

# CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 26.02.2021

Ref: DJC/PAS/DfE

Dear Parent or Carer

## **COVID-19 Testing and the Wider Opening of the College**

I hope that this letter finds you and your family well. I know that you will have been carefully following the announcements over the course of this week and will probably be as delighted as we are to see our school fully reopen in a safe way. There is no doubt that we have endured exceptional circumstances over the past year, but I am sure we are all hopeful that, in the next few months, we will see COVID-19 being brought under control through the latest advancements in vaccines and testing procedures.

I know you will be aware that testing for those without coronavirus symptoms, asymptomatic testing, has been put in place in schools, and other organisations, across the country using new, quicker COVID-19 tests known as lateral flow devices. This letter provides you with more information about the testing programme we have been carrying out in recent weeks and will be continuing to use to support us in fully reopening our school in as safe a way as possible; helping to protect students, staff and their families as we move back towards normality.

We have been working hard over the past 12 months to keep our school as safe as possible in the unprecedented situation we have faced. One aspect of this work, in recent weeks, has been the use of the testing of teachers and students using Lateral Flow Devices. These tests are for those without coronavirus symptoms and have been used successfully by us since Christmas to test students and members of staff in order to identify positive cases of COVID-19 amongst those who don't show any symptoms.

Despite the logistical challenges, I am fully supportive of this idea in principle as it has the potential to have a significant, beneficial impact on staff, students and their families. 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 identify these asymptomatic cases, help to stop the virus spread and continue to keep our school open as safely as possible.

Testing will be provided free of charge; we plan to be able to test all staff and students, with tests beginning for the wider school community from the week of the 8th of March. The test is voluntary, but I would encourage everyone to take part in order to maximise the effectiveness of the overall programme. *The more members of the school community who engage with this programme, the safer we can make our school.*

The programme is designed to be implemented in schools so that:

- all staff will be tested twice each week;
- all students will be tested 3 times at the college. The first test will be before students return to normal lessons, a second and third test will then take place within five days of each other;
- all students and staff will then be asked to perform further twice weekly tests at home, from the week beginning 22nd March, using home testing kits provided;
- all students and staff will have to log the results of their home tests on the NHS track and trace website alongside notifying the College of the results;
- If a student or member of staff tests positive on a lateral flow device, they will need to self-isolate for 10 days and follow the guidance from NHS Test and Trace;
- all close contacts of positive cases will have to self-isolate for 10 days in line with Government guidance.

The tests are provided in 'self-testing kits' and will be performed by students under the supervision of a trained adult. The role of the adult is to provide guidance on the correct procedure, ensure the safe handling of swabs and process the results.

The lateral flow tests return a result within approximately thirty minutes, this will be shared directly with the staff and students participating if the outcome is positive. Where participants are under 16, parents or carers will also be informed of a positive result. Any student testing positive will have to be collected from school, as per our current procedures. Parents will then be strongly advised to ensure their child has a further test, known as a PCR test, to confirm the original result.

Any close contacts of a positive case will be notified by the College and will need to self-isolate for 10 days in line with Government guidance.

I enclose an instructional leaflet about the test for your information. We will provide you with further details of the home testing process prior to this part of the programme commencing.

In order to carry out the programme of testing we will require the consent of parents and carers. Please could you fill in the form below together with the consent statement (one per student). These can be completed electronically [here](#) or alternatively can be completed, using the copy attached, and returned to the College via email or in person. Unfortunately, the consent form has changed since this was first issued in December. We would therefore please ask all parents and carers to complete the new form even if they had completed one previously. Thank you and apologies for any inconvenience.

Within the current guidance from the DFE, schools and colleges must continue with the control measures that had previously been put in place. We will send you information about the further arrangements in place for the full reopening of the College over the course of the next week.

### **Timetable for the Return of Students:**

The table below highlights the timetable for the return of students to school from 8th March and the testing process for each year group as they return. This will be phased to enable us to carry out student testing safely on their first day in school. Remote learning will continue to be provided for students until they are scheduled to return to school.

**Week Commencing March 8th:**

<b>Monday 8th: Year 11 return</b>	<ul style="list-style-type: none"> <li>Year 11 students will be based with their tutor group for the day accessing learning while testing is completed safely.</li> </ul>
<b>Tuesday 9th: Year 11 &amp; Year 10 return</b>	<ul style="list-style-type: none"> <li>Year 11 to go to lessons as per timetable.</li> <li>Year 10 students will be based with their tutor group for the day accessing learning while testing is completed safely.</li> </ul>
<b>Wednesday 10th: Year 11, 10 &amp; 7 return</b>	<ul style="list-style-type: none"> <li>Year 11 &amp; 10 in normal lessons.</li> <li>Year 7 students will be based with their tutor group for the day accessing learning while testing is completed safely.</li> </ul>
<b>Thursday 11th: Year 11, 10, 7 &amp; 8 return</b>	<ul style="list-style-type: none"> <li>Year 11, 10 &amp; 7 in normal lessons.</li> <li>Year 8 students will be based with their tutor group for the day accessing learning while testing is completed safely.</li> <li>Year 11 has their 2nd test.</li> </ul>
<b>Friday 12th: All year groups in school</b>	<ul style="list-style-type: none"> <li>Year 11, 10, 7 &amp; 8 in normal lessons.</li> <li>Year 9 students will be based with their tutor group for the day accessing learning while testing is completed safely.</li> <li>Year 10 has their 2nd test.</li> </ul>

