

Friday 23 July 2021

Dear Parents and Carers,

We hope and trust that you are well.

We write further to our [letter of 9 July](#), at some necessary length, to update you regarding a range of matters, and to provide you with some important information about our return in September. We also, perhaps most importantly, want to take a little time to share some reflections about yet another extraordinary year, to look forward to an exciting future, to sincerely thank you for your support, and to wish you a wonderful summer. We specify the arrangements for our return to school in September on pages 5-7, which we would ask that you pay particular attention to, given that we must again reinstate an asymptomatic testing site for students to receive two on-site lateral flow device tests, 3 to 5 days apart, on their return. We will of course write again later in the summer, before we return to school in September, with some reminders and further pertinent information for the coming new and exciting academic year.

Given the necessary length of this communication, we summarise below the contents for each section so that you can navigate directly to the information you require. We have also provided various appendices, simply so that you have them all in one place for reference should you need to access them. If you are reading this electronically, clicking or tapping on the respective section will take you directly to it.

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## Reflections and looking forward

As we look towards the summer break it is inevitable that we would reflect on the extraordinary nature of the last year. Throughout, our communications have by necessity, been shaped by Covid and there is a need again further in this letter to outline arrangements going forward. Covid, however, cannot dominate everything that we do, and neither should it, since it is essential that we look forwards as a self-reviewing and improving school. To this end, we would like to share some of our plans for next year with you.

The year has been challenging with the ever-shifting Covid restrictions that the College has had to work with and respond to. This has continued up to the end of the summer term with several staff and students self-isolating. We would like to thank you again for your diligence in continuing to test regularly, and for keeping us informed. We also appreciate your continued support in encouraging our students to wear face coverings, following one-way systems, maintaining hand hygiene, and for staying within their bubbles. Indeed, the College has not been as impacted as many other schools in our region and beyond, who have been repeatedly forced to close whole year groups, and sometimes even close altogether. Your support of these measures has meant that the College has remained fully open, providing the stability of educational routines that our students so profoundly need at this time. Relative to schools nationally and regionally, our students' attendance as a result throughout the period of the pandemic has been strong.

You will know that after the May half term students in Years 7, 8, and 9 returned to moving around the College to specialist classrooms. Not having to stay in the same room was long waited for, by both students and staff, and Student Councils have fed back how much they have welcomed this, and moreover that they felt that this had a positive impact on their learning. This return to a little sense of normality was particularly important for our Y7 students to get a truer sense of what it is to be at secondary school. We hope and trust that we will be able to continue with these arrangements uninterrupted in September.

Looking forward to September we are planning — and hoping that we will be able — to move closer to normal routines, including face-to-face assemblies and our wide variety of enrichment activities, but we will also be prepared with alternative plans should circumstances require them. Some elements of current routines will, regardless, remain in place to ensure safe and orderly movement around the site:

- One-way systems in some buildings. Student Councils have indicated their desire for orderly and safe movement around the site, particularly on stairwells.
- Separate lunch venues arranged by Key Stage and “sittings”. This aims to ensure that students can enjoy lunchtimes in a comfortable and pleasant environment.
- Separate year group entrances in the mornings.
- Use of lanyards for students who have been given express permission and have specific reason to be out of class.

Our high expectations remain, and we will continue to support our students in making every effort to be:

- **Ready** for their learning by being punctual, fully equipped, and in correct uniform.
- **Respectful** and courteous towards others at all times.
- **Safe** in their behaviours, conduct and decision making.

Again, we thank you very much for your messages of support for our standards, and in anticipation of your continued encouragement of our young people meeting our high standards and expectations. We also thank our students for their resilience and adaptability throughout. Special recognition must go to student in years 11 and 13 who have been faced with considerable challenges at this important time in their lives.

Staying with the theme of the new year, our student voice forms a crucial element of our development, focusing on our core purpose of achieving excellence in every lesson. In addition to the well-established Student Councils, we have recently sought the views of groups of students in each year group about their learning experience at the College. This is important work which we are undertaking in partnership with our student body to regularly review and improve the quality of our provision across subjects. Our students have been clear in their enjoyment of learning challenge, and their desire to be appropriately supported towards meeting these challenges. Teaching staff will be working hard during the coming year to respond to this feedback. Indeed, student participation in learning-based discussion has shaped important Teaching and Learning content for our September training days; specifically, challenge for all, and the use of appropriate support to help our young people find genuine fulfilment in their learning.

