

7th January 2021

Updates for Parents & Carers

Dear Parents and Carers

I hope that this letter finds you and your family well.

Year 11 Examinations

As I am sure many of you have heard by now, GCSE examinations this summer have been cancelled and will be replaced with teacher assessed grades. We are still awaiting guidance as to what schools will need to evidence to support these teacher assessed grades. As such, it is vitally important that Year 11 students continue to follow their timetabled lessons virtually so that staff can build up supporting materials and evidence for their teacher assessed grades. We have been working hard to ensure that students are able to access Google Classrooms and take part in the virtual lessons and should you have any issues with this then please contact school. We will remain in contact with you with any updates as and when they are announced by the government.

Remote Learning

We are thrilled with the uptake so far of our live lessons. A big thank-you to families for supporting students in joining us online. Again, if you have any issues, please contact the office. We will be recording live lessons so that students who are unable to access “live” can access the lesson later in the day, so as not to fall behind with their learning and for safeguarding purposes. Please see our related Privacy Notice at <https://www.airedaleacademy.com/downloads-for-parents>

COVID-19 Lateral Flow Testing

We are working to keep our school as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as ‘lateral flow tests’.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We will be testing all staff and students who are currently in school, who want to participate, and who have consent from their parent / carer from week commencing 11th 2021. We will be rolling out testing further to all students once they return to school.

I enclose an instructional leaflet with some more information.

If you are happy for your child to be tested, please fill in the online consent form at the following link <https://www.smartsurvey.co.uk/s/4YN5C3/> One consent form is required per student. Please also

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read the privacy notice at the end of this letter. If you have any questions prior to giving consent, please contact our office.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat.

Results (which take around half an hour from testing) will be shared directly with students participating. Where participants are under 16, parents or legal guardians will also be informed. We know these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

Testing will be offered free of charge. Please be reassured that we understand that this is a very personal decision and **no attempt will be made to test any student where consent has not been given.**

What if a student tests positive?

Participating staff and student who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results. Students will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). You can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. You should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During this time while you wait for the PCR result (via text / email) they will need to self-isolate. If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

They will be able to stay in school and resume their activities as normal. A student will only be told if they test positive on a 'lateral flow' test, so if you do not hear you can assume it was negative. A small number of students may need to repeat the test if the first test was invalid or void for some reason.

What if a close contact at school tests positive?

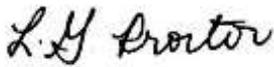
A close contact of someone in school who has tested positive for COVID-19 will be able to return to school if they agree to be tested once a day for 7 days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

What if my child develops symptoms?

This testing programme at school is 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 immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and students throughout, but please contact us if you need this information in any other language or format or if you have any questions.

Yours faithfully



Miss L Proctor
Principal

Airedale Academy – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Airedale Academy, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Airedale Academy 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 pupils [Section 175 of the Education Act 2002 for maintained schools.]

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

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

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- 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/guardians 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 student and 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 their 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, 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 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 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 us at:

Anastasia Byard

Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

Address: Northern Ambition Academies Trust Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

if you wish to make a request.

How to complain

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If you have any concerns about our use of your personal information, you can make a complaint to us at:

Anastasia Byard

Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

Address: Northern Ambition Academies Trust Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

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

***Please continue to scroll down for the LFT instruction leaflet.**

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

1 Your COVID-19 test will be scheduled. If you are under 16, your parent / carer will have consented

2 Your test will be fast and while it might feel a little uncomfortable, it won't hurt you

3 Blow your nose if needed. wash and dry/sanitise your hands. Remove the swab being careful not to touch the soft part

4 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

10 SECS

5 Remove the swab carefully without touching your teeth, tongue or gums

6 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 10-15seconds

7 AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8 YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, this takes about 30 minutes

9 Your school / college will contact you or your parent / carer with the results and let you know what happens next