**From Monday 15<sup>th</sup> March**, all students should attend all lessons as normal.

<b>Monday 15th</b>	<ul style="list-style-type: none"> <li>Year 7 &amp; 8 have their 2nd test.</li> </ul>
<b>Tuesday 16th</b>	<ul style="list-style-type: none"> <li>Year 9 has their 2nd test.</li> <li>Year 11 has their 3rd test.</li> </ul>
<b>Wednesday 17th</b>	<ul style="list-style-type: none"> <li>Year 7 has their 3rd test.</li> <li>Year 10 has their 3rd test.</li> </ul>
<b>Thursday 18th</b>	<ul style="list-style-type: none"> <li>Year 8 has their 3rd test.</li> </ul>
<b>Friday 19th</b>	<ul style="list-style-type: none"> <li>Year 9 has their 3rd test.</li> </ul>

Following the three tests carried out in school, students will be provided with self-test kits to carry out twice weekly testing at home. We will provide you with more details of this process over the course of the next two weeks.

**The in-school testing programme is only for those students and members of staff not displaying symptoms of COVID-19. Any student or member of staff showing symptoms of COVID-19, or those informed that they must self-isolate, must not come into school and should follow the advice given by the NHS.**

Please accept my apologies for any inconvenience that this staggered opening will cause, but I do believe that this will help us keep the school open for all students in the longer term, and ensure that we have these further measures in place to help secure the safety of those in school as well as the wider community. Obviously, this process has given us some significant logistical issues and I would like to thank the members of staff, parents and

members of the local community who have offered to give us their time and expertise which has enabled us to overcome these.

We will write to parents, carers and students early next week with further details of the arrangements in place for the full reopening of the College.

Thank you for your continued support and cooperation.

Yours sincerely

Mr P. Swatton

Principal



## NHS Test and Trace: Registration and Consent for COVID-19 testing

To process the test, we will register all participating students. To complete the registration please fill in the form below and complete the consent statement. You are able complete these forms electronically [here](#).

**If returning the forms by email please send them to [paheadteacher@claverham.org](mailto:paheadteacher@claverham.org).**

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 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 or legal guardian if under 18.
  - **For any 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.
  - **Staff** will complete this form themselves.
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 26/02/21 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 my child having a nose and throat swab for lateral flow tests. My child will self-swab if 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 they do not wish to take part, then I understand 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 child's sample(s) will be tested for the presence of COVID-19.
  6. I understand that if my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where they are a close contact of a confirmed positive.
  7. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that my child is removed from school premises as promptly as possible, bearing in mind they may have some anxiety following a positive test result.
  8. I understand that they will need to self-isolate following a positive lateral flow test result.
  9. I agree that, when using the home testing kit, if my child's test results are confirmed to be positive from this lateral flow test, I will report this to the school and I understand that my child will be required to self-isolate following public health advice.
  10. I understand that if a close contact of my child tests positive that my child will self-isolate for 10 days in line with Government guidance.



<b>First Name</b>	
<b>Last Name</b>	
<b>Year group (if applicable)</b>	
<b>Date of Birth</b>	
<b>Gender</b> – this information is needed for Department for Health and Social Care research purposes.	Male/Female
<b>Ethnicity</b> - 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
<b>Currently showing any COVID-19 symptoms?</b>	
<b>First Line of Home Address</b>	
<b>Home Postcode</b>	
<b>Email Address</b>	
<b>Mobile Number</b> – 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.	
<b>Name of parent/guardian giving consent</b>	
<b>Relationship to test subject</b>	
<b>Signature</b> (typing out your name is sufficient if you are filling in this form digitally)	
<b>Today's date</b>	
Details of any health or accessibility issues which might affect a child's safe participation in the testing exercise.	

## **Additional Information**

### **What if my child tests positive?**

If a pupil tests positive on a lateral flow device, they will need to self-isolate for 10 days. and follow the guidance from NHS Test and Trace.

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

While a small number of pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in college and resume their activities as normal. Pupils will be informed of negative test results via text/email. Where participants are under 16, parents or legal guardians will also be informed.

### **What if staff or students have been in close contact with someone in college who tests positive?**

The staff member or student will be notified that they are a close contact by the school and will need to self-isolate for 10 days in line with Government guidance.

### **What if my child develops symptoms?**

This testing programme at Claverham Community College is for people with no symptoms. If your child develops symptoms at any time (including 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 or visiting <https://www.gov.uk/get-coronavirus-test>.



## **Claverham Community College – COVID-19 Testing Privacy Statement**

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

To enable the Covid-19 testing to be completed at Claverham Community College, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Claverham Community College 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.

Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

Personal Data relating to staff is processed under 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.

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.

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 a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

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 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 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 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 for up to 14 days and by the NHS for 8 years.

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

We will record that you have declined to participate in a test and this information will not be shared with anyone.

### **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 statistics 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 [info@claverham.org](mailto:info@claverham.org) or by post to The Principal's PA, Claverham Community College, North Trade Road, Battle. TN33 0HT, 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@claverham.org](mailto:info@claverham.org) or by post to The Principal's PA, Claverham Community College, North Trade Road, Battle. TN33 0HT.

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