



WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

1 March 2021

Dear Parent/Guardian

Asymptomatic Testing for Covid-19 in School – Years 7, 8, 9 and 10

Provision for Students whose Parents are Critical Workers and Vulnerable Children – Week Commencing Monday 8 March 2021 – Years 7, 8 and 9

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 Device (LFD) 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 LFD tests to use each week at home.

Along with the other protective measures we are taking, testing will allow us to take further measures to help your child to work in as safe an environment as possible. Up to one in three people who have Covid-19 have the virus without symptoms so could be transmitting the virus unknowingly. Tackling the pandemic requires identifying asymptomatic, infectious individuals. By testing, we will help to reduce the spread in schools. Whilst the tests are 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.

LFD tests have been widely and successfully used to detect Covid-19 in asymptomatic individuals. No test is perfect, but the speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus. As the tests are more sensitive with higher viral loads, there is a risk of returning a negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health England recommend 3 LFD tests 3-5 days apart and regular testing thereafter, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections. By using LFD tests we can identify people with a high viral load who are the most likely to spread the virus further. A negative LFD result should not be read as a means to relax or ignore social distancing or other virus prevention measures intended to reduce transmission – LFD is an additional tool that contributes to reducing risk.

The tests are only for students who do not have symptoms. 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 socially distanced. The tests are quick and easy to use. They will take about 10 minutes to administer with a result in approximately 30 minutes. 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.

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On the test day, students should continue to follow the school Covid-19 protection measures, ensuring social distancing and wearing a face covering. We expect students to be sensible and behave appropriately. Staff will be on hand to support students and allay any worries they may have.

If you would like your child to be tested on their **return date to school (Year 10 – Monday 8 March 2021, Year 7 – Tuesday 9 March 2021, Year 8 – Wednesday 10 March 2021, Year 9 – Thursday 11 March 2021)**, please can you complete the electronic **Department for Education/NHS Consent Form using the link below by 9am on Friday 5 March 2021**. Unfortunately, any consent forms completed after 9am will not be processed. If you have more than 1 child in Years 7-10, 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

On the return date to school, students should attend their normal registration and lessons. We will test students as soon as possible. We hope to have a year group tested by lunchtime so that we can begin the next round of tests. After your child has had their test, they will be asked to wait until the result is confirmed. This should be approximately 30 minutes. Providing the test result is negative, students can return to normal lessons. If the result is positive, the student will be taken to a Covid-secure room and parents contacted immediately.

Parents will be informed through an NHS Test and Trace email/text message the result of the test. The school will only contact parents where the result is positive in line with 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>.

Please find attached to this letter:

- **Privacy Statement (Appendix 1)**
- **Test Instructions (Appendix 2)**

Provision for Year 7 - 9 students whose parents are critical workers and vulnerable children - week commencing Monday 8 March 2021.

The school has reviewed its provision to accommodate students whose parents are critical workers and vulnerable children prior to them returning on their start date. To help the school in managing its reopening plans, if at all possible, these students should remain at home and follow their normal remote learning timetable. However, if this is not possible, these children can attend school until their allocated start date. They should report to main reception on arrival to school.

I will be writing to all parents this week to explain the school reopening plans in full. We are looking forward to your child returning to school. Thank you for your support.

Yours faithfully

Jonathan Knowler
Headteacher



Appendix 1: 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 2: Test Instructions

Test instructions / Leaflet

For pupils/students (supervised self-swabbing)



Test and Trace

HOW TO DO YOUR TEST

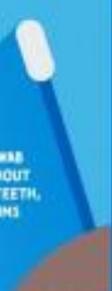
WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

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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
- 

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

AFTER THIS, YOU'RE DONE. GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP
- YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT