



## Horsforth School

Lee Lane East Horsforth

Leeds LS18 5RF

Tel: 0113 226 5454

Fax: 0113 226 5401

Email: [info@horsforthschool.org](mailto:info@horsforthschool.org)

Website: [www.horsforthschool.org](http://www.horsforthschool.org)

Headteacher: Dr P C Bell

Our Ref: PCB/TRH/JFI

9<sup>th</sup> December 2021

## Appointment for Year 12 Lateral Flow Test Prior to Returning to School in January 2022

Dear Parent/Carer,

Subject to public health advice, testing for students will restart on return in January. We will offer **STUDENT NAME** a test on-site before continuing regular testing at home. Details of the appointment are below.

All students who have given consent will be tested prior to returning to school. Students do not need to wear their uniform when they come for their test. They must arrive at the **sports hall** promptly for their appointment.

**Year 12 students** will be tested on **Wednesday 5<sup>th</sup> January 2022**. The times for each form are below. **Student Name** is in **REG GROUP**.

I2ABE	11:30
I2CJG	11:30
I2CNE	11:45
I2JAL	11:45
I2JEB	12:00
I2JHA	12:00
I2NDH	12:15
I2SAK	12:15

Click here to give consent: <https://forms.gle/8ubSa3XWUjeETZBt8>

### **What if my child has already had COVID?**

If **NAME** has tested positive for COVID with a PCR test in the past 90 days (since 6<sup>th</sup> October 2021) he/she should not be tested using rapid lateral flow test. Please let us know about this in the link below:

<https://forms.gle/IKmELLMHmbZW7avc7>

*'Opportunity and achievement for all'*

## **Remote Learning**

Remote learning will be set for the day(s) and students are expected to complete this. The exception is the period in which the student's appointment for their test is e.g. if a student's appointment is period 3, they will not be set work for this or be expected to be online for this.

Remote learning set will be in line with school policy with a live teaching element.

## **Plan for testing**

We will be looking to test all secondary school and college age students as they return to school. Following the test within school, students will be asked to test themselves at home twice weekly and register the test results with the NHS. Test kits will be given to students to administer at home once the in-school testing has been completed.

## **When can my child return to face to face lessons?**

Students can return to face to face teaching the day after they have completed their test and received a negative result. Year 7, 11 and 13 can return to school and full lessons on Wednesday 5<sup>th</sup> and all other Years on Thursday 6<sup>th</sup> January. If students in Years 7, 11 or 13 have PE on Wednesday 5<sup>th</sup> they should come to school in PE kit as the changing rooms will not be available, they will be in use for staff in the Testing Site to change in and out of PPE.

## **Catering**

We will be operating a reduced catering service on Wednesday 5<sup>th</sup> January as many kitchen staff will be deployed in our testing centre.

## **How the tests work**

Those taking the test will be supervised by trained staff and volunteers. The lateral flow tests are quick and easy to undertake, using a swab of the nose. Results take around 15 minutes from testing. Following the test, **students will bring home an NHS Lateral Flow Registration Card for you to register**. You must register within 24 hours. You will be asked to enter the Test Site ID which is HFNE. The student (or parent/guardian for students under 16) will receive a text/email notification of a positive or negative result from the online NHS system. The school will inform you of a positive test result for your son/daughter.

## **What if my child tests positive?**

If a pupil tests positive on a lateral flow device, they will need to self-isolate for 10 days, and follow the guidance from NHS Test and Trace.

Please complete the **linked consent form by Sunday 2<sup>nd</sup> January 2022**. **If you do not wish STUDENT NAME to participate in the lateral flow testing programme, please email [info@horsforthschool.org](mailto:info@horsforthschool.org)**

You can read how your data will be used below.

Yours faithfully,

Dr P C Bell

## **Horsforth School – COVID-19 Testing Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Horsforth, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Horsforth 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.

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 Controllership 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/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.

*'Opportunity and achievement for all'*

### **Processing of Personal Data Relating to Positive test results**

The member of staff, pupil, 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 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/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.

*'Opportunity and achievement for all'*

**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 [info@horsforthschool.org](mailto:info@horsforthschool.org) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@horsforthschool.org](mailto:info@horsforthschool.org)

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

*'Opportunity and achievement for all'*