



**Our Ref:** HeadteacherSA: parental ltrs/POS/JOD  
**Date:** 19<sup>th</sup> December 2020

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@RuskinHigh  
Ruskin Community High School

Dear Parent/Carer,

Following my letter on Friday regarding a staggered return to school it has now become clear that we will need to try and set up on-site rapid testing. It is the Government's intention to test all of the staff and students as they return to school and then use rapid testing to help reduce the number of people that need to isolate when there is a confirmed case. This can only be positive if it reduces the time the students are out of school as we have witnessed this term in every year group.

To implement this, we urgently need a group of volunteers at the start of next term and beyond to help us make this a reality. Volunteers don't need to be medically trained, but any that are would obviously be incredibly useful. If we are able to recruit a good number of volunteers then this will help to reduce the burden on those that are volunteering. **! have already had an offer from a practicing nurse (parent) that will test students which is fantastic.**

We need a group of volunteers to assist us with this so that we are able to continue providing education and pastoral care to our students during this phase. The current handbook created by the NHS as to how this would work in schools can be found using this link: **NHS Handbook on School Testing**

If you are able to volunteer to assist with any of the roles in the first few weeks of term then please notify us by email to: **[enquiries@ruskin.cheshire.sch.uk](mailto:enquiries@ruskin.cheshire.sch.uk)**

**Please enter the word 'Volunteer' in the subject line providing your name, a contact telephone number, an indication of any (or all) of the roles that you are able to help us with and your approximate availability w/c 4<sup>th</sup> January.**

We will then aim to contact you on Monday 4th January 2021 to make the necessary arrangements. We may be in a position to contact some of the volunteers next week (w/c 21/12/20) so please let us know if you are available.

Training and PPE will be provided, and you do not need any particular experience or background checks to volunteer.

#### **Volunteer Roles include:**

- 1. Quality Lead/Team Leader** - Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service.

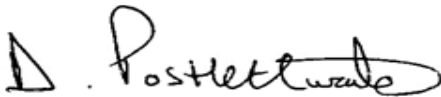


2. **Test Assistant** - Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processing Operatives. Ensures cleaning of swabbing bays.
3. **Processor** - Prepares test sample for analysis, conducts processing of LFT and interprets result. Provides results to Results Recorder. Ensures cleaning of processing bays.
4. **COVID-19 Coordinator** - Sign-off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school/college guidelines.
5. **Registration Assistant** - Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.
6. **Results Recorder** - Collates results from Processing Operatives and uploads to digital solution.
7. **Cleaner** - Cleans the testing bays, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste.

**ANY STUDENT TESTING CARRIED OUT IN THE SCHOOL SITE WOULD BE SUBJECT TO PARENTAL CONSENT.**

Many thanks, any help at all would be appreciated

Yours sincerely



D Postlethwaite  
Headteacher