



'An Academy to be Proud of'

Executive Headteacher | Mr C. Lickiss BSc (Hons), NPQH
 Headteacher | Mr M. Kilmurray BA (Hons), NPQH
 Lytham Road | Blackpool | Lancashire | FY4 1TL
 t: 01253 207702 | e: admin@armfield.fcat.org.uk

1st March 2021

NHS Test and Trace: COVID-19 testing for Pupils

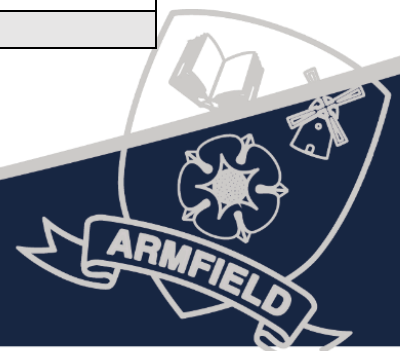
Dear Parent or Guardian,

Testing for those without coronavirus symptoms has been taking place at Armfield since January using COVID-19 tests known as 'lateral flow devices'. This letter and attachments are to help give you more information about the testing programme in our school. Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school settings through asymptomatic transmission. We are therefore strongly encouraging those returning to school to be tested as it is paramount to a safer reopening of school.

Plan for testing

We will be looking to test all secondary school pupils as they return to school. Pupils will be required to attend school at the time and date stated below to complete their first Lateral Flow test. Once they have had their test they will return home and prepare to return to school the following day following a negative test result.

Date	Time	Class
Monday 8 th March	8:45am	9Y1
	9:30am	9Y2
	10:15am	9Y3
	11:30am	9X1
	12:45pm	9X2
	1:45pm	9X3
	2:15pm	9X4
Year 9 pupils return to school Tuesday 9th March at 8:30am		
Tuesday 9 th March	9am	8Y1
	9:45am	8Y2
	10:30am	8Y3
	11:15pm	8X1
	12pm	8X2
	1:45pm	8X3
	2:15pm	8X4
Year 8 pupils return to school Wednesday 10th March at 8:50am		
Wednesday 10 th March	9am	7A
	9:45am	7R
	10:30am	7M
	11:45am	7F
	12:30pm	7L
	2:30pm	7D
Year 7 pupils return to school Thursday 10th March at 9am		





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How the tests work

Those taking the test will be supervised by trained staff. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared with parents or legal guardians by receiving a text/email notification of a positive or negative result from the online NHS system. We will inform the pupil if they have a positive test result and contact parent/guardian as soon as possible to arrange for the pupil to be collected from school.

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.

What happens if the test is negative?

While a small number of pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in school and resume their activities as normal. Where participants are under 16, parents or legal guardians will be informed.

What if staff or students have been in close contact with someone in school who tests positive?

The staff member or student will be notified that they are a close contact by the school and will need to self-isolate for 10 days in line with Government guidance.

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 (including 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>.

Please complete the consent form as soon as possible by clicking the link below.

<https://forms.gle/zohmWvZzi4KjRRDm8>

We will support our staff and students throughout, but please contact us if you have any questions. You can contact the office by email (masstesting@armfield.fcat.org.uk).

Yours faithfully,

Mark Kilmurray
Headteacher
Armfield Academy





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Armfield Academy – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Armfield Academy, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. Armfield 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 is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the [school's / college's/16-19 academy] proprietor's official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to 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.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](#). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The school remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

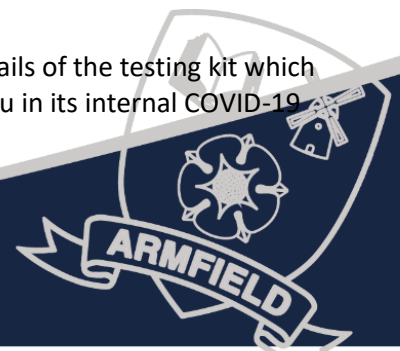
The following personal data is processed by the [school/college] in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The [school/college] will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The [school/college] may also record Personal Data about you in its internal COVID-19





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test register (the school/ college's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in [schools/colleges] and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The [school/college] will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the [school/college] into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the school for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the school will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 test register with DHSC.

Your Rights

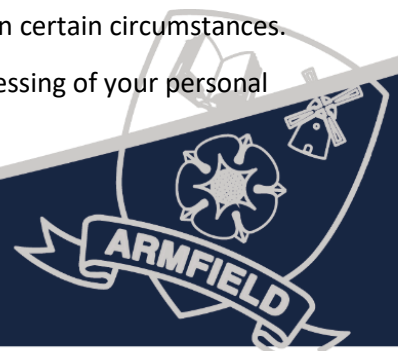
Under data protection law, you have rights including:

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.





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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 [insert email address, phone number and or postal address of school's DPO] 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 [Insert your organisation's contact details 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

