



Dear Parent/Guardian,

I do hope you have had the opportunity to have a good break over Christmas, albeit undoubtedly a very different one to what you had envisaged.

As you will have no doubt seen in the news, schools are being asked to provide COVID-19 testing to assist the national response and help ensure we can all remain open.

For us at Bedford School, organising and delivering this at the scale required is a huge undertaking, as during the first two weeks while there are limited numbers in school, we need to test around 1,500 individuals each week; so it is no small logistical task.

All boys will need to be tested twice, at least three days apart, with testing planned to start next week when we return, using quick, simple Lateral Flow Tests (LFT) involving a swab of the nose and throat. School staff will also be offered weekly tests and these tests, along with the other protective measures we are taking, will help staff and boys to remain in school safely.

To help deliver this we are looking for your support as a volunteer to assist with the roles required and be part of the school's testing team. I realise that this is perhaps not quite how everyone would wish to spend their spare time, but if you feel able to give even a few hours, it is something that would be performing a huge role within the school and undoubtedly also for wider public benefit. In the announcement of the testing programme, the Government envisaged amassing a volunteer force – something we feel that Bedford has the spirit to provide.

Over the first two weeks, the testing will need to operate Monday to Friday from 0815 to 1630, split into a morning and afternoon session, so any time you could offer would be very welcome and of course, training and PPE would be provided. A set of FAQs are outlined below with further information.

To assist with the planning, I would be very grateful if you could complete [this form](#) to indicate sessions and days when you would be available by **2pm Saturday 2 January** to allow us to plan effectively.

Kind regards,

Andy Macfarlane  
**Director of Finance & Operations**

## FAQs

### What roles are required?

There are a range of roles required in the team to run the service, including supervision, test processing and result recording.

**How many volunteers are required?**

We estimate we will require at least 12 volunteers per session.

**On which days will testing be run?**

Testing will be run Monday to Friday, with a morning and afternoon session on each day.

**How long will each session last?**

Morning sessions are from 0815 to 1230.

Afternoon sessions are from 1300 to 1630.

**What training will be provided?**

Online training will be provided by the DfE before the testing starts.

**What PPE will be available?**

PPE will be provided according to the role, in line with government guidance.

**Where will the testing take place?**

The testing centre will be located in one of the school buildings.

**Will I have to swab individuals being tested?**

No, the individual taking the test will perform their own swabbing.

**Will there be someone in charge of the facility?**

Yes, there will be an appointed manager who will be responsible for ensuring that the facility is operated in accordance with the Risk Assessment.

**Has a Risk Assessment been carried out?**

Yes, in line with our operational procedures, a full risk assessment has been carried out to ensure that the testing facility is safe and secure.

**Will there be a requirement for more testing after the initial two weeks?**

Yes, we will need to establish a regular testing regime for the remainder of the term, although we envisage that this will be less intensive after the initial phase.

**Will there be a rota published?**

Yes, we will publish a rota of duties on a regular basis. Please contact the testing co-ordinator if you can no longer make an allocated slot.