

19th March 2021

Dear Parents/Carers,

Update on twice weekly COVID-19 testing at home for students

Students will now be moving to twice weekly, rapid COVID-19 testing at home. This is following their first three supervised tests on site at school.

The Government recently announced that all secondary aged students will also be offered regular asymptomatic COVID-19 tests to take at home. All secondary aged students will be offered tests to take at home twice a week, so that we can reduce the spread of the virus.

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals. We can do this in schools by carrying out tests at home twice every week.

Testing students at home

We understand that each child has individual needs. Many children will adapt to testing becoming part of their routine, others will find it more challenging. Taking part in testing is voluntary and all children will be able to attend school whether they take part or not. We hope that the option to take the test in the morning or the evening will support families to test at home.

Tests kits will be distributed from school. Tests are free of charge. Students will receive a pack of 3 tests in a box with a leaflet on how to take the test and report the results.

Students will be provided with their home test kits each Friday afternoon registration starting on 19th March 2021.

We would like students to take their tests before school on Mondays and Thursdays from Monday 22nd March.

Make sure you have enough time to do the test before going to school. Preferably this would be in the morning before going into school. However, we understand that for some people this may be challenging. Therefore, tests can be taken the evening before school if needed. You need to report test results. Please click the link to watch a video which shows the step by steps process of using the testing kit at home: [NHS Step by Step Guide to Testing](#)

Your child should also **continue testing twice a week, at home, throughout the Easter school holidays**. We will be sending home extra kits for Easter holiday before term ends.

The result of each test needs to be reported using the NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>. Parents will also need to tell the school the result of each test by completing the google form following this link <https://forms.gle/Nw4jNjYFu5SDnbV79>

Once your child starts testing at home using lateral flow tests, positive results must be followed up with a confirmatory PCR test (as these tests are not conducted in a controlled environment). If the result of the test is unclear (void) they will need to do another one. Students have the option to take the test and report the evening before school, but no earlier.

Taking part

Taking part in testing is voluntary and all students will be able to attend school whether they take part in testing or not.

I am strongly encouraging all students to take part in the national testing programme.

Please contact Mrs L Holt, our COVID Coordinator, if you have any questions or concerns about home testing.

Thank you for your support.



Ms J Taylor

Principal



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Some frequently asked questions

What type of tests will be used?

We will be sending home Lateral Flow Device (LFD) tests. They are a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.

The tests are easy to use and give results in 30 minutes.

Further information:

<https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

Are LFD tests accurate?

Lateral Flow Devices identify people who are likely to be infectious. These individuals tend to spread the virus to many people and so identifying them through this test is important.

These tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals and are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested.

The tests are highly specific, with low chance of false positives. They are also very sensitive and are able to identify the majority of the most infectious yet asymptomatic individuals. Extensive evaluation has been carried out on the tests and it shows that they are both accurate and sensitive enough to be used in the community for screening and surveillance purposes.

It is important to remember that these tests are only an aid to help stop the spread of the virus and you should continue to follow other guidance such as on wearing face coverings and social distancing.

How are LFD tests different to PCR tests?

There are 2 main types of test to check if you have coronavirus:

polymerase chain reaction (PCR) tests check for the genetic material (RNA) of the virus in the sample - you send the sample for processing at a lab

lateral flow device (LFD) tests detect proteins called 'antigens' produced by the virus - LFD tests give rapid results, in 30 minutes after taking the test.

How will personal information and test results be shared?

When [pupils/students] take a Lateral Flow test, they need to report the result. This is so that their test result can be traced, which means that they need to share some information about the [pupil/student].

They will need to tell the Department for Health and Social Care (DHSC):

- child's name
- child's test result
- the reference number on the test Kit

They will also need to tell the school or college their test result.

Under UK law, a child's school or college can collect and store test result data because it is in the 'public interest'.

Schools and colleges will only share information with the Department of Health and Social Care (DHSC) if the test kits used are found to be faulty. If this happens, DHSC will use our information to contact people who used the faulty tests, so that they can be tested again.

When someone reports test results online, they are sharing information with DHSC. DHSC may share the information with your GP, local government, NHS, and Public Health England. This is so that they can offer health services and guidance if someone needs to self-isolate. They might also use data anonymously (a person's name or contact information) to research COVID-19, and improve our understanding of the virus.

For more information on how personal data is used for testing please see the detailed privacy notice attached to this letter.

What if a child cannot tolerate a swab down their throat, perhaps due to their disability?

A child or young person may find it difficult to take a throat swab due, for example, to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if a nasal swab is not feasible, a throat swab alone will suffice.

Help and support is available for students, parents and carers, including instructions in different languages on how to test and report the results and a video showing you how to take the test.

Grace Academy Coventry– COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Grace Academy Coventry, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Grace Academy Coventry is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the academy 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.]

Personal Data relating to staff is processed under the legitimate interest of data controller 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.

[The following paragraph is relevant to both pupils and staff taking tests]

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 Controllership 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 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.

Please contact us at lauraholt@graceacademy.org.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 lauraholt@graceacademy.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