



10th December 2021

Dear Parents / Carers

Re: Plans for return to school from Wednesday 5th January 2022

I hope that you and your families are safe and well and you are looking forward to a peaceful and happy Christmas. May I take this opportunity to remind you that the academy day will finish at 2:30pm on Friday, 17th December.

Following the government's decision to reinstate some Covid measures in schools, in November 2021, we have now received further advice.

The latest guidance states that schools are required to test students for Covid once on site before they return to their classrooms in January 2022.

If you have previously given consent for Covid testing you do not need to do so again.

There is a large amount of quite detailed information here, so I have organised it as follows:

1. An overview of the return to school plans
2. A timetable for Covid testing and return to school
3. Appointment times for students

To help the return to school run as smoothly as possible, please can you go through the following checklist and get in touch if there is anything you need more help with, or information about, and as ever, we will do our very best to help you:

- If you have not previously given consent, complete and return the consent form for Covid testing by following the link below. Please complete this form by Thursday 16th December 2021 (5pm). I have attached a copy of the privacy notice for your information.

<https://forms.office.com/r/8647jRtXAf>

- Check that you and your child know which day and time they will attend school for their Covid test. Please also continue to test your child at home in advance of returning for in-school testing.
- Check that you and your child know which day they will return to school for face-to-face teaching.

With very best wishes to you, your family and friends.

Yours faithfully

Mrs Spoors
Executive Headteacher

1. An overview of the plans for returning to school from 5th January 2022

(Please note that the week commencing 5th January 2022 is week 2 of our two-week timetable)

Following government guidance for secondary schools, we will stagger the return of students in the week commencing 5th January 2022. This will allow all our students to be tested for Covid-19 prior to their return to school. All our students will be offered one Covid test prior to their return to school after which your child will be given home testing kits.

Your child will be invited for their first Covid test in school as follows:

Date	Year groups invited for first Covid test
Wednesday 5th January 2022	Year 10 and Year 11
Thursday 6th January 2022	Year 7, Year 8 and Year 9 (Year 10 and Year 11 back in school)
Friday 7th January 2022	All students back in school

On the date of their Covid test, your child should attend school at their allocated appointment time and receive their test, they will then return home. As long as their result is negative, we will be pleased to welcome them in school for lessons the following day. For example, for Years 10 and 11, once students have tested negative, they will return to school for face-to-face teaching on Thursday 6th January. Years 7, 8, and 9 will return to lessons on Friday 7th January following a negative result.

2. Arrangements for Covid testing

- Please make sure your child arrives promptly for their test at the allotted time.
- If you are accompanying your child to school, you must wait in the car park as we still cannot allow additional people onto the school site.
- Your child should enter the building through the late door (side door near the validators) and staff will direct him/her to the testing area.
- Once the test is complete your child will need to leave the building and return home.
- The result of the test will be sent after the morning or afternoon session, to the email/mobile phone number provided on the consent form (*please note, if your contact details have changed since completing the form then you may not receive your results from the NHS – please be assured that if your child tests positive someone from school will contact you straight away*).
- If the test is positive then you need to follow the guidance for households with possible coronavirus infections. The latest guidance can be accessed following the link below, however, please be aware that this may change over the Christmas period.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Rapid testing will support the return to school for all our students by helping to identify those who are infectious but do not have any Covid-19 symptoms. Tests will be the self-administered lateral flow tests that students will have carried out at home and in school in September 2021.
- All our students will be registered with the NHS Test & Trace service as part of the testing process.
- Once our students have been tested once in school, they will continue to be provided with home kits for regular testing. Testing remains voluntary but is strongly encouraged.

3. Appointment times for Students

Your child will be invited for Covid testing in tutor group order; appointment times are listed below. **It is vital students arrive at the correct time and in the correct tutor group.** They will line up at the late doors on the left of the main entrance where staff will be there to meet them.

Wednesday 5th January 2022

Tutor Group	Time	Return to school for lesson
10BKH/10BPS	9:00am	Thursday 6 th January
10NMB/10NRA	9:30am	Thursday 6 th January
10SAG/10SLW	10:00am	Thursday 6 th January
11BBT/11BJC	11:00am	Thursday 6 th January
11NFL/11NJW	11:30am	Thursday 6 th January
11SCG/11SHB	12:00pm	Thursday 6 th January
11MRM	12:30pm	Thursday 6 th January

Thursday 6th January 2022

Tutor Group	Time	Return to school for lesson
7BJA/7BJW	8:30am	Friday 7 th January
7NAB/7NFR	9:00am	Friday 7 th January
7NJL/7SAC	9:30am	Friday 7 th January
7SCG	10:00am	Friday 7 th January
8NNA/8SCM	10:45am	Friday 7 th January
8SAM/8STB	11:15am	Friday 7 th January
8NKB/8BTC	11:45am	Friday 7 th January
8BCM/8BAH	12:15pm	Friday 7 th January
9SMC/9SMM	1:15pm	Friday 7 th January
9SKF/9NSH	1:45pm	Friday 7 th January
9NMD/9NLC	2:15pm	Friday 7 th January
9BLH/9BLB	2:45pm	Friday 7 th January
9BKR	3:15pm	Friday 7 th January

Overview

Date	Year 7	Year 8	Year 9	Year 10	Year 11
Wednesday 5 th January				Attend site for test and return home	
Thursday 6 th January	Attend site for test and return home			In school as normal	
Friday 7 th January	In school as normal				

COVID-19 Testing Privacy Notice

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at any Academy within the North East Learning Trust, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation (paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014). The Trust is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the Academies 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 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
- Email address
- Mobile number
- Unique barcode assigned to individual test and which will become the primary reference number for the tests
- Test result
- Parent/carers 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 the Academy whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Academies 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, pupil, student or parent/carer (depending on contact details provided) will be informed of the result by the Academy and advised how to book a confirmatory test.

We will use this information to enact the Trust's 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 who 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 Academy 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 Academy 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 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 Joanne Barker, Data Protection Officer (email joanne.barker@nelt.co.uk) 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 by contacting Joanne Barker, Data Protection Officer (email joanne.barker@nelt.co.uk).

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.