



The Thomas Hardy School

QUEENS AVENUE DORCHESTER DT1 2ET

Headteacher
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July 2021

Dear Parent/Guardian

You may be aware that the Department for Education has asked schools to once again test all students prior to their return to full time education in September. In this instance, schools are required to offer up to two lateral flow COVID 19 tests. With THS being a particularly large school with high numbers of students in each year group, we must adopt a staggered approach to testing and return to school.

As a result, your son/daughter will be asked to come into school on **Friday 3rd September** at the time allocated to their tutor group (see overleaf for details). They should arrive at the entrance on Coburg Road and assemble on the yard outside of the top sports hall where they will be met by their tutor and directed in to the sports hall. **Attached to this letter is the consent form which *must* be completed for your son/daughter to have a lateral flow test.** Testing is voluntary; however, we would encourage everyone to participate in the asymptomatic testing programme to help break transition links by identifying those who may be carrying the virus unknowingly.

This asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative test result), should still self-isolate immediately according to government guidelines. Those with symptoms are expected to order a test online or visit a test site to take a lab-based PCR test to check if they have the virus.

Students will need to come to school in school uniform as after they have done their test, they will also have their photograph taken and register their fingerprint for our biometric cashless catering system. Please make sure that your child is wearing grey or black socks, and a maximum of one earring in the lobe of each ear. No facial piercings or trainers are permitted.

Students should ensure they bring their consent form for the cashless catering system which was given to you at the 'meet the tutor' evening. Students should not arrive more than five minutes before their scheduled time and are requested to leave the school site once their test, photograph and fingerprint registration has been completed. Results of the test will be sent by text to the mobile number they give when registering for their test. We expect the whole process to be completed in under one hour.

The first school day for Year 9 will be **Monday 6th September**. On this day students will spend an extended morning session getting to know their tutor and their new tutor group. They will receive their planners and timetables and then attend lessons from break-time onwards. **All students will receive a free school lunch from the canteen on this day.**

Please note, if you do not give consent for your son/daughter to have a lateral flow test on Friday 3rd September, they will still need to come into school at the time below so that they can have their photograph taken and register their fingerprint.

Cont/d.....

Leadership Team
Mrs L Cheney BEd
Mr I Cornell BSc
Mr J Dean BSc
Dr T Ennion BSc PhD
Mr T Hardinge BSc MA
Mrs L Morrison BEng
Mr R Nicholls BSc
Mrs C Noble BA



To confirm, on Friday 3rd September students need to:

- Bring their Covid test consent form (attached to this letter).
- Bring their Cashless Catering consent form (given out at 'meet the tutor evening or posted if you did not attend).
- Students need to wear their school uniform.

Many thanks for your support.

Yours faithfully



Mrs C Noble
Assistant Headteacher

ij/O/Admin/Year 8/Year 8 start dates ltr July 2021

Year 9

Friday 3rd September 2021

Tutor Group:	Time of Tests:
9BD	9.00 am
9FP	9.20 am
9JM	9.40 am
9RW	10.00 am
9HT	10.20 am
9LA	11.00 am
9MO	11.20 am
9RB	11.40 am
9EH	12.00 noon
9JK	12.20 pm
9KL	1.20 pm
9KM	1.40 pm
9LO	2.00 pm
9MW	2.20 pm
9NW	2.40 pm
9TF	3.00 pm

Consent form for COVID-19 testing in secondary schools and colleges

For schools and colleges: use this form for asymptomatic testing sites (ATS) for pupils and students who have not previously participated

- Schools and colleges may wish to add to this consent form to reflect their local circumstances. For example, to ensure that parents make necessary arrangements for the collection of children in the event of positive results. However, this form has been designed to ensure that all the necessary information is collected for consent and online test subject registration purposes – therefore schools and colleges **must not remove** any of the information below.
- Schools and colleges may wish to hold the information collected in their COVID-19 Test Register (see Schools How to Guide on our document sharing platform for more information). This information must be kept securely for a minimum of 14 days and be destroyed within 1 month testing programme ending.

Introduction

- This consent form is for participation in tests at an ATS 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.

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 [20/07/21] 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 and/or throat 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 the below named person. 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. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school/college premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result.
- 7. I agree that if my / my child's test results are confirmed to be positive from this lateral flow test I understand that I / my child will be required to self-isolate and book a confirmatory PCR test following public health advice.

Consent form for COVID-19 testing in secondary schools and colleges

● First Name	
● Last Name	
● Tutor group	
● Date of Birth	
● Gender – this information is needed for Department for Health and Social Care research purposes.	● Male/Female
● Ethnicity - this information is needed for Department for Health and Social Care research purposes.	Asian or Asian British Black, African, Black British or Caribbean Mixed or multiple ethnic groups White Prefer not to say
● Currently showing any COVID-19 symptoms?	
● Home Postcode	
● Email Address – this is where test results will be sent.	
● Mobile Number – this is where test results will be sent. Please do not put a landline number – you can only receive test results to a mobile number.	
● Name of parent/guardian giving consent	
● Relationship to test subject	
● Signature (typing out your name is sufficient if you are filling in this form digitally)	
● Today's date	
● Details of any health or accessibility issues which might affect a child's safe participation in the testing exercise.	

STUDENTS MUST BRING THIS FORM WITH THEM ON FRIDAY 3RD SEPTEMBER

Thomas Hardye School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Thomas Hardye School we need to process personal data for pupils taking part, including sharing of personal data where we have a legal obligation. Thomas Hardye School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

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/at the school.

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.

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.

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 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 [insert email address, phone number and or postal address of school / college's DPO] 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 [Insert your organisation's contact details for data protection queries].

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