

02/03/2021

Dear Parent/Carer

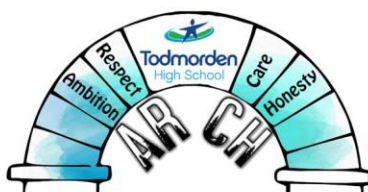
As you will be aware, we are required to carry out mass testing of our student body to identify asymptomatic cases of Coronavirus. As you can imagine this requires a significant amount of organisation and planning to ensure we can test all students before they start lessons in school. All testing for both students and staff is voluntary and at the end of this letter you will find the terms of consent and a link to follow to give consent/withhold consent for your child to take part in the testing. We would encourage you to talk to your child about this and give consent for the testing to take place. This way we can ensure we are all playing our part in keeping all members of our school community safe. It is important that you complete the online form even if you are not giving consent. If we have not received consent when your child attends school, we will accept non-return of the form as not consenting. No student will take part in testing without parental consent.

The plan for mass testing is as follows. All staff will be asked to take part in testing and asked to test themselves prior to starting school on the 8th March. Staff who consent to taking part will then be provided with home test kits and will be asked to test themselves twice weekly, reporting any positive results to school and public health. In line with government guidance, students will have three lateral flow tests in school and then be issued with home test kits. Further guidance on the use of home test kits will be sent when the tests are issued.

The testing in school will involve three lateral flow tests taken 3 – 5 days apart. If a student tests positive on a lateral flow test they will be required to go home and self-isolate for 10 days. Parents will have to collect students who test positive as they are not allowed to use public transport once they have had a positive test result. Contact tracing for positive cases will also be carried out when we report the result to Public Health.

The tests involve a nose swab from both nostrils which can be a little uncomfortable but should not be painful. It takes a matter of minutes to carry out and the results are processed in 30 minutes. It is important that parents are available to collect their child if they test positive in these tests. Details of the testing schedule for all year groups are included later in this letter. If you have any questions about mass testing, please email either myself g.cooper@todhigh.co.uk, Mrs Rawlinson e.rawlinson@todhigh.co.uk, or Miss Shirt g.shirt@todhigh.co.uk. We recognise that some students and parents may be anxious about this process but we are keen to help alleviate these concerns where we can.

You have already been notified of the date your son/daughter will be returning to school but in order to carry out the testing we need to bring students into school at different times on this day. Please look at the table on the next page to see when your child needs to arrive at school.



Testing procedure – Test 1

Students must arrive via the main pedestrian gate and must not use the footbridge. Students must not use public transport to get to school until they have had a negative lateral flow. If your child relies upon public transport you will need to arrange an alternative. If your child has a positive test they will need to be collected by a parent and will not be allowed to use public transport to get home. Upon arrival they will be guided to the test centre by a member of staff. When they arrive they will be asked to sanitise their hands and take a seat at one of the test stations.

All equipment required to complete the test will be provided and staff will guide students through how to carry it out. Once the test is complete, it will be taken away for processing and students will remain at their test station until the test is processed. This will take 30 minutes. Whilst waiting for results an assembly will be delivered explaining the return to school, the guidance regarding face masks, social distancing and we will also take this opportunity to answer any questions students may have so that they can get back to lessons and learning confidently. We hope to be able to answer any questions and alleviate any anxieties students may have at this time. We want our students to come back to school feeling happy and safe, we are committed to achieving this and demonstrating our value of care.

If your child receives a negative test result they will make their way to their first lesson. If a student's result comes back positive they will remain in their seat and then be taken to another room to isolate whilst we contact parents and as them to collect them and they must then isolate for 10 days. Due to the nature of the system. It will not be possible to keep anonymity of students who test positive. As a school we have a responsibility to report positive test results to Calderdale Public Health for test and trace purposes. This will be completed immediately. If your child is not participating in testing, they must still arrive at the time specified below.

You will receive a text message from school detailing the time your child should arrive. Your child has been allocated a time to arrive based on their surname. The timetable for returning to school is as follows:

	Year 11	Year 10	Year 9	Year 8	Year 7
Date	08/03/2021	09/03/2021	10/03/2021	11/03/2021	12/03/2021
Arrival Time	Surname	Surname	Surname	Surname	Surname
08.30	A – Coe	A – Cu	A – Coe	A – Coc	A – Com
09.30	Com – Go	Da – Fr	Col – Hallsw	Coe – Go	Coo – Gl
10.30	Gr – Lo	Ga – Ho	Halst – Le	Gr – Lang	Go – Li
11.30	Ma – Ro	Hu – Ou	Li - Po	Lann – Park	Lo – Po
13.00	Ry – Turn	Ow – Sm	Pr – Ta	Parv – Sta	Pr – Sta
14.00	Turp - Za	Sp - Wr	Ti - Yo	Ste - Yo	Ste - Za

Tests 2 and 3 will be carried out in school, in class time. The testing team will again guide students through the process and results will be processed and recorded in the same way, whilst students remain in lessons so that learning is not disrupted further.