Over the summer essential work will be undertaken around the College site to improve the learning environment for our students. Primarily, this will begin in the English block, which is one of our oldest buildings, and which is in much need of refurbishment. This marks the beginning of a cycle of work which aims to create a college that the students can be proud of. The first phase will include the upgrading of corridor areas. The second phase of these works will continue into the autumn term to include the classrooms. There will also be modernisation of some of our older toilet facilities in other areas of the site. We are also excited to let you know that we are planning a relaunch of our food offer in café 11 and in the main canteen. Over the course of September and October under the leadership of our Trust's new Executive Chef, the catering team will be inviting parents, carers, and students to feedback, share and discuss ideas about how we can improve our offer before the relaunch in November.

### **Hellos and Goodbyes**

We are delighted to welcome some new staff who will join the College in September. We know that they will bring energy and drive to delivering excellence in all that we do:

- Mr Gareth Blunt – Teacher of Beliefs and Values
- Mr Gareth Barker – Teacher of Mathematics
- Ms Katherine Jackson – Teacher of Science
- Ms Rebecca John – Teacher of Modern Foreign Languages
- Ms Rhona McGreggor – Teacher of Science
- Ms Ellen Morrish – Teacher of Science
- Mrs Valerie Thomann – Teacher of Modern Foreign Languages
- Mrs Judith Wooster – Teacher of Music
- Mr Jim Parker – Teacher of Humanities
- Ms Laura Dufty – Head of ICT Faculty
- Mr Paul Sharpe – Teacher of English
- Ms Emily Lang – Teacher of English

We must also sadly say goodbye to several staff and would like to sincerely thank them for their dedication, service and commitment to the College and its students over the years. We wish them every success and fulfilment in the future:

- Mrs Val Berry – Head of the Faculty of Expressive Arts
- Ms Ali Welsh – Teacher of MFL
- Mr David May – Head of ICT
- Ms Sian Beardsell – Teacher of Science
- Mrs Jo Cattell – Teacher of Science
- Ms Rebecca Davies – Teacher of Beliefs and Values
- Mrs Amanda Loud – Teacher of Modern Foreign Languages
- Mr Dirk Roth – Teacher of English
- Ms Mary Bennett – Teacher of English
- Mr Craig Lindley – Teacher of English
- Ms Melanie Mugford – Teacher of English
- Ms Paula Kronschnabl – Teacher of English
- Mr Andy Egford – Inclusion Hub Teacher
- Mr John Kilbride – Cleaning Manager
- Mrs Yvonne Jameson – Cover Supervisor
- Mrs Sarah Wicken – Pastoral Support Officer and DDSL
- Ms Amelie Childs – Teaching Assistant

### **Thank You**

We must not forget — nor be reluctant or tentative to acknowledge so publicly — the incredible and unswerving efforts of our staff throughout the last year and, indeed, over the last 18 months of the pandemic. Our support, site, and kitchen staff have adapted to all that has been asked of them, whether this was transforming into our dedicated contact tracing team, significantly increasing cleaning regimes, adapting to days of non-stop staggered break and lunch times, ensuring isolating families are supported and that those eligible receive their free school meals, and even setting up and running our Asymptomatic Testing Site. Our pastoral and learning support staff have continued to provide much needed continuity and support for students when they faced difficulties during extended periods of lockdown, or on their return to the College. Our teaching staff have had to work in new ways and have worked hard and flexibly to ensure that we remain focused on effective teaching and learning, whether this is in the classroom, or indeed, through our remote provision. Their efforts in meeting the huge demands asked of them with respect to the awards of Teacher Assessed Grades for our students in Y11 and Y13 were unprecedented, and their response typified the level of care, attention, and professional integrity that they bring to their work. We thank them all for their commitment to the young people we proudly serve.

We must also thank our colleagues behind the scenes for their support, collegiality, and partnership over the course of what has undoubtedly been an exciting year for our Dartmoor Multi Academy Trust family — a family of schools built on cooperative values, driven by an unequivocal commitment to community, and sustained by a sense of public service and civic responsibility.

## Phased return to school and asymptomatic testing arrangements September 2021

- 1 As HM Government are 'unsure about the Covid situation we will face in the autumn,' and '[a]s students will potentially mix with lots of other people during the summer holidays,' the Department for Education (DfE) have [confirmed](#) that 'all secondary school students should receive 2 **on-site** [our emphasis] lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.' This is intended to help 'identify cases and stop transmission to support the return to education — particularly as most students will not be testing for a long period over the summer and will need to re-establish the habit of regular twice weekly testing'. Moreover, it 'will also give new students [such as students joining us in Y7] the opportunity to get used to swabbing in a supervised environment before moving to twice weekly testing at home.'
- 2 To facilitate this asymptomatic testing, we are thus required to reinstate our full Asymptomatic Testing Site (ATS) in the College, as it stood in March 2021, and are permitted to commence on-site testing from 3 days before the start of term and phase the return of students across the first week 'to manage the numbers passing through the test site at any one time'.
- 3 Whilst participation in the testing is strongly encouraged, it is voluntary, and **consent** is required:
  - If you gave consent for testing when we sought such in January, or again in March, this remains valid, and you do not have to do anything further. Similarly, if you chose at the time not to give consent and continue to wish for your child not to participate in testing, this also remains valid, and you do not have to do anything further. If you still need to give consent, however, or if you wish to change the response you gave in January or March, please [complete this online consent form](#) by 23:59 on Wednesday 1 September 2021.
  - We will of course require consent to be provided for any student who has not previously given consent for testing, for example our students joining us in Y7. To this end, please [complete this online consent form](#) by 23:59 on Wednesday 1 September 2021 to give consent for your child to participate in testing, or not.
  - By giving consent you are confirming that you have read and accept the terms of consent provided as the first appendix to this letter and associated privacy notices (the second and third appendices) that outline how the personal data we will need to process is to be used in the event of both positive and negative tests, and the rights that individuals have.
- 4 To facilitate the first of the two on-site asymptomatic tests of all our students and welcome everyone back to school safely, and to ensure that the return is as disruption free for families and students as we can make it (within the logistical constraints outside of our control, such as school transport), we will be **phasing the return to school for students** as per DfE and NHS Test and Trace expectations, as outlined below:
  - Students in years 8, 9, 10 and 12 who do **not** use school or public transport (including public buses 6S and 75A) will have their first on-site LFD test before the start of term, on Tuesday 7 September. Students will be given time slots to attend (these will follow later in the summer) and once they have taken their test, they will be dismissed to return home. Families will be notified of a positive result.

- All students in years 7, 11 and 13 will return to school as normal as planned on Wednesday 8 September, and will have their first on-site LFD test during the school day. Students in years 8, 9, 10 and 12 will receive remote education on this day. (Please note that school transport will be running as normal from this date.)
- All students will return to school as normal on Thursday 9 September, with students in years 8, 9, 10 and 12 who use school or public transport (including public buses 6S and 75A) having their first on-site LFD test during the school day.
- Please note that these arrangements are subject to there being no further changes to DfE and NHS guidance for schools. Should there be any changes made over the summer period that mean we have to amend these arrangements, we will of course let you know as soon as we possibly can.

5 Students will be called from lessons for their second on-site tests over the course of the two-week period, as illustrated below. After this, students should then continue to test twice weekly at home until the end of September, when this requirement will be reviewed by HM Government.

#### Phased Return and Asymptomatic Testing Arrangements wb 06/09/2021

	06/09	07/09	08/09	09/09	10/09	11/09	12/09	13/09	14/09	15/09	16/09	17/09
Y7 school/public transport			•					•				
Y7 not school/public transport			•					•				
Y8 school/public transport				•					•			
Y8 not school/public transport		•			•							
Y9 school/public transport				•					•			
Y9 not school/public transport		•			•							
Y10 school/public transport				•					•			
Y10 not school/public transport		•			•							
Y11 school/public transport			•					•				
Y11 not school/public transport			•					•				
Y12 school/public transport				•					•			
Y12 not school/public transport		•			•							
Y13 school/public transport			•					•				
Y13 not school/public transport			•					•				

- Staff training day. Students only attend for their scheduled COVID-19 'Orient gene' LFD test on-site.
- Students do not attend school and receive remote home learning.
- Students attend school as normal.
- Students have COVID-19 'Orient gene' LFD test on-site.

- 6 Students will be 'allowed to resume face to face learning if they test negative' after their first LFD test. If a student's LFD test result on-site is positive, they will be isolated in school immediately and collected by a member of their family or household to isolate at home, in line with current [guidance](#). A standard lab-based Polymerase Chain Reaction (PCR) test must then be [arranged](#) and taken to confirm the result. (Whilst awaiting PCR results, a student should continue isolating.) If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the student can return to school, as long as the student doesn't have COVID-19 symptoms. If the PCR test is positive, the student must isolate for the required period, i.e., for 10 days from the date of the test. NHS Test and Trace will work with either the positive case — or in the case of children — the parents, carers or guardian of the positive case to identify close contacts.
- 7 Of course, any student with [symptoms](#) of COVID-19 must not attend school, and must isolate at home and [arrange a PCR test](#).

### Information about the asymptomatic rapid-results tests used on-site

- 1 The test is a self-administered test (this includes 11-year-olds in Y7).
  - The swabbing and processing of tests will be conducted at the dedicated Asymptomatic Testing Site set up in school, with supervision and guidance from trained staff.
  - The test is a [nose only swab](#), slightly different to the nose and throat swab taken by students on-site in March 2021 and students and families subsequently at home, that produces results in around 30 minutes.
  - You may wish to watch [the video](#) provided by the Department of Health and Social Care (DHSC) with your child in advance of their test.
- 2 The test is an Orient Gene Rapid Covid-19 Antigen test, which is a Lateral Flow Viral Antigen detection device (LFD) test.
  - Studies suggest that tests are most accurate when asymptomatic people have higher viral loads. We also know that the sensitivity of the test reduces when not used properly. To this end:
    - ⇒ All members of our Testing workforce have undergone training using the materials provided by NHS Test and Trace and have already been supporting students and staff administer the tests since January: we have supervised around 4000 student tests since January and over 1000 staff tests.
    - ⇒ Testing on-site is to ensure that students are 'supervised whilst swabbing to make sure they are doing it correctly' to support students 're-establish the habit of regular twice weekly testing' at home — which will continue, twice a week throughout September, pending a Government review.
  - The purpose of this rapid testing and self-isolation of positive cases is to detect *asymptomatic* cases avoid individuals carrying the infection unknowingly and potentially spreading it in the College setting or the wider community.

### Information about home asymptomatic rapid-results testing

- 1 After the two Orient Gene Rapid Covid-19 Antigen tests taken on-site, students will be supplied with INNOVA SARS-CoV-2 Rapid Covid-19 Antigen test kits to self-swab and test themselves twice a week at home, until the end of September, when HM Government will review the requirement. (Staff will also carry out twice-weekly home testing.)
  - When testing at home, children aged 11 (who attend a secondary school), should be tested by an adult.
  - Students aged 12 to 17 should self-test and report with adult supervision. (The adult may conduct the test if necessary.)
  - Students aged 18 and over should self-test and report the result, with assistance if needed.
- 2 Results — whether void, positive or negative — must be reported to NHS Test and Trace, via the [NHS Online reporting system](#) as soon as the test is completed (instructions are provided in the home test kits). Results should also be reported to the school via [this brief online form](#).
- 3 If the LFD test provides a negative result, no further action is required, and the student can continue to attend school as normal.
- 4 If the LFD test provides a positive result:
  - The student must isolate immediately, in line with [guidance](#).
  - A lab-based [PCR test must be arranged](#) and taken to confirm the result.
    - ⇒ If the PCR test is positive, the student must continue to isolate for the required period, i.e., for 10 days from the date of the test.
    - ⇒ If the PCR test is negative, the student may return to school.
  - NHS Test and Trace will work with either the positive case — or in the case of children — the parents, carers or guardian of the positive case to identify close contacts.
  - As these tests will be taken during September, i.e., after 16 August when isolation requirements change, fully vaccinated adults and under-18s identified as close contacts will not need to self-isolate and instead will be advised to take a PCR test (other than for very young children identified as non-household contacts). Contacts will not need to self-isolate while awaiting the results of the test. All other people identified as close contacts, i.e., adults aged 18 or over who have not been fully vaccinated, will be required to self-isolate in line with guidance.

### Changes to contact tracing in schools

- 1 Schools are no longer responsible for contact-tracing. Whilst you should still of course inform us if your child tests positive for coronavirus (COVID-19), any contacts in school will only be traced by NHS Test and Trace where the positive case specifically identifies individuals as being close contacts.
- 2 If a student gets a positive PCR test result, NHS Test and Trace will now work with the student or, depending on the age of the student, their parent/carer, to identify those who have been in close contact. Parent/carers and/or the student will be asked a series of specific questions designed to identify who the student has been in close contact with. Being in school with someone who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact.
- 3 Parent/carers and/or the student will be asked to provide the contact details, if known, of any of the individuals — or their parents or carers — who have been identified as close contacts. NHS Test and Trace will then get in touch with these close contacts and provide appropriate advice.

### Summer Learning Support

- 1 One important aspect of our work to 'recover' learning that has been either lost or weakened because of the disruption caused by the pandemic is to ensure secure depth of knowledge, skills and understanding in key areas of subject curricula — depth that has been undermined by the disruption caused by the pandemic in subject-specific areas of learning that most support and leverage future learning and progression.
- 2 To this end, we are providing all students in all subjects across current years 7 to 10 (i.e., years 8 to 11 from September) with a 'menu' of carefully curated short lessons using Oak National Academy resources to work through over the course of the summer — as recommended by the DfE's June 2021 '[Education Recovery: Support for early years settings, schools and providers of 16-19 education](#)' document.
- 3 The lessons, which can be accessed via the [Summer Classroom](#) page on our website, are high quality, and our careful curriculum-informed curation of the resources will ensure that students are addressing areas of the curriculum most critical for progression. Students simply click on the appropriate year group classroom and follow the links to lessons for each subject provided.
  - [Y7 lessons \(i.e., for students who will be in Y8 in September\)](#)
  - [Y8 lessons \(i.e., for students who will be in Y9 in September\)](#)
  - [Y9 lessons \(i.e., for students who will be in Y10 in September\)](#)
  - [Y10 lessons \(i.e., for students who will be in Y11 in September\)](#)
- 4 Each lesson in the [Summer Classroom](#) includes:
  - An 'entry' quiz with answers and the opportunity for students to review such.

- A video of a teacher teaching the topic (meaning that the student can pause and replay if needed — which our students have fed back to us is something they find particularly valuable).
- An activity for students to practice what they have learned, with answers and the opportunity to review their learning.
- An 'exit' quiz to check progress.

5 We are not asking students to submit any work, and students with parent and carers' guidance can choose what priority and what time they need to give to what areas. On return in September, we will assess students' security with the content in the [Summer Classroom](#) areas of focus — alongside assessment information from students end of year assessments, which we will share with students and parents and carers early on our return to school in September — to diagnose any issues and generate information that will:

- Be used to inform adaptations to planned and/or disrupted curricula, i.e., to map where depth has been lost or hindered, to remove 'noise' from the planned curriculum, and review the planned sequence / order of content.
- To identify learning gaps — common to groups of students or personal to individuals — to inform curriculum planning and teaching.
- Be reported back to students and parents and carers to continue to inform and focus home learning.
- Inform face-to-face 'triage' meetings with students most at risk of underachievement and their parents/carers.
- Inform the allocation — and define the specificity — of further 'recovery' interventions such as extra-curricular support, tutoring, etc.

