



INSPIRING EXCELLENCE

Sent via Email

From: Ms D Porovic, Senior Deputy Head

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Tuesday 2nd March, 2021

Dear Parents,

### **Return to School arrangements (March 2021)**

We are very much looking forward to welcoming all of our pupils back to school on Monday 8th March.

In order to make the process of return as smooth as possible please find below key information about testing. Below you will also find a reminder of our pupil protocols and arrangements surrounding arrival and departure. These arrangements are largely unchanged from what was in place in the first term as they have shown themselves to be both manageable and robust in terms of protecting all members of the school community. We review all school risk assessments regularly and you can always find the most up to date version of the COVID-19 risk assessment on the school website [here](#).

#### **Asymptomatic testing of pupils**

In order to ensure as safe a return to school as possible the government has advised that all pupils of secondary school age should engage in regular rapid flow testing using 'lateral flow devices'. This is a rapid COVID-19 test that a pupil can self administer. The first three tests should be carried out on site under supervision before pupils are able to self test at home and report their results to the school and to NHS Test and Trace.

#### **For Rossall pupils the first of these tests will take place later this week on Friday 5th March.**

Lessons on this day will be "offline" to accommodate pupils coming into school for their tests and self directed work will be published at the appropriate times for pupils on Google Classroom.

The testing schedule for Friday 5th March will be as follows (please note the car park parents should use when dropping off in order to avoid congestion). If you have more than one child please use the earlier of the two time slots:

<b>Year Group</b>	<b>Testing Time</b>	<b>Car Park</b>
Y7	09:00	Sports Hall
Y12	09:45	Junior School
Y8	10:30	Sports Hall



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Year Group	Testing Time	Car Park
Y13	11:15	Junior School
Y9	12:30	Sports Hall
Y11	13:15	Junior School
Y10	14:00	Sports Hall

Instructions on the day:

- Pupils should be dropped off at their designated car park and then make their way to the Sports Hall. They should enter through the side door of the Sports Hall and wear a face mask at all times. At Reception, pupils should sanitise their hands and will have their temperature checked and be asked to show their track & trace wristbands, which should be charged and synced. They should then enter the main sports hall and take a seat.
- Pupils will get called forward to a registration desk to collect their pre-named test kit including a pupil registration card. At this point we will check that the testing consent form ([link here](#)) has been signed
- Pupils will test themselves with trained staff advising and guiding the pupils as required
- Once tested, pupils should leave immediately by the rear door of the sports hall.
- Parents should stay in their cars whilst waiting for their children and should pick them up and take them home as soon as the test is completed.
- Pupils are not required to stay for the test result. In the event of a positive test you will be contacted immediately and advised to follow government guidelines.
- Confirmation of a negative result will follow once pupils have registered their test with NHS Test & Trace
- Pupils will be able to register with NHS Test & Trace using the test registration cards that they will be given. We will also provide a step-by-step guide to aid the registration process.
- Uniform is not required on Friday 5th March.

The two subsequent school based tests will take place in the first ten days back, after which pupils will be given tests to self administer at home twice a week. Full information about these tests, when they should be done and how to register the results will be issued by the school in due course but you can also find some information [here](#).

**Please note that we will need consent for carrying out tests and this form must be completed in advance of the testing on Friday. You can find further information about testing consent in the appendix of this letter. To give consent please click on [this link](#).**

### Reminder of key information

School will recommence as normal on Monday 8th March with a full complement of lessons and activities. As a reminder the school day starts at 08.20am and lesson timings can be found [here](#). There will be a tutor period during School 1 on the first morning so that pupils have the opportunity to reorient themselves and run through key protocols and procedures that serve to keep our community safe.



In order to ensure appropriate social distancing we will continue to stagger arrival and departure of pupils according to the schedule below:

<b>Year Group</b>	<b>Arrival time</b>	<b>Departure time (unless taking part in activities)</b>
Year 7 - 9	08:10 - 08:25	16:30
Year 10 - 11	07:55 - 08:10	16:45
Sixth Form	07:40 - 07:55	16:55

Pupils should ensure that they are in full school uniform and have with them all of the equipment they need for the day. They will need to come through the Sports Hall reception as before and have their temperature checked. Pupils must remember to bring with them:

- Face covering (dark and single colour, no slogans - Rossall masks are preferable and no filters, please)
- Track & trace wristband (fully charged and synced)
- Their ID badge - if they have been issued one (this is a new requirement and pupils will use their badge to register their arrival as they come through the Sports Hall from Monday 8th March). If your child has lost their ID badge they should let their form tutor know on the first day back.

We will still require parents to complete a medical declaration form for their child but these will become a bi-weekly rather than a daily requirement and will encompass a self declaration about the result of the home administered lateral flow tests. More information about this will follow in due course.

Lunch will be provided for all day pupils in Big School and lessons will continue to take place in Year Group designated areas that were in operation at the start of the academic year.

**An updated version of all of our pupils protocols can be found [here](#).**

I very much hope that this letter provides a thorough and comprehensive overview regarding logistics of testing and returning to school. However, should there be any further information or support that you require please do not hesitate to contact me or your child's Head of Year.

We cannot wait to welcome everyone back and have our school community together again.

Very best wishes,



Dina Porovic  
Senior Deputy Head



## Appendix:

### Consent form for COVID-19 testing at Rossall School

Please read the terms of consent privacy notice below and complete the related consent form by clicking [here](#).

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete **one consent form for each child**.
- **Pupils and students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **For any pupil or student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child.

#### Terms of Consent

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented and the Privacy Notice below.

2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.

3. I consent to having / my child having a nose and throat swab for lateral flow tests. I / my child will self-swab if I / my child is able to otherwise I understand that assistance is available. In the case of under 16s or pupils who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab (with assistance if required).

4. I understand that multiple tests are required and this consent covers all tests for the below named person. If, on testing days I / they do not wish to take part, then I understand I / they will not be made to do so and that consent can be withdrawn at any time ahead of the test.

5. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.

6. I understand that if my / my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where I am / they are a close contact of a confirmed positive.

7. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result.

8. I consent that I / they will need to self-isolate following a positive lateral flow test result.



9. I agree that if my / my child's subsequent test results are positive, I will report this to the school / college and I understand that I/ my child will be required to self-isolate following public health advice.

## **Privacy Notice**

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

To enable the Covid-19 testing to be completed at Rossall School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation to do so. Rossall 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 pupils is covered by paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014. Personal Data relating to staff is processed under the legitimate interest of the school 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.

Data Controllershship 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 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/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges 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 (depending on contact details provided) will be informed of the result by the school/college 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 statistics 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 us via our [website](#) 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 [k.allen@rossall.org.uk](mailto:k.allen@rossall.org.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