Consent

In order to carry out the tests we need consent from parents/guardians. Please read the terms of consent and privacy notice detailed on the following page. These explain more about the testing and also how the data will be shared with Calderdale Public Health. You will then see a link that, once clicked, will take you to an online form. Please go through the form, completing all questions/fields. This is how consent will be returned and recorded.

If you have any questions, queries or concerns about mass testing and the return to school please do not hesitate to get in touch by emailing either Miss Cooper g.cooper@todhigh.co.uk, Mrs Rawlinson e.rawlinson@todhigh.co.uk, or Miss Shirt g.shirt@todhigh.co.uk.

Terms of consent for COVID-19 testing at Todmorden High School

Introduction

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#), even if they have had a recent negative lateral flow test.

Consent relates to the following groups of students/pupils and staff as follows:

- **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 you wish to participate in testing.
- **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 you wish to participate in testing.
- **Staff** will complete this form themselves

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 in the letter dated [02/03/2021] and the attached Privacy Notice.
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 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
4. I understand that there may be multiple tests required and this consent covers all tests for my child. If, on the day of testing 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 understand that I / they will need to self-isolate following a positive lateral flow test result.
9. I understand that if a close contact of my child tests positive that my child will self-isolate for 10 days in line with Government guidance.

Please follow the link below to provide consent/withhold consent for your child to participate in the testing programme at Todmorden High School. Please complete this before 9pm on Thursday 4th March.

<https://forms.office.com/Pages/ResponsePage.aspx?id=V6lP4C5ZDkWYwW09OkgaWF6cWhQwKbNIpCS-dciMFZFUNTRUMkvJVFRGRkNBR1VCTFdORVRJVEkxUC4u>

Todmorden High School Privacy Notice: COVID-19 Lateral Flow Testing for Students

Todmorden High School is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. Todmorden High School takes its responsibilities under the Act very seriously.

This notice explains how Todmorden High School (as Data Controller) will use your personal data in respect of the provision of lateral flow testing for COVID-19.

What personal information is being processed?

The following information will be recorded when you have consented to a lateral flow test:

- Your/Student name and address
- Your email address
- Your telephone number
- Student test date and result

The purpose of processing

The data shall be processed for the purpose of effectively dealing with the response to the COVID-19 pandemic:

- To support you to go to school safely during COVID-19 and to ensure the health and safety of others you come into contact with through school.
- To help Calderdale Council understand the risks to public health, monitor trends and to control and prevent the spread of COVID-19 in conjunction with the NHS Track and Trace system.
- For analysis of the data for management and evaluation of the programme locally.

Legal basis for processing your personal data

The processing of your personal information and the conditions for the processing of special categories of personal data e.g. information concerning your health, are necessary as follows:

- Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 6(1)(f) – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

- Article 9(2)(b) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- Article 9(2)(i) – the processing is necessary for reasons of public interest in the area of public health
- Data Protection Act 2018 – Schedule 1, Part 1(1) (a) – Employment, social security and social protection
- Data Protection Act 2018 – Schedule 1, Part 1 (2) (2) (f) – health or social care purposes

Sharing your personal data

The information will be held by your School (who is the data controller)

Personal data

Details of a positive result and personal data will be shared with Calderdale Council, where necessary, for the COVID response and to share with the local Calderdale Track and Trace system.

Non-personal data

Any statistical data which may include number of tests taken, number of positive results, number of negatives and number of voids may be extracted from your information and will be held and shared with Calderdale Council in a non-identifiable format.

We will never share your information with third parties unless the law allows us to do so.

How long we keep your personal data

The School Policy on GDPR and Data Retention sets out when retention ends, and the differing categories this relates to (that being staff and students). All data items are not held for any longer than required, the requirement is agreed alongside national policy, with items disposed and removed from record keeping in all forms as stated by the Information Commissioners Office.

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

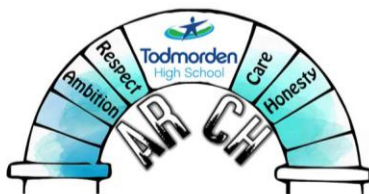
1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please see Todmorden High School for further details of your rights as a data subject.

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. Todmorden High School Data Protection Officer is Judicium Education who can be contacted at: Judicium Education, 72 Cannon Street, London, EC4N 6AE, Tel: 0845 459 2130

You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk

For further information regarding how Calderdale Council is processing information in respect of COVID-19 and the NHS Track and Trace system, please see the Council's [COVID-19 privacy notice](#).



Enabling individuals to unlock their unique potential