



WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

26 February 2021

Dear Parent/Guardian

Asymptomatic Testing for Covid-19 in School – Years 11, 12 and 13.

On Monday 22 February 2021, the Government announced the welcome news that schools will reopen to all students from Monday 8 March 2021.

As part of the Government's plans to suppress Covid-19 further, they have requested that schools **offer all students 3 rapid lateral flow tests upon their return to school 3-5 days apart**. This is to help students get used to swabbing themselves for the tests. Schools will then be providing students with 2 rapid lateral flow tests to use each week at home.

In order to manage the number of students who will require testing upon reopening, we would like to offer **students in Years 11, 12 and 13 the opportunity to have their first test on either Thursday 4 March or Friday 5 March 2021**. Students will be able to book a test on either day so as to maximise their opportunity for having a test prior to returning to school. The tests are only for students who do not have symptoms.

Whilst the test is voluntary, in order to protect your child and the school community, the Government is **strongly advising that all students have the test** as a precautionary measure, which the school fully supports. If your child has had Covid-19 in the last 90 days, they do not need to take part in the testing.

Students will administer the test themselves. They will be supervised and supported, if necessary, by trained staff and the test will be taken in the Sports Hall. The tests are quick and easy to use. An NHS guidance document, which explains the process, is attached to this letter and should provide reassurance that it is easy for students to take.

If you would like your child to be tested on either Thursday 4 March or Friday 5 March 2021, please can you complete the electronic **Department for Education/NHS Consent Form using the link below by 12 noon on Tuesday 2 March 2021**. Unfortunately, any consent forms completed after 12 noon will not be processed in time for your child to have a test on Thursday 4 March or Friday 5 March 2021. If you have more than 1 child in Years 11, 12 or 13, a separate consent form should be completed for each child. If you do not wish your child to be tested in school, we would still request that parents complete the first section of the form so that we have a record on file. Under GDPR regulations, **parents are required to complete the consent form again, even if they have previously given permission for their child to be tested**. This is because of the new Government proposal for testing outlined in the second paragraph of this letter.

https://forms.office.com/Pages/ResponsePage.aspx?id=FwG0COlocEGBmf2h6ue_Ka3AHg3mndhErzr-CaKwIxIUQ1NXRk82SONLQ1ZBMzIEMIVTR1JJMFk0NS4u

Having completed the consent form, **please book a 10-minute test slot for your child** for either Thursday 4 March or Friday 5 March 2021 using the online booking system (See Appendix 1 on how to book). Many

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parents will be familiar with the booking system as it is the same one we currently use for parents' evenings. We strongly recommend that you book early to get your preferred appointment time. If you have any problems accessing the booking system, please contact: j.carlyle@williamfarr.lincs.sch.uk.

We would be grateful if your child arrives at school a few minutes before their chosen test time so that the testing programme can run smoothly with an even spread of students throughout the day.

We will endeavour to test each student as quickly as we can, but ask for your child's patience if there is a queue. Each test will take approximately 10 minutes to administer and will be held in the Sports Hall socially distanced.

There will be a one-way system and signage in place directing your child where to go on arrival to school. Your child must follow strict social distancing whilst in school, keeping at least 2 metres from other students/staff and wear a face covering at all times. There will be no routine toilet facilities available. Unfortunately, your child will not be able to wait in school for their test result. After your child has had their test, they must leave school promptly and not wait for friends or congregate outside the school gates. **Parents will be informed by email/text message the result of the test. If you have not been notified of the test result after 24 hours, please do not contact the school but call the NHS Test and Trace line on 119 and press Option 2. The school will only contact parents where the result is positive** in line with the Department for Education guidance.

What if my child has symptoms already?

This testing programme in school is only 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 not come to school** and immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

What about school work on Thursday 4 March and Friday 5 March 2021?

To allow students to have their test, there will be no school work set for Years 11, 12 and 13 on both these days. Students in Years 11,12 and 13 should use these days to catch up on work, complete revision and prepare for their return to school on Monday 8 March.

Please find attached to this letter:

- **Parent Guide to Booking a Lateral Flow Test** on either Thursday 4 or Friday 5 March 2021 (Appendix 1)
- **Privacy Statement (Appendix 2)**
- **Test Instructions (Appendix 3)**

I will be writing to all parents next week to explain the reopening plans in full.

I am delighted to say that your child will be able to start back in school on Monday 8 March 2021 at 8.55am. Thank you for your support.

Yours faithfully

Jonathan Knowler
Headteacher



Appendix 1: Parent Guide to Booking a Lateral Flow Test -Years 11, 12 & 13 - 4 & 5 March 2021

Please enlarge your screen if you are unable to read the boxes shown.

Step 1: Login

Browse to <https://williamfarr.schoolcloud.co.uk/>

Fill out the details on the page, then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Lateral Flow Testing Year 11, 12 & 13

Click on either the Thursday or Friday, whichever day you wish to make your appointment on.

Step 3: Select Booking Mode

To make an appointment, choose *Manual*. Then press *Next*.

Step 4: Testing stations

Click *Continue* to Book Appointments.

Step 5: Book Appointment

Choose any booking time at any available testing station, click on the +.

Step 6: Finished

Your booking now appears on the My Bookings page. An email confirmation has been sent.

To change your appointment, click on *Amend Bookings*.



Appendix 2: Privacy Statement

COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at William Farr Church of England Comprehensive School, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. William Farr Church of England Comprehensive School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

***Personal data relating to tests for students [Section 175 of the Education Act 2002 for maintained schools] is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.**

***Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.**

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)), which allows the sharing of data for COVID-related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data, please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- First line of address
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardian's contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.



How we store your personal information

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member of staff, student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

We will use this information to enact our own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS and GPs. PHE and the Local Government will use this information for wider Test and Trace activities, as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI), which allows the sharing of data for COVID-related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government, who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI), which allows the sharing of data for COVID-related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary.
- Local government to undertake local public health duties and to record and analyse local spreads.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.



Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Mrs Alcock (School Business Leader) at school on 01673 866900 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can contact Mrs Alcock (School Business Leader) at school on 01673 866900 for data protection queries.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113



Appendix 3: Test Instructions

Test instructions / Leaflet

For pupils/students (supervised self-swabbing)



Test and Trace

HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

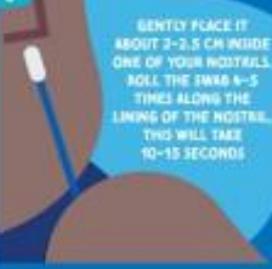
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YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED
- 

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU
- 

BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART
- 

10 SECS
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT. THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE
- 

REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS
- 

GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL. THIS WILL TAKE 10-15 SECONDS
- AFTER THIS, YOU'RE DONE. GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP
- 

YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING. THIS TAKES ABOUT 30 MINUTES
- 

YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT