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Dear families

I am writing to you following the government's announcement last night that all students in all schools will return from Monday 8<sup>th</sup> March, less than two weeks away. We received the full government guidance this morning and information for parents and families [will be published here](#) as soon as it is available.

We are excited and pleased that we will be seeing the students again, welcoming them back into school and providing on-site education. Although remote education has served a purpose, it is not the same as being in a school – students and all those around them benefit from the intellectual stimulation, socialisation and emotional support that face to face schooling can provide. This is true for students of all ages.

The details of how students will return, including arrangements to test all students as they come back to school and to keep everyone as safe as possible on the school site, will be sent to all families once it has been risk assessed and agreed. However, there are some important things that students and families can do to prepare for a successful return, and I want to give you as much time as possible to prepare.

Please take some time if you can to talk to students about returning to school – they may be anxious about coming back into class, about seeing peers they have not seen for a while, or about the arrangements for testing and infection control. [This video from the BBC](#) has some thoughts about how to deal with young people's anxiety, and there are also [the resources from Children's Mental Health Week](#) that I shared earlier in February. Please explain to them why their learning and education is important and why being in school is the best thing they can do to safeguard their own futures. The government have made clear that all students should attend school going forwards and that attendance is compulsory for everyone.

#### **Lateral flow testing**

During the week of 8<sup>th</sup>-12<sup>th</sup> March, we will need students to return gradually so that we can carry out rapid lateral flow testing for COVID-19 for all students and staff. A timetable for a staggered return will be sent to all families to give them notice of the date and time that students should arrive at school in the first week.

We need permission from all families to carry out regular testing and so are asking for a consent form for each student. If you did not fill this out in January, please do so using this link: [the consent form](#)

#### **Please complete this form by Monday 1<sup>st</sup> March.**

These rapid tests give results within 30 minutes and help identify people without symptoms of COVID-19 who are currently infectious. It is important that everyone has regular tests to protect the school community from the spread of any infection. We know that a significant proportion of people have COVID-19 without symptoms. Finding these cases and ensuring these individuals and their households self-isolate is vital to help stop the spread of the virus and keep as many children as possible safely in school. These tests are part of a package of measures to help reduce the spread of the virus within our school and the wider local community to help protect our school community and their families and help keep our school open.

Full details about lateral flow testing and consent can be found at the end of this letter.

### **Preparing for the return to school**

It is important that students are well-prepared for the return to school. Before Monday 8<sup>th</sup> March, please support them to do the following:

- Find and organise their school equipment, which must be brought to school when they return. This includes their planner, exercise books, pens, pencils, a rubber and a ruler, and a refillable water bottle.
- Make sure that they have the correct uniform and PE kit, [as listed on the school website](#). Blazers are optional for the remainder of this academic year, but hoodies are not part of uniform and must not be worn around the school building.
- Plan their journey to school so that they arrive in good time. Students are asked to avoid public transport and walk or cycle to school if they can.
- Remind them of the basic routines for good hygiene that they will need to practice at school, particularly if they have been at home all or most of the time. This includes regular handwashing.
- Make sure that they are getting up at the time they normally would for school, and eating meals at regular times.

### **Remote learning provision**

Remote learning as school reopens will be adjusted to support students to make a successful return. Next week, 1<sup>st</sup>-5<sup>th</sup> March, there will be no live lessons during period 5 (2:05pm) so that teachers and support staff can plan for on-site education from the following week. This includes planning for revision and consolidation of what should have been learned since January, an appropriate curriculum to support students to best engage with new content, and assessments of students' learning and progress for all year groups, including those due to complete GCSEs and A Levels this summer.

We will communicate more details about the return from 8<sup>th</sup> as soon as we are able. I wish you all well until then.

Yours faithfully



Izzy Jones  
Headteacher

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## **Lateral flow testing 'Frequently Asked Questions'**

### **How do I book a Lateral Flow test for my child?**

Please complete the consent. We will arrange a test and notify you of it.

