

December 2021

Dear Student,

In-School Covid Testing: Years 12 and 13 (January 2022)

Further to the recent announcements by the Government about the return to school in January, we will be offering in-school Covid testing for students who are not displaying coronavirus symptoms, using COVID-19 tests known as 'lateral flow tests'. By testing we will help to stop the virus spreading and help reduce the disruption to learning.

We will be offering all sixth form students **one** onsite test on **Tuesday 4 January** before they return to lessons on Wednesday 5 January (as per the school calendar). We have prioritized these year groups to avoid any impact on lessons as they are undertaking exams and assessments.

The precise schedule for each day will be constructed once we have collected consent. We will contact those who are participating nearer the time to provide an arrival time **using the contact details provided on the consent form**. Students will be expected to come onto site for their testing appointment and then return home to minimize mixing and therefore reduce the risk of transmission. After this initial in-school test, home testing continues to be encouraged.

Those taking the test will be supervised by trained staff. The Orient Gene 'lateral flow' tests are slightly different from the current home test kits and only require a swab of the nose. We expect you to administer the test yourself, but there will be trained staff on hand to assist if required. We have a video about our in-school testing available at <https://youtu.be/DUxz8SAT5zI> (please ignore the reference to mouth swabbing which is not required with the new type of test). This pack also includes instructions on how to self-administer the test. Please study this before coming to be tested.

School staff will register student tests with NHS Test and Trace using the information you provide on the consent form. Results will be sent, by the NHS, to the mobile number and email address provided on this form. While these should arrive on the same day (i.e. before midnight), it may not be until much later in the day as tests and results will be uploaded in batches. The school will only contact you in the event of a positive test.

*Students aged 16 or over are able to give consent, but we would recommend that, before doing so, you discuss this with your parents/carers. If, on reading this letter and accompanying information, you wish to participate then please follow the link to confirm your consent: <https://forms.office.com/r/Bfrr3606zN>. To enable us to plan for demand we would ask you complete this no later than **Friday 17 December 2021**.*

We will support our students throughout, but if you have any queries regarding any of the above please email secondary@roundhayschool.com and a member of staff will be in touch.

Yours faithfully,
Mr Steve Palmer
Assistant Headteacher / Director of Operations

FREQUENTLY ASKED QUESTIONS

Do test results get affected by eating or drinking? Those undertaking tests should avoid eating or drinking half an hour before the test. A small amount of water is acceptable.

What if I have recently had COVID19? If an individual has tested positive for COVID19 using a PCR test (those used for those with symptoms) within the past 90 days they are likely to have developed some immunity. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for some time after COVID-19 infection. Current guidance says "Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19".

What if I test positive? Participating students who test positive will be informed about their results individually. You 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). Where required Roundhay School will be able to provide these PCR test kits to perform at home or you can go to www.gov.uk/get-coronavirustest or call 119 to book a follow-up test. If ordering a PCR test yourselves, you should choose to visit a drive through test site if possible, as it is faster than requesting a home test.

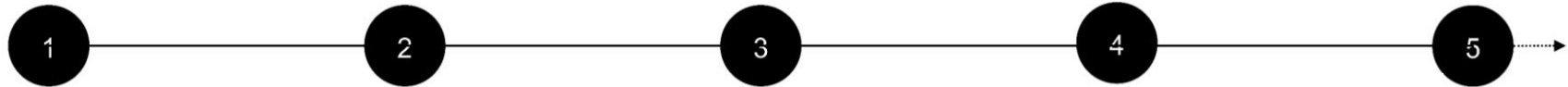
What happens if the test is negative? A student will only be contacted by school if they test positive on a 'lateral flow' test, so if you do not hear from us you can assume it was negative. A small number of students may need to repeat the test if the first test was invalid or void for some reason. Students with a negative result will be able to return to lessons from the following day.

What if I do not receive an email or text confirming the outcome of my test? Unfortunately this is not something we can resolve as we do not have access to the NHS system once data has been submitted. However please be assured that, in the event of a positive or void result, someone will come to find you in school. If this does not happen then you can presume that your result was negative.

What if I develops symptoms? This testing programme at school is for people with no symptoms. If you develop symptoms at any time (such as high temperature; a new, continuous cough; a loss or change to their sense or smell or taste) you must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/getcoronavirus-test>

Self-administering the test

The tests will be using rapid lateral flow antigen testing technology. This involves both nostrils and processing the swab with a Lateral Flow Device (LFD)- Orient Gene. The LFD detects the SARS-CoV-2 antigen that is produced when a person is infected with Covid-19.



The person being tested will blow their nose into a tissue and throw the tissue into a bin. This gets rid of excess mucus.

They should then **sanitize their hands** once more.



The person should identify the soft, fabric tip of the swab, peel open the sealed packaging and gently remove the swab whilst taking care to not touch the soft, fabric tip of the swab

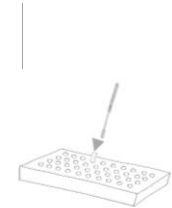


The person should then insert the swab into one nostril. The swab tip should be inserted until there is a slight resistance up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles.



Slowly remove the swab from the nostril

Repeat step 4 for the other nostril using the same swab



They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.

Make sure they don't grasp the cotton bud end, which has been in contact with the nostrils. That might contaminate the sample.



Roundhay School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Roundhay School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Roundhay School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college 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 proprietor's official authority for the conduct of the school. (Section 175 of the Education Act 2002 and paragraph 3 of the 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.

The processing of special category personal data is processed under article 9 (2) (i) of the UK 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.

Roundhay School 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.

HEADTEACHER
Matthew Partington

HEAD OF SECONDARY
Jenny Hogarth

DEPUTY HEADTEACHER
John Mattinson

How we store your personal information

The information will only be stored securely on local spreadsheets, called COVID-19 results registers, at Roundhay School whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Roundhay School 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

You will be informed of the result by Roundhay School and advised how to book a confirmatory test.

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

The information will be transferred to DHSC, who will share this with the NHS, GPs, Public Health England (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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them. DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID_19 Privacy Notice](#).

Processing of Personal Data Relating to Negative and Void test results

We will record a negative or void 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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them. DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID_19 Privacy Notice](#).

Processing of Personal Data relating to declining a test

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.

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.

If you wish to make a request, please contact us via our Data Protection Officer:

Mr N Stott

c/o Roundhay School

Old Park Road

Leeds

LS8 1ND

email: dpo@wntai.co.uk

How to complain

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

Roundhay School

Old Park Road

Leeds

LS8 1ND

Email: secondary@roundhayschool.com

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