



Coventry and  
Warwickshire Partnership  
NHS Trust

5 October 2021

Dear Parent/Guardian

Thank you all for the consent submissions we have received using the electronic portal link for your school. We are most grateful for your response, and thank you also to those that have confirmed where you do not consent for the vaccine to be administered to your child, and for outlining your reasons why you have taken this decision, as these are noted and acknowledged.

Due to an increased number of queries and questions relating to a similar issue, we thought it best to share this update with you to hopefully resolve this situation. The following message concerns any submissions of consent either completed outside of the electronic portal, due to any technical issues encountered, or those submitted after the deadline outlined on the letter you received has passed.

This is to confirm that we are not able to accept **any** confirmations of consent that have been submitted via email. Consent **must** be completed through the electronic portal, as this contains the appropriate screening questions we require answers to, with each response clinically assessed to ensure that the vaccine is safe to be administered. The deadlines we have for closing the portal are strict as it is essential to ensure we have sufficient time to safely manage this aspect of the process before we can begin our vaccination service in the school. We are therefore unable to re-open the portal or accept late submissions once the deadline has been passed.

If you have tried to register consent using an email, either before or after the deadline has passed, please take this as confirmation (unless you have heard otherwise from a member of the NHS Schools Immunisation Team) that your consent has **not** been acknowledged and verified, and as such we will not be able to vaccinate your child during our visit to their school. We apologise for any inconvenience caused by this.

There will however be a secondary offer for those that have missed the first wave of vaccinations (up until 22<sup>nd</sup> October) for any reason – such as a recent positive Covid case, child is not yet 12 years of age, etc. Information will be sent to schools soon regarding the details of this once they are confirmed. This will provide you another opportunity to ensure you give consent and capture those missed during this first phase.

For any technical issues encountered with accessing the form, please in the first instance try an alternative browser or device. During periods of high-demand, the portal may struggle to cope with the number of users, which may prompt an incorrect error message saying that the link has expired, so we do also advise trying again later where possible. For repeat and continued issues, please do let us know and we will aim to resolve these for you.



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In light of the above, please can you only email into [CWPTSchoolCovidVaccinations@covwarkpt.nhs.uk](mailto:CWPTSchoolCovidVaccinations@covwarkpt.nhs.uk) regarding a consent issue in the following circumstances:

- You have completed the e-consent portal form and have since **changed your consent decision**. Please **do not resubmit** a new entry, and contact us instead. Please try to do this at least 2 working days before the school visit is due to take place where possible to give us appropriate time to notify the relevant staff of your decision.
- You do not wish to provide consent, and you did not feel comfortable completing or were not able to complete the form using the link
- You have a query regarding any of the questions on the electronic form that you are asked to complete, please contact us so that we may try to help explain any wording or provide any clarification
- As above, you are encountering **consistent technical issues** with the link provided

For any questions or queries not covered either above, or by our FAQs, please continue to email in and we will work to resolve these for you. Thank you for your understanding.

Kind regards

*Coventry & Warwickshire School Aged Immunisation Service*

**Coventry and Warwickshire Partnership NHS Trust**

Wayside House, Wilsons Lane, Coventry, CV6 6NY

Website: [www.covwarkpt.nhs.uk](http://www.covwarkpt.nhs.uk)

Covid-19 School Aged Immunisations Service Email: [CWPTSchoolCovidVaccinations@covwarkpt.nhs.uk](mailto:CWPTSchoolCovidVaccinations@covwarkpt.nhs.uk)