### **Why consent to a test for my child?**

Lateral Flow Testing is being rolled out by the Department for Health and Social Care to help find asymptomatic cases of COVID-19. This is part of a national mass testing programme. Finding people who have the virus, but are displaying no symptoms, and ensuring they and their household self-isolate, is vital to help stop the spread of the virus.

By engaging as many staff and pupils at *William Ellis School* as possible in this testing programme, we can significantly reduce the spread of the virus within our school and the wider local community. By breaking these chains of transmission, we can help protect families and friends, particularly those who may be most vulnerable to the worst impacts of the virus. It will also help keep our school open.

### **How accurate is the Lateral Flow Test?**

Lateral Flow Tests have been shown to be good at detecting most cases of COVID-19 (coronavirus) in people who have the virus but do not have any COVID-19 symptoms. This helps people who do not know they have COVID-19 from unintentionally spreading the disease to friends, family and others. About 70% of people who have COVID-19 but do not have symptoms will have the virus detected with the Lateral Flow Test.

### **If my child has already had the virus, should they still be tested?**

Yes. Your child should still be tested. There is growing evidence that people who have had the virus don't necessarily have long-term immunity and may be able to get the virus again. This means that even if your child has already had the virus, taking part in this testing would still be of benefit to preventing the spread of the COVID-19.

### **If my child is self-isolating, should they still come into school for a test?**

No. They should not come to school for testing. They should continue to self-isolate for the time they have been advised. The lateral flow testing sites are strictly for individuals not currently displaying symptoms of COVID-19.

### **How will the tests be conducted?**

Where at all possible we will be asking all pupils to administer the tests themselves under the supervision of trained staff, by taking a swab of secretions from the back of the throat (by the tonsils) and one nostril. This takes about 45 seconds in total. Whilst the swabbing process may be a little uncomfortable it is not painful.

Trained staff will place the swab in a solution for 10 seconds, before two drops are placed in the Lateral Flow test Device (LFD) and the test-time starts. A positive or negative result is displayed within 30 minutes.

### **How will I receive my child's test result?**

The result will be negative (no COVID-19 found), positive (the child has COVID-19 infection), or 'void' (if the test process has not completed successfully). If the test is 'void' your child will be offered another opportunity for a repeat test.

**If the test is negative** it means that your child is very unlikely to have Covid-19 at the time of the test. They should continue to follow the public health recommendations as before around face masks, social distancing and thorough regular handwashing, as this test result relates to whether they may be infectious only on that day. If your child develops symptoms of Covid-19, they should book a test as usual via [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or by calling 119 and self-isolate.

**If the test is positive**, this means your child has COVID-19. Your child and all household members must self-isolate immediately and follow the national guidelines.

**Where do pupils go on the day of testing?**

Pupils should attend their lessons as normal and will be escorted to testing stations at allocated times.

**Do I tell the school if my child receives a positive test?**

The consent process includes schools receiving information about positive results directly, so you don't need to inform us.

**What if my child misses their appointment?**

We will arrange for them to be tested at the next available opportunity.

**Will staff be tested too?**

All who work on the site will be tested regularly.

**William Ellis School – COVID-19 Testing Privacy Statement****Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at William Ellis School we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. William Ellis 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. All data is processed under (Section 175 of the Education Act 2002 for maintained schools or under Section 3 of the Non-Maintained Schools Regulations 1999 for non-maintained schools) Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

**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)
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details.

We will only use information will is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

The information will only be stored securely on local spreadsheets in school/college until it is securely shared with DHSC.

**Processing of Personal Data Relating to Positive test results**

The member of staff, pupil or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory PCR test.

The school will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the negative test.

The information will be transferred to DHSC, who will share with NHS. PHE and the Local Government who will use the 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**

The school/college will record a negative result and the information will be 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 for up to 14 days and by the NHS for 8 years.

### **Data Sharing Partners**

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

### **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

Email: [info@williamellis.camden.sch.uk](mailto:info@williamellis.camden.sch.uk)

Postal address: William Ellis School, Highgate Rd, London NW5 1RN.

Telephone: 020 7267 9346

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 [seeburn@williamellis.camden.sch.uk](mailto:seeburn@williamellis.camden.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 1111