



WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BS



Telephone: 01702 476026
Website: www.whsg.info email: generalenquiries@whsg.info

1st March 2021



Dear Parents and Carers,



I hope you remain well.



Science

Schools Reopening

You will know that secondary schools will begin reopening from March 8th.



Engineering

Our priority is to ensure we can return pupils safely and that we have the necessary testing capacity available. The plans suggested by the DfE cause concern, because we will be bringing in pupils from across a wide area and most pupils and staff have not yet been vaccinated. We also have limited testing facilities which are being shared between 3 schools (St Thomas More, WHSB and WHSG).



Today we expected to be able to let you know our plans for the return of pupils. The logistics need further discussion with Public Health and the Local Authority as well as the other schools involved, so I am sorry but this schedule has had to be delayed until tomorrow.

Parental Consent for Testing at School

To allow in school testing to occur we need parental consent.

Please can you complete this Google Form to provide this:

<https://forms.office.com/Pages/ResponsePage.aspx?id=r9Cu3kLVEKS5-CwGrFsg-G6qK-X3CdMv-jA9Eed1cpUMINJOEJVMVJQOU1ZU1g5WTZKWJIVjIPRS4u>

Please complete this asap.



I have also attached a Privacy Notice for parents regarding testing, together with a document of FAQs.



Covid Testing Request

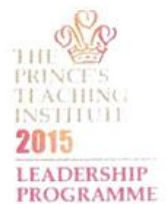
We are requesting that families get Covid tests in the week prior to their child returning to school.



Pupils attending school must still undertake regular testing even if they have been vaccinated, as they could be carriers of the virus.

We understand that LFD Community Testing Sites are now available for you to use in Southend, Barking & Dagenham, Essex, Havering and Newham.

If you live in Thurrock, it has been agreed that you can obtain a PCR test.



Cont.



Every time your child has a Covid test, it is vital that a copy of the result is submitted to school.

We have created a Google Form for submitting your child's test result to school. Please complete this with the result each time your child is tested:

<https://forms.office.com/Pages/ResponsePage.aspx?id=r9Cu3kLVEKS5-CwGrFsg-G6qK-X3CdMv-jA9Eed1cpUQVZTRTYzS0s1Q00zQjNCSEIBTkhOWUJJVS4u>

Please note: no individual should undertake a further test for 90 days after receiving a positive result.

Year 8 Options Evening

This is taking place tomorrow. Details about how to access the information and presentation will be sent out.

This Year's Examination Grades

The Education Secretary has announced that students will receive grades awarded and determined by teachers, with pupils only assessed on what they have been taught. No algorithms will be used.

We have been told that, in addition to tests and assessments normally undertaken at school, the exam boards will provide assessment materials at the end of March. These will include sets of questions covering the topics they have taught.

These questions will be provided with mark schemes, exemplar responses and data on past performance where available, to assist teachers in making fair and consistent judgements of the standard of a student's performance.

These materials will be available for all subjects apart from Art and Design.

Teachers will submit grades to exam boards by Friday 18 June (2 weeks after half term).

This is to allow as much teaching time as possible before teachers make their assessments.

Results days for A Levels will be Tuesday 10th August. For GCSE this will be Thursday 12th August. Both of these have been moved forward from the week beginning 23 August. These earlier dates provide additional time for appeals to be completed, so students reliant on those outcomes to achieve their university offer have the best chance of accessing a place.

Ofqual have also said there will be Autumn exams will be available for those who want to take them.

PE Kit & Lockers

We are maintaining the routine in place when we were last in school: pupils will wear PE kit on the days when they have PE, so as to minimise time spent in changing rooms.

Students should only bring one bag into school and will not be accessing lockers.

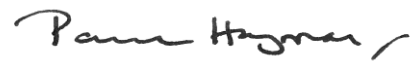
Mental Health Support

With the imminent return to school the Educational Psychology service have created a top tip for mental health, which is the you tube clip [Top Tips for Making it Through with Dr Tina Axup - YouTube](#)

It provides some useful advice about managing any pupils (or staff) who are feeling stressed and overwhelmed about coming back to school.

