

14<sup>th</sup> July 2021

## Start of new academic year and lateral flow testing in school

Dear parents and carers

Following the latest government guidance, there are a number of updates of which we need to make you aware as there are significant implications from September. Before these changes are discussed, I would like to clarify that we are not changing any of our routines in school before the end of this term, with the exception of contact tracing which will be the responsibility of the NHS from Monday 19<sup>th</sup> July.

Subject to any further updates, the changes from September are as follows:

- No need to keep groups of students in bubbles
- Staggered breaks and lunches no longer necessary
- Face coverings will no longer be required
- Students will no longer need to self-isolate if they are a close contact, instead they will be advised to take a PCR test. Only students and staff who test positive will need to self-isolate.
- All students should be tested twice upon their return to school in September
- In the event of a local outbreak, some restrictions may be reintroduced following public health advice

### Lateral Flow Testing when students return in September

As we did back in March, we have again been asked to gain consent in order to test all children for COVID-19 twice in the first week of term. It is a slightly different lateral flow test which only requires nasal swabs as opposed to nasal and throat swabs. This means your child should find the experience more comfortable than before. As the test is different, we are required to seek your consent once again (if your child is over 16, they are permitted to give consent themselves). The real challenge for us is to have all this in place by September 3<sup>rd</sup>. Therefore, you have until Thursday 22<sup>nd</sup> July to have given us consent. Please click on the following link to access a simple form if you wish your child to be tested: <https://forms.office.com/r/WysG76QR6Y>. **If you do not give consent, your child will not be tested.** *The privacy notices related to testing follow this letter.* Once all the students have been tested in school, twice weekly home testing will be strongly encouraged.

To facilitate the complex logistical task of testing all students upon their return, schools have been granted some flexibility over the first week. Please see the table below to see when your child will be returning to school:

Year	Fri 3rd	Mon 6th	Tue 7th	Wed 8th	Thu 9th	Fri 10th
7			Photo			
8						
9			Photo			
10						
11		Photo				
12		Photo				
13						

Key	<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 20px; height: 10px;"></span> In school
	<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 20px; height: 10px;"></span> Remote learning
	<span style="background-color: #f4cccc; border: 1px solid #ccc; display: inline-block; width: 20px; height: 10px;"></span> Not in school
	<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 20px; height: 10px;"></span> Photo School photo will be taken on this day

Please be mindful that they year groups relate to the year your child will be in **next academic year**.

*Becoming the best we can be*

## Other important information

September will be a fresh start for your child and for the school. After so much time and energy has been given over to the restrictions we have learned to live with, we now have an opportunity to return to basics, to get the simple things right. Bearing that in mind, we are moving tutor time back to the start of the day. This gives us a better opportunity to ensure your child is ready to start the day in the right way. We will be reinstating many of the processes we have not been able to run including late detentions, and there will be a refocus on the standard of uniform worn by all students. Therefore, please ensure your child arrives to school on time and that they abide by all aspects of our uniform expectations (<http://st-peters.bournemouth.sch.uk/school-life/uniform/>), including footwear, make-up, jewellery, false eyelashes and false nails. Air pods are also not to be worn in school and they will be confiscated if students are seen using them. We have a number of new processes in place to help your child work well in school: these include **clear, consistent expectations** and a **focus on restorative conversations** for building strong relationships between staff and students. We are sharing these with your child next week and will reinforce the message at the start of term. It is always vital that the school and family work together in ensuring our students can become 'the best they can be', so we both anticipate and appreciate your support in this and all areas of school life.

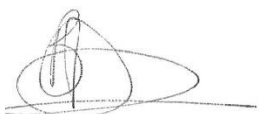
As you are aware we ran a consultation on uniform this year, as a result we are looking to make some changes in this area from September 2022. However, some changes have been approved by the governors from September 2021, these include **the following additions to the current school uniform:**

- **A white school shirt and tie option for all students.** Students must not wear a t-shirt/vest underneath which can be seen. The shirt should be kept tucked in at all times. School design tie only, available from the school outfitters or the school office.
- **Mid-grey, knee length tailored shorts for all students**
- **One pair of small stud type earrings in the ear lobe** (no hoops). No other piercings are permitted. Retainers or clear jewellery are not permitted under any circumstances and piercings are not to be covered by plasters.

This has been an exceptionally tough academic year, but I am delighted with the way the overwhelming majority of our students have adapted to the challenges we have faced and embraced the support we have offered. We have learned a lot and will be looking to grow the good practice we have developed this year. For example, following positive feedback, we will be keeping the virtual parents' evenings but will also be creating opportunities for parents and carers to come in to school for some face to face events.

Finally I would like to thank you once again for all your support and would like to wish you and your families a happy and restful summer break.

God Bless



Ben Doyle  
Headteacher

*Becoming the best we can be*

## Privacy Notice – COVID-19 Testing (How we use student information)

To enable the Covid-19 testing to be completed at St Peter's School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. St Peter's 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 [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special 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 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 **OR** 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.

### The categories of Personal information that we collect, hold and share include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth (and year group)</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Home postcode</li> <li>• Email address</li> <li>• Mobile number</li> <li>• Unique barcode assigned to each individual test and which will become</li> </ul> | <ul style="list-style-type: none"> <li>the primary reference number for the tests</li> <li>• Test result</li> <li>• Parent/guardians contact details (if required)</li> </ul> |
|---|---|

*Becoming the best we can be*

### 1.1. **Why we collect and use this information**

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.

### 1.2. **Storing Personal data**

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.

The individual will be able to enact their own Covid isolation process. The school will not identify anyone who has received a 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 negative results and advise negative results 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 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.

*Becoming the best we can be*

## 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 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 [data@st-peters.bournemouth.sch.uk](mailto:data@st-peters.bournemouth.sch.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 at [data@st-peters.bournemouth.sch.uk](mailto:data@st-peters.bournemouth.sch.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 123 111

*Becoming the best we can be*