### **Summer 2021 Teacher Assessed Grades: Results and Appeals**

We will be writing separately to students in years 11, 12 and 13 and their parents and carers early next week to clarify and provide detail regarding arrangements for results days, and the appeals process. To confirm dates for results:

- Students in Y13 (and some in Y12) will receive their results for AS, A-level and other L3 qualifications (including L3 Vocational and Technical Qualifications) on Tuesday 10 August 2021, from 09:30.
- Students in Y11 will receive their results for GCSE, L1 & L2 qualifications (including L1 and L2 Vocational and Technical Qualifications) Thursday 12 August 2021, from 09:30.

Students may receive their results by collecting them from college, or via email. Students who wish to receive results by email will receive such by 3pm of the respective results day. We will provide you with a facility to let us know your preference in the separate letter to follow.

## Uniform expectations

We believe the standards set in a school and in particular the standard of a smart uniform, improves and raises expectations. The overwhelming majority of our students wear their uniform with pride and come to school looking smart and ready for work. The standard created through the consistency of uniform does much to set the tone of the school, reinforce our values, and greatly helps encourage a strong work ethic for all students.

We outline below a brief reminder of our uniform expectations, but for more clarification and photos please follow [this link to our website](#). If you require any support, please do let us know: communicate in the first instance with your child's tutor.

- Navy Blue Blazer with logo.
  - ⇒ Must be worn at all times, unless permitted to remove by a member of staff.
  - ⇒ Students can of course ask for permission to remove the blazer in lessons).
  - ⇒ Hoodies/non-uniform jumpers must not be worn under or over blazers.
- Navy blue V-neck jumper with logo (this item is optional).
- Plain white collared shirt (polo shirts are not permitted).
- Navy tie with yellow stripes.
- Knee length grey/blue check pleated skirt or grey formal pressed trousers or shorts.
  - ⇒ Jeans or chinos or leggings or sportswear are not permitted.
  - ⇒ Note that the skirt is available at [www.thomasmooretoymaster.com](http://www.thomasmooretoymaster.com).
- Plain black socks or black/tan tights (no white socks).
- Black smart, polishable shoes. Any laces must be black.
  - ⇒ Trainers or boots are not permitted.
  - ⇒ Black Air Force Ones are not acceptable shoe wear from September 2021.
- Sensible waterproof outdoor coats are strongly recommended.
- The only jewellery permitted is one pair of small plain ear studs. No other piercing is to be worn in college, including facial piercings.
- Hair should be of its natural colour.
- Any make up worn should be very discrete.
- Neither nail varnish nor false nails of any kind are permitted.

## Summary dates for your diary 2021-2022

We will be publishing a more detailed calendar for the academic year in September, outlining dates of events and when parents and carers will receive reports on the progress their children are making, but until then we thought giving you advance notice of some planned windows (overleaf) for meetings with parents and carers would be useful (note that some will be through the video appointments system we began using this year). Again, we will confirm specific dates and times with you on full publication of our calendar.

- Week beginning 20 September 2021 ..... Y11 progress meeting with teachers
- Week beginning 20 September 2021 ..... Y13 progress meeting with teachers
- Week beginning 18 October 2021 ..... Y7 settling in meeting with tutors
- Week beginning 18 October 2021 ..... Y12 settling in meeting with teachers and tutors
- Week beginning 8 November 2021 ..... Y9 progress meeting with teachers
- Week beginning 22 November 2021 ..... Y8 progress meeting with teachers
- Week beginning 22 November 2021 ..... Y10 progress meeting with teachers
- Week beginning 17 January 2022 ..... Y11 progress meeting with teachers
- Week beginning 7 March 2022 ..... Y7 progress meeting with teachers
- Week beginning 7 March 2022 ..... Y12 progress meeting with teachers

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We recognise how difficult the past year and, indeed, 18 months have been, for everyone, and do not underestimate the challenges we have all had to face, nor the sacrifices that we have all had to make. It has been an enormously challenging time for everyone, and we would like to take the opportunity to thank you, very much once again for your support.

We wish you and your families a peaceful, restful, and enjoyable summer.

As ever, keep safe, and keep looking after yourself and each other.

Yours sincerely,



Craig Griffiths and Rebecca Mullins  
(Associate Principals).

## **Terms of Consent form for COVID-19 testing in secondary schools and colleges**

### **Introduction**

This online 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 23/07/2021 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.



# Covid19 Addendum Privacy Notice

## Students, Parents & Staff

This addendum to our Privacy Notice has been written to inform pupils, parents and staff of schools within Dartmoor Multi Academy Trust about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils and Parents, and Employees Privacy Notices.

You must inform your school if you test positive for COVID-19 because they will need to take action to support you and manage any impact on the organisation (such as inviting others you learn/ work closely with to be tested).

If there is reasonable evidence that an employee contracted COVID-19 from a work-related exposure we are obliged to report this to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### 1. Data controller

At different points in the process, organisations have been commissioned to process your personal data/ you or your child's personal data and may therefore have Data Controller status for the purposes of Data Protection legislation in deciding what information is required and how it needs to be used to deliver the Programme.

Each organisation will require a different level of information about you or your child, but all will use the minimum necessary to do what they are required to deliver their part of the Programme.

### 2. Processing Personal Data in Support of COVID-19 Testing

The categories of information that we collect, hold and share include the following:

- Basic personal information (e.g. name, pupil number, DOB and address) (pupils, parents and staff)
- Safeguarding information (pupils)
- Attendance information (pupils and staff)
- Test results

We will also process information which may include 'special category' data about our pupils including:

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information (pupils and staff)



### 3. Processing Personal Data in Support of COVID-19 Testing

There is a small amount of processing of personal data which will be needed as part of the testing programme.

### 4. Lawful Basis for Processing

Any personal data that we process about our pupils and parents and staff is done so in accordance with Article 6 and Article 9 of GDPR.

Article 6 (c) legal obligation Article 6 (d) substantial public task

Article 6(b) contract (for staff)

Article 9 (b) Employment, social security and social protection (for staff)

Article 9 (g) Reasons of substantial public interest

This does not in any way impact on an individual's right to consent to having the test, but it allows us to make the necessary decisions in the best interests of the person taking the test and the wider school/college community without further relying on consent from them about how we process personal data.

Please refer to our standard Pupils and Parents and Employees Privacy Notices for further information about the lawful basis we rely upon to process your data.

### 5. Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Public Health England

### 6. Who do we share your personal data with?

We will share your data with

- directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be informed
- Department for Education (DfE)
- Public Health England
- our schools and wider Trust to manage our provision of education to all children and to manage our workforce.

We will only share data where necessary and will share the minimum data possible.

A pupil will only be told if they test positive in the first 'lateral flow' test, so if you do not hear you can assume it was negative.

### 7. NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus)



and to help keep everyone safe as children return to school, the school will take part in the NHS “Test and Trace” service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor’s personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

- *Article 6(1)(e) ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’*
- *Article 9(2)(i) ‘processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare’*

For more information about the service please see the Government guidance and Public Health England’s privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

## **8. What rights do you have over your data?**

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed



If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO at [dpo@dartmoormat.org.uk](mailto:dpo@dartmoormat.org.uk)

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

casework@ico.org.uk  
0303 123 1113

## Okehampton College

### COVID-19 Testing Privacy Statement

#### Ownership of the Personal Data

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

**Personal data relating to tests for students** is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the school's proprietor's official authority for the conduct of the school. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent Schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

**Personal Data relating to staff** is processed under article 6 (1) (f) of the UK GDPR the legitimate interest of the 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 processing of special category personal data is processed under article 9 (2) (i) of the UK 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 Controllershship is then passed to the Department for Health and Social Care (DHSC), when we transfer your personal data, and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#).

Okehampton College 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 called COVID-19 results registers, 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. Public Health England (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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

### **Processing of Personal Data Relating to Negative and Void test results**

We will record a negative or void result and the information is 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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

### **Processing of Personal Data relating to declining a test**

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.