Keep safe!

With best wishes,

A handwritten signature in black ink that reads "Paul Hayman" with a small flourish at the end.

Dr Paul Hayman
Headteacher

Westcliff High School for Girls – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Westcliff High School for Girls, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Westcliff High School for Girls is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for pupils 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 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The school remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the school in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The [school/college] may also record Personal Data about you in its internal COVID-19 test register (the school/ college's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in schools and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The school will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the [school/college] into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the [school/college] for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Corona-virus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the [school/college] will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The [school/college] will not share its internal COVID-19 test register with DHSC.

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 dpo@seeat.org 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 dpo@seeat.org

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

Data Protection Frequently Asked Question for parents – COVID testing in Schools and Colleges.

How can you use my child's data? What is the difference between consenting to the test and consenting to you using my child's data?

You will need to give medical consent for your child to take the test (if they are under 16), If you want your child to be tested, you will also need to understand that as part of testing we process their personal data. This processing of their data is allowed under data protection legislation, known as UKGDPR and the Data Protection Act 2018.

We are responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with their legal obligations.

Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be in one of 6 reasons which are allowed in UK data protection legislation. For the purpose of COVID-19 we are using Public Task where it is necessary to process personal data to ensure we meet our obligations in education legislation to safeguard and promote the wellbeing of pupils.

Public Health legislation also allows the sharing of personal data with DHSC, Local Government, Test and Trace and the NHS.

You can find details of the specific legislation in the privacy notice or ask your school's data protection officer for more details [email address of DPO].

What Personal Data will you be asking for?

When you register for a test you need to provide us with your child's

- Name
- Date of birth
- Gender
- Home postcode
- Email address
- Mobile number
- Name of Parent or Guardian

This allows us to register your child for a test and to process the results. Once your child is registered for a test they will be assigned a unique barcode which will be used to identify the test without the need for sharing a lot of personal data.

Once the test has been completed, we will also record the results.

Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. **We will not tell any unauthorised person**

that is not directly involved in the recording of tests who has refused a test. Schools and Colleges will not share refusals with other parents or pupils.

What Personal Data is used in getting test results?

We will use the personal data you provided when you register your child for the test to send the result to the named parents/guardians of children who test positive for coronavirus on the day of the test. You will not be informed of a negative test

If you test positive, you will be offered a further test of a different kind (called a PCR test) positive to confirm that your test result and details for this will be sent by email/and or text to parents/legal guardians within 24-48 hours of the test by the NHS.

Who are results shared with?

In the event of a positive result, in addition to sharing with the parent/guardian We will only share the result with appropriate contacts such as the head teacher and named nominated person in the school to allow us to start their own COVID isolation processes. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. Schools and Colleges will not share positive results with other parents or pupils.**

In the event of a negative result, We will only share the result with appropriate contacts such as the head teacher and named nominated person. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result. Schools and Colleges will not share negative results with other parents or pupils.**

All results - both positive and negative - are shared by us with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with your child

Will you tell people connected with my child if they have had a test?

No. We will not tell anyone that is not directly involved with administrating the test who has had a test and who has not had a test, or what any of the result

If we have to advise other parents that their child has to isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

Will my child's personal data be used for research and statistical purposes?

Yes. However, data used for research and statistical purposes by DHSC/NHS will not use any personal data that can identify your child. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.

How will my child's data be used?

Your child's details will be used to complete testing. As part of testing, details of pupils and their parents or guardians, as well as staff, may be used for:

- registering your child and recording their participation in the testing
- matching your child's contact details with health data stored by the NHS
- communicating with you about testing
- contacting you if you are the parent or guardian of someone who is participating in the Programme
- contacting you with your child's test results by text message/email
- contacting you relating to your child's positive or inconclusive result to collect other medical information about your child's health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

How long will my child's data be kept for?

We will keep the data used for testing for up to 14 days.

Your child's information will be passed on to the DHSC who will share this information with NHS who will keep it for as long as it is required to provide your child with direct care and to support NHS initiatives to fight COVID-19.

Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016. This means such information will be held for up to 8 years before it is deleted.