

Lady Margaret Road  
Southall  
Middlesex  
UB1 2GU  
Tel: 020 8578 9152 Fax: 020 8747 7891  
Email: [office@greenford.ealing.sch.uk](mailto:office@greenford.ealing.sch.uk)  
Web: [www.greenford.ealing.school.uk](http://www.greenford.ealing.school.uk)  
Headteacher: Mrs M. Pye B.A. (Hons) M.A. Ed



31st December 2020

Dear Parents / Carers,

I am writing with further information about the Government plans for return to school in January, following their announcement yesterday. Please read the following information carefully as some of this has now changed, after the Government's change of approach.

**Please note the key information below:**

**Week beginning 4<sup>th</sup> January 2021**

- INSET day to take place on Tuesday 5<sup>th</sup> January 2021 to help plan for COVID-19 testing in school. **School to be closed to all students on Tuesday 5<sup>th</sup> January 2021.**
- **For the rest of next week (Wednesday 6<sup>th</sup>, Thursday 7<sup>th</sup>, Friday 8<sup>th</sup>), all students, apart from vulnerable children or the children of critical workers, should remain at home**, in line with government guidance. We will provide remote learning to students, through a combination of live and recorded lessons and work set on Google Classroom. Please note that during this week, whilst we are trying to set up testing, we will prioritise live and recorded lessons for those students sitting examinations this Summer. **Please see the information at the bottom of this letter about remote learning, and how best to support your child.**
- If your child is vulnerable and/or you are considered a keyworker, you will need to let us know if you wish for your child to come to school during from Wednesday 6<sup>th</sup> January. To do this, you must email us by 3pm on Tuesday 5<sup>th</sup> January 2021 at [keystudents@greenford.ealing.sch.uk](mailto:keystudents@greenford.ealing.sch.uk)
- If your child is in Year 12 and is sitting a BTEC examination, he/she should remain at home and come in for the scheduled examination at the appropriate time. Remote learning will be provided in preparation for the examinations.

**Week beginning 11<sup>th</sup> January 2021**

- Year 11, Year 13 students to attend school as normal.
- All other students, apart from vulnerable children or the children of critical workers, should remain at home, in line with government guidance.
- We are hoping to also be able to invite Year 10 and some Year 12s in during this week for subjects where they are sitting an exam this Summer, but will give further details about this next week.

**Week beginning 18<sup>th</sup> January 2021**

- Year 11, Year 13 students to attend school as normal.

- We are awaiting guidance about whether other students are able to begin attending from this week, as Ealing is currently in one of the areas that the Government are monitoring, due to very high levels of positive COVID-19 cases. It is possible that remote learning may continue for most students during this week, but we will provide more information as and when we get it.

### **Free School Meals**

If your child is normally in receipt of free school meals, you will be able to collect these from the school site during any of the weeks when your child is not allowed to be in school. To collect a free school meal, you must email us at [fsm@greenford.ealing.sch.uk](mailto:fsm@greenford.ealing.sch.uk) by 10am on the morning that you wish to collect it.

### **Lateral Flow Testing**

You will be aware that the Government wish for schools to begin to undertake testing of all students. This programme uses new, quicker COVID-19 tests known as 'lateral flow tests'.

Up to one third of people who have COVID-19 experience no symptoms and by testing in school we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We intend to carry out testing for Years 11 & 13 and staff from the 11th January (for all of those who have indicated that they wish to have testing), although this will be subject to all planning, training and staffing being in place. After this initial set of testing, we will aim to test other students.

If you are happy for your child to be tested, please read the further details below and submit the [Lateral Flow Testing Consent Form](#) (one consent form per child). **It would be very helpful if you could do this by Wednesday 6th January 2021. The consent form can be accessed via the link above, but we will also email it out to you separately.**

To understand how your child's personal data is to be used in the event of both positive and negative tests and the rights that the individual has, please refer to our existing Privacy Notice on the school website.

### **Lateral Flow Testing – Further Information and Frequently Asked Questions**

#### **How will the tests be given?**

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process. This link takes you to a [NHS instructional leaflet](#) with more information as to how the self-administered test process works.

#### **How do I give consent?**

To process COVID-19 'lateral flow' tests, we need to register all participating students. To complete this registration please fill in the [Lateral Flow Testing Consent Form](#) (one consent form per child). **The consent form can be accessed via the link above, but we will also email it out to you separately.**

#### **When will my child be tested?**

We will be beginning with Years 11 and 13 but will then aim to test other students as they return to school, in line with government guidance. This is why it is helpful to gain your consent now.

#### **What if my child tests positive?**

Participating students who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified and will have to collect their child or give permission for their child to leave school as soon as possible to commence the self-isolation period at home.

Students will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). You can go to [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) or call 119 to book a follow-up test. If ordering a PCR test yourselves, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test. During this time while they wait for the PCR result (via text/email) your child will need to self-isolate.

If the PCR test returns a positive result your child will have to self-isolate for 10 days from the test and follow the guidance from NHS Test and Trace.

### **What happens if the test is negative?**

Your child will be able to stay in school and resume their activities as normal. A student will only be told if the 'lateral flow' test result is positive, so if you do not hear you can assume it was negative. A small number of students may need to repeat the test if the first test was invalid or void for some reason.

### **What if a close contact at school tests positive?**

A close contact of someone in school who has tested positive for COVID-19 will be able to stay/return to school if they agree to be tested once a day for 7 days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate. Further details will be provided at the time, but if you would prefer your child to self-isolate instead of doing daily testing, they can.

### **What if my child develops symptoms?**

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

### **Will I have to pay for the test?**

Testing will be offered free of charge.

### **Further Information about Remote Learning**

- Parents should email Ms McCarthy at [kmccarthy@greenford.ealing.sch.uk](mailto:kmccarthy@greenford.ealing.sch.uk) if access to technology at home is preventing students from taking part in lessons or completing work.
- The main platform we use to set remote learning is Google Classroom. Students should log in to their Google Classroom account **in the morning before 9am** so they can plan which tasks and lessons they have to complete that day **and once in the afternoon** to check for any further notifications.
- If there are any difficulties with Google Classroom or the work set, students should email their subject teacher explaining the issue. If students need their password reset they can email [helpdesk@greenford.ealing.sch.uk](mailto:helpdesk@greenford.ealing.sch.uk)
- Teachers will be offering a mixture of live, pre-recorded and independent tasks to students; the exact blend of these will depend on the age of the students and the content of the lessons. We are also aware that siblings may be sharing devices at home and will be sensitive to this.
- If there is a clash and two siblings cannot join scheduled live lessons at the same time, priority should be given to the student taking exams this academic year. Students can join live lessons on their phones if necessary.

- To safeguard both students and staff, students taking part in a live lesson should set up their laptop or tablet in a communal area of the house before joining, ideally not in a bedroom. Students should be fully dressed, not in their pyjamas. We welcome seeing our students on screen, though if any students feel very uncomfortable with this, they can choose to have their camera off.
- We will remind students that the same high standards of effort and conduct apply to remote learning as they do in school and we will contact parents if students are not engaging with online work. We want to support our students as much as possible during these difficult times so that any disruption to learning is minimised.

I apologise for the length of this letter; there has been a lot to communicate to you all. If you have any questions about testing or other matters relating to the return to school, please do not hesitate to get in touch. Many thanks for your support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Pye', written in a cursive style.

Mrs M Pye  
Headteacher