



Saint Paul's Catholic High School

23 February 2021

Dear Parent/Carer

I am writing to provide you with an update on the Department of Education's guidance which was published yesterday regarding the re-opening of schools on the 8th March 2021.

LATERAL FLOW TESTING

As stated in the DfE guidance your children will be provided with the opportunity to undertake 3 lateral flow tests at school. This will be followed by subsequent tests that can be taken at home. Full guidance can be found by following the link below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Therefore, to inform our planning for this testing I have provided you with a consent form for your completion (sent via ParentApps) and a privacy notice (attached) which I ask for you to return no later than **Thursday 25th February**.

Please note that these tests are not compulsory.

A full risk assessment regarding the testing of your children at school has been completed and will be available on the school's website.

As soon as I receive details of those children who have consent to be tested I will write to you next week outlining the plans for testing and the return dates for all children during week commencing 8th March 2021.

In the meantime, if your child displays any symptoms of COVID-19 please follow the usual Government guidance, have a PCR test, isolate, and let school know the results.

RISK ASSESSMENT - SCHOOL OPENING

The school's risk assessment regarding full opening has been updated and is available on the school's website. We have ensured that all teaching spaces have undergone a thorough deep clean in preparation for the return of your children.

Saint Paul's Catholic High School, Firbank Road, Newall Green, Manchester M23 2YS.

Telephone: 0161 499 0000 Email: admin@st-paulshigh.net Website: www.st-paulshigh.net Twitter: @StPaulsRCHigh
Mr A.Hren, Headteacher.



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ZONED AREAS

The school will maintain year 'bubbles' to reduce contact across other year groups and students will continue to have designated 'zoned' areas for use during break and lunch times.

BREAKFAST CLUB

Our breakfast club is also zoned for year groups and is open between 8am and 8:40 as usual. Please ensure that your children bring suitable wet weather clothing in case they are outside prior to the main school building opening.

FACE COVERINGS

The guidance states that:

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

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Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions:

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

In order to ensure that we maintain a safe learning environment it is essential that your child follows this guidance unless exempt. If your child fails to comply with this expectation you will be contacted immediately and asked to provide support.

ATTENDANCE AND PUNCTUALITY

Your child is expected to attend school each day. The school day begins at 8.40am. Your child will continue to follow their normal timetable. Full school uniform should be worn.

PARENTS EVENINGS

All Parents Evening events during the remainder of the year will be conducted remotely and invitations will be sent electronically and will take place between 4pm and 6pm.

4th March – Year 9
11th March – Year 8
25th March – Year 11
1st April – Year 7

YEAR 11 - END OF YEAR ASSESSMENT

The guidance on how Year 11 will be assessed at the end of the academic year is due this week and I will write to inform parents/carers and students as soon as possible.

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REMOTE LEARNING

Remote learning will continue for all students until your children return to school. Please ensure that your child continues to engage with all their lessons and that they continue to follow their normal timetable.

Thank you for your continued patience, support and understanding at this time.

On behalf of myself and all the staff we look forward to welcoming your children back to school very soon

Thank you for your continued support.

Yours faithfully

Mr A Hren
Headteacher



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St Paul's Catholic High School – COVID-19 Testing

Privacy Statement

Ownership of the Personal Data

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

Personal Data relating to staff is processed under the legitimate interest of 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 Controllership 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.

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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

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 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 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.

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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 (COP1) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to 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 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.

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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 marion.fletcher@wcatrust.co.uk, 0161 499 0000, St Paul's Catholic High School, Firbank Road, Manchester, M23 2YS 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 marion.fletcher@wcatrust.co.uk, 0161 499 0000, St Paul's Catholic High School, Firbank Road, Manchester, M23 2YS

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

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