

# COVID-19 Schools Infection Survey

Guidance on how to register  
your child or yourself



## Complete the steps below, they work best on a computer or a tablet:

### Parent/Carer

- 1 Read the attached information about the study and what it means for your child and your family.
- 2 **Click on:** [Link to LeAF Studio](#)  
open in Chrome browser and create an account.  
**As a parent, please select 'No'** to the initial questions asking if you are a student or member of staff and then fill in the remaining fields, providing consent as required.  
You will then receive your first email from us to validate your email address (**from [cisschools@optimumcontact.com](mailto:cisschools@optimumcontact.com) please ensure this doesn't go to a junk or spam folder**).
- 3 Please validate your email address by clicking on the link in the sign-up validation email.
- 4 Login to the system by entering your email address and password.
- 5 **Click on 'Child Registration Page'** and register your eligible child/children, providing consent as required.  
**Your school code is: 138385**
- 6 After registering your child/children, **click 'Home'** and complete the enrolment survey for each child. (You will receive a second email confirming the registration is complete).

### Student or Member of staff

- 1 Read the attached information about the study and what it means for you and your family.
- 2 **Click on:** [Link to LeAF Studio](#)  
open in Chrome browser and create an account.  
You will then receive your first email from us to validate your email address (**from [cisschools@optimumcontact.com](mailto:cisschools@optimumcontact.com) please ensure this doesn't go to a junk or spam folder**).
- 3 Please validate your email address by clicking on the link in the sign-up validation email.
- 4 Login to the system by entering your email address and password.
- 5 Register yourself, providing consent as required.  
**Your school code is: 138385**
- 6 **Click on 'Home'** and complete the enrolment survey. (You will receive a second email confirming the registration is complete).

If you have any questions, please contact the Schools Telephone helpline on **0800 917 9679**.



## Top Tips

- Check your **Junk/Spam folder** for email registration invite.
- Voyager system will take 48 hours to upload registration – parents need to complete registration at least 72 hours prior to testing. Registration process is not complete until both the **‘Child Registration Page’** and **‘Enrolment Survey’** for each child is complete.
- Sign into **Chrome** for registration.
- **Parent/Carer must click NO** on the (Are you a 16-19 year old student? and Are you a member of Staff? boxes) 1st and 2nd questions on the **Sign up Page**.
- Cannot use your email address for more than 1 registration and once registered you are **unable to change** your email address.
- **Keep a note of the email address used and password** to prevent access issues when going back into the Portal to complete Questionnaires and view Test Results.
- **Parents can add** as many eligible children as they have on the registration if they are all at the **same school**. If they have children participating in the survey from another school, they will need to sign up with a different email address.
- Please ensure that all parents have the **correct URN** for their school which will be recorded at the end of their registration link.

### **Thank you for contributing to this important study**

Your help will inform policies to manage risks of transmission in schools and identify ways to protect children and staff.