.

Make sure there is enough time to do the test before coming to school.

Preferably this would be in the morning before coming to school each Monday and Thursday. However, we understand that for some people this may be challenging. Therefore, tests can be taken on Sunday and Wednesday evenings if needed. You need to report test results.

[Help and support is available](https://www.gov.uk/guidance/covid-19-self-test-help), including instructions in different languages on how to test and report the results and a [video showing you how to take the test.](https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ&index=1) We recommend watching the video as a household, to ensure that adults in the household are able to support pupils in carrying out their test and reporting the result where this is needed.

This does not replace symptomatic testing. If a pupil has symptoms, they should self- isolate immediately, book a [PCR test](https://www.gov.uk/get-coronavirus-test%22%20/t%20%22_blank) and follow [national guidelines](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/%22%20/t%20%22_blank).

**Can pupils take the test themself?**

Students aged 18 and over should do the test themselves and report the result, with help if they need it.

Students aged 12-17 should do the test themselves with adult supervision. The adult may help the pupil to take the test if they need support.

Pupils aged 11 must be tested by an adult and the adult must report the result.

**You need to report each test result**

The result of each test needs to be reported using the NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>.

You will also need to report the result of each test using the [WGGS Report Your COVID-19 Test Result](https://forms.office.com/Pages/ResponsePage.aspx?id=TB_FoE7fSEaBU6Ls4yH0S0UPGCmPNLNNvrO03UnPbFtUNVZZRllHMU9PMzBLQUtJMkdYU1ZKRjlFQy4u) form

The links to both the NHS Test & Trace self-report website and the WGGS Report Your COVID-19 Test Result form can be found on the COVID-19 page of the school website.

**Why take part**

Taking part in testing is voluntary and you will be able to attend school whether you take part in testing or not.

We are strongly encouraging all pupils to take part. Testing yourself at home will allow us to reduce the spread of the virus.

Please contact Mrs Wilshaw, our COVID Coordinator, if you have any questions or concerns about home testing. Email: [c.wilshaw@watfordgirls.herts.sch.uk](mailto:c.wilshaw@watfordgirls.herts.sch.uk)

**Alternative arrangements if it is not possible to test at home**

If it is not possible to test at home, a pupil will still be able to participate in testing in school on Monday and Thursday mornings. If it is not possible for a pupil to test at home, please email [c.wilshaw@watfordgirls.herts.sch.uk](mailto:c.wilshaw@watfordgirls.herts.sch.uk) to inform us that they will need to continue to be tested in school. Please do this by the end of Friday 19th March in order that we can put appropriate staffing in place from Monday 22nd March.

Thank you for your support.

Ms S Tai,

Headteacher.