

To all parents and carers  
Oak Lodge School

4<sup>th</sup> January 2021

Dear parents and carers,

### **NHS Test and Trace: COVID-19 testing for staff and [students/Pupils]**

We are continuing to work to keep Oak Lodge School as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow tests'. These are carried out by swabbing the nose and throat, and results are ready in 30 minutes. We hope to put together a team of volunteers who will be trained in carrying out these tests. They will both take the swab and carry out the test.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep Oak Lodge School open as safely as possible. The test is voluntary, but I would encourage everyone to take it. We will be testing all staff and students who want to participate from the week commencing 6<sup>th</sup> January 2021. I enclose a leaflet with some more information.

If you are happy for your child to be tested, please fill in the following for each Oak Lodge student and return them to your child's tutor:

- the form below  
AND
- the enclosed consent statement (one for each Oak Lodge School student)

Results will be shared directly with staff and students participating, whether positive or negative. Parents or carers will be informed only if the test is positive. Studies have shown that these tests work.

### **What if a student tests positive?**

Participating staff and students who test positive will be informed about their results individually. All parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). Oak Lodge School will provide these PCR test kits to perform at home or you can go to <http://www.gov.uk/get-coronavirus-test> or call 119 to book a follow-up test. If ordering a PCR test yourselves, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

Those waiting for the PCR result must self-isolate. If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

**What happens if the test is negative?**

Staff and students will be able to stay in school as normal. For greater accuracy, those testing negative will be tested again after three days.

**What if a close contact at school/college tests positive?**

A close contact of someone in school who has tested positive for COVID-19 will be able to stay in school only if Oak Lodge School has been given consent for testing. In that case, the student will be tested once a day for 7 days, and can continue to attend if the test is negative. If the school has not been given consent, students must self-isolate at home as per the national guidelines. This does not apply to household members or close contacts outside of [school/college] who will still need to self-isolate. You can choose for your child to self-isolate if you prefer, even if you have given consent for testing.

**What if my child develops symptoms?**

This testing programme at Oak Lodge School is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 02086733453 or email [info@oaklodge.wandsworth.sch.uk](mailto:info@oaklodge.wandsworth.sch.uk)

Kind Regards,

**Caroline Rowlandson**  
**Headteacher**

## Registration

To process the test, we will register all participating [pupils/students].

To complete this registration please fill in the form below and complete the enclosed consent statement.

<b>First Name</b>	
<b>Last Name</b>	
<b>Date of Birth</b>	
<b>Gender at birth</b>	
<b>Currently showing any COVID-19 symptoms?</b>	
<b>Today's date</b>	
<b>Home Postcode</b>	
<b>Email Address</b>	
<b>Mobile Number</b>	

## NHS Test and Trace consent form for COVID-19 testing

This common consent form has been designed for use by parents and guardians of pupils and under 16s, pupils and students over 16 and staff.

- **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 enrol.
  - **Pupils and students over 16** can complete this form themselves, having discussed participation with their parent / guardian if under 18. Oak Lodge School would prefer that parents / carers of those over 16 also give consent.
  - **Staff** will complete this form themselves.
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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 1<sup>st</sup> January 2021.

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 throat swab for a lateral flow test.

4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.

5. I understand that if my child / my result(s) are negative on the lateral flow test I will not be contacted by the school/college except where they/you are a close contact of a confirmed positive.

6. If the lateral flow test indicates the presence of COVID-19, I consent to my child having / having a nose and throat swab for confirmatory PCR testing, which will be conducted at home or a test centre and be sent the same day to an NHS Test & Trace laboratory.

7. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

8. I agree that if my / my child's test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I / my child will be required to self-isolate following public health advice.

9. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school / college but will be tested every day at school / college for 7 days.

10. I consent to Oak Lodge School keeping a record of test results for its own purposes. I understand that these records will not be passed to any third party for any purpose.

Name of pupil/student/staff to be tested (print)	
Year group (if applicable)	
Name of parent or carer (print)	
Signature	
Date	
Relationship to child	

## **Oak Lodge School – COVID-19 Testing Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Oak Lodge School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation to do so. Chivna Tseyayo is Oak Lodge School's 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. Data Controllership 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)
- The unique barcode assigned to each individual test which will become the primary reference number for the tests
- Test result
- Parent's / carer's contact details in the case of students.

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

The information will 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 test.

The school/college 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/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 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 [info@oaklodge.wandsworth.sch.uk](mailto:info@oaklodge.wandsworth.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 [info@oaklodge.wandsworth.sch.uk](mailto:info@oaklodge.wandsworth.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

# COVID-related pupil/student absence – Printable Guidance for Parents and Pupils/Students (1/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.

What happens if a **close contact** of my child tests positive on a Lateral Flow Device?

- They can consent to take part in 'serial contact testing' where they are tested daily for 7 days
- If they test negative, they can remain in school/college that day
- If you or they do not wish to take part, they will need to self-isolate

What if my child tests **negative** for COVID-19 on a Lateral Flow Device?

- There will be no need for them to self-isolate and they can remain in school / college as normal
- Social distancing and face coverings where appropriate will remain necessary

What do I need to do if my child tests **positive** for COVID-19 on a Lateral Flow Device?

- They will need to take a further 'PCR test' to confirm the positive result
- Contact the school / college to inform us of the PCR test result which you will receive via text / email
- If the PCR result is positive, your child will need to self-isolate for a minimum of 10 days

How does my child testing positive impact the rest of my household?

- Your household will have to self-isolate for 10 days
- Follow the [latest government guidance](#).

When can my child return to school / college after testing positive for COVID-19?

- Your child can stop self-isolating and return to school / college on day 11 **after the positive PCR test** if they've not had a high temperature for 48 hours and are well
- They can return then even if they have a cough or loss of taste/smell as these symptoms can last for several weeks

# COVID-related pupil/student absence – Printable Guidance for Parents and Pupils/Students (2/2)

The guidance below addresses what a positive or negative test result means for your child and your household, and the support available to you.

What does a positive result mean for my child's education?

We have a strong commitment to ensuring all pupils/students can access a wide range of learning resources remotely and will continue to support their education whilst they are self-isolating.

Additional information can be found <https://bit.ly/covidhomelearning>

**IMPORTANT:** If, at any point, a student/pupil or staff member begins displaying symptoms they must [follow government guidelines](#), [order a PCR test](#) and self-isolate.



Addressing your concerns

For more information you can visit: <https://bit.ly/covidhomelearning>  
If you're worried about your child medically, visit <https://www.nhs.uk/> or call 111.