### **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 [admin@okehamptoncollege.devon.sch.uk](mailto:admin@okehamptoncollege.devon.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 [admin@okehamptoncollege.devon.sch.uk](mailto:admin@okehamptoncollege.devon.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



# Take swab sample

## Step-by-step guide

### Need help?

If you have any questions or problems with this test kit, please alert a member of staff.

1

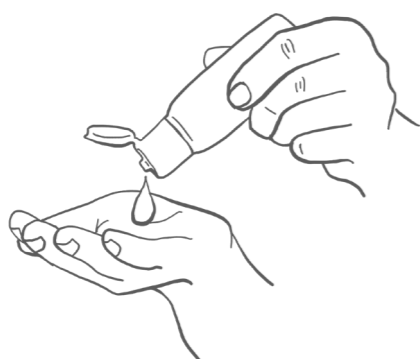


**Remove your face covering and gently blow your nose into a tissue**

Throw the used tissue into the healthcare waste bin provided.

This is so that you get rid of excess mucus.

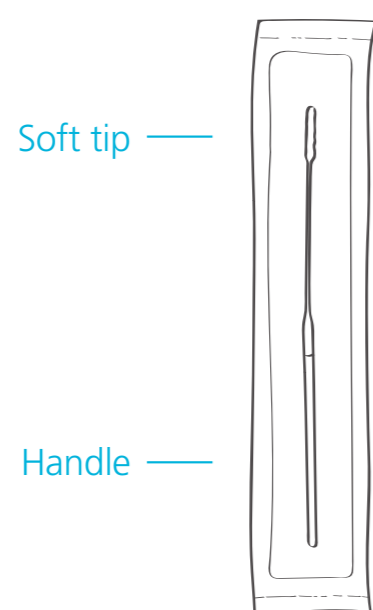
2



**Use hand sanitiser to clean your hands.**

This is so that you do not contaminate the test kit.

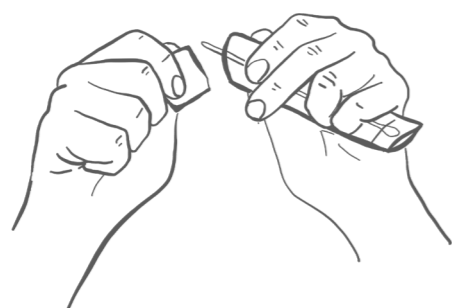
3



Check if there is a swab in a sealed pack in front of you.

Identify the soft, fabric tip of the swab.

4



**Open the package and gently take out the swab.**

This will be used for swabbing both nostrils.

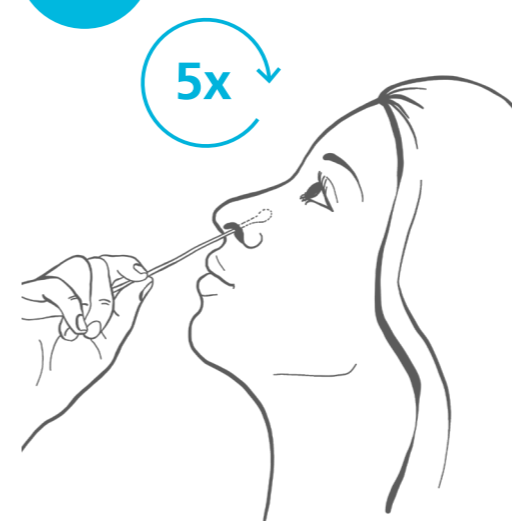
**Important:** Do not touch your tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab.

The swab is invalid if it touches these parts, and you will need to get a new swab. If this happens ask a member of staff to get assistance.

**Important:** The swabbing may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain.

If there is blood on the swab sample, please alert a member of staff.

6



Put the swab gently into one nostril until you feel a slight resistance (about 2.5cm up your nose).

**Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles** and slowly remove it.

7



Put the same swab gently into the other nostril until you feel a slight resistance (about 2.5cm up your nose).

**Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles** and slowly remove it.

**Important:** After collecting the sample place the swab directly in the prepared extraction tube. Be careful not to touch any surfaces with the swab.

Put on your face covering.

**Follow the instructions from a member of staff on what to do next.**

**Use hand sanitiser after handing in your sample.**