



WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

11 March 2021

Dear Parent/Guardian

NHS Test and Trace: Covid-19 Lateral Flow Device (LFD) Home Testing information for Students and Parents

The Department for Education has announced that it will start a programme of asymptomatic Covid-19 testing in secondary schools using Lateral Flow Device (LFD) home testing kits from Monday 15 March 2021.

Along with the other protective measures we are taking, testing will allow us to take further measures to help your child to work in as safe an environment as possible. Up to one in three people who have Covid-19 have the virus without symptoms so could be transmitting the virus unknowingly. Tackling the pandemic requires identifying asymptomatic, infectious individuals. By testing, we will help to reduce the spread in schools. I am, therefore, strongly encouraging all students to take the tests at home.

LFD tests have been widely and successfully used to detect Covid-19 in asymptomatic individuals. No test is perfect, but the speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus. As the tests are more sensitive with higher viral loads, there is a risk of returning a negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health England recommend two LFD tests 3 to 5 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

If you test positive using an LFD, it is likely that you are infectious at that moment, whereas people testing positive on a polymerase chain reaction (PCR) or lab-processed test could be in the less infectious, early or late stages of disease. This means that by using the lateral flow test, we can identify people with a high viral load who are the most likely to spread the virus further. A negative LFD result should not be read as a means to relax or ignore social distancing or other virus-prevention measures intended to reduce transmission – an LFD is an additional tool that contributes to reducing risk.

Home Testing

LFD home test kits should only commence when your child has had 3 school LFD tests and no earlier than **Monday 15 March 2021**. If your child has not had an LFD test in school, they can still take an LFD home test, but this should not be any earlier than Monday 15 March 2021. Home testing kits will be distributed via your child's form tutor on designated days of the week. Your child's Form Tutor will need to register details of the home testing kit before they are taken home. Additional test kits will be issued after the first batch has been used.

Your child will need to conduct the test, twice a week 3-5 days apart. We suggest that they conduct the test on a Monday and a Thursday. Two home testing kits will be given at a time. Each kit contains three tests each. Your child will also be issued with a separate simple flow diagram on how you should register the test results, as well as an NHS leaflet '*Your step-by-step guide to Covid-19 testing*' (version 1.3.3). Please use this separate leaflet (version 1.3.3) and discard the leaflet contained in the test kit pack (version 1.2.8) which contains a picture on the front as it is now outdated. The LFD home test kits provided from school should

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only be used by the students to whom they are issued and by whom they are intended to be used. If wider households wish to take part in LFD testing, further details can be found at: [All households with children of school age to get 2 rapid COVID-19 tests per person per week - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/all-households-with-children-of-school-age-to-get-2-rapid-covid-19-tests-per-person-per-week)

For students who are unable to carry out a home test, the Youth Centre will remain open as a testing centre on designated days and times.

How the tests work

The LFD home tests do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on self-testing is contained in the 'Instructions for Use' leaflet, which comes with the test kit. There is also a useful video to show you how to administer the test: <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

If your child is aged 12-17, they can be supervised by an adult, but can carry out the swab themselves. Tests are free of charge and will be provided by the school.

If your child has tested positive (through a PCR test) in the past 90 days, they do not have to take part in the home-testing process, but they may do so if they so wish. However, if they do take part and they receive a positive test result from an LFD home test, they will have to isolate in line with NHS guidance and arrange a PCR test.

If your child is identified as a close contact, they will be asked to isolate, irrespective of whether they have previously tested positive or not.

Who I report the test results to.

Once the test has been conducted, the result will need to be logged online with NHS Test and Trace at: <https://www.gov.uk/report-covid19-result>. You will need to log the test result whether positive, negative or void.

You will also need to separately report the test result to the school:

- **If the result is positive**, please email the school using the address: covid@williamfarr.lincs.sch.uk. If your child tests positive, they must stay at home in isolation and you must book a PCR test for them here: <https://www.gov.uk/get-coronavirus-test>. If the PCR test comes back negative, your child can return to school as normal.
- **If the result is negative or void**, please report this to school using: testresult@williamfarr.lincs.sch.uk. **Please put your child's year group e.g. 10 (nothing else) in the subject line in the email to school.** If the test is negative, your child can continue to attend school as normal. If the test is void, please repeat the test and report the result as above.

If problems occur whilst administering the test.

If there is a clinical incident, such as accidental ingestion of the solutions, which led or has potential for harm, please report it on <https://coronavirus-yellowcard.mhra.gov.uk/>

This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

For other incidents occurring at home, for example, something in the kit is damaged or missing or if you are unable to log a result, please contact 119. Please also let Mrs Hazzledine know via: wfarr@williamfarr.lincs.sch.uk together with the time and dates of the incident so we can track if this is a problem with the tests we have been issued. This could include repeated void or unclear tests, or leaking or damaged tubes.



Consent / Privacy

Once your child understands the testing process and has read a privacy notice (with this letter), if they choose to participate, they are committing to self-administer the test and provide their results.

Students who decline to participate in the tests can still attend school if not symptomatic and should follow the normal protection measures in school.

Anyone with one or more symptoms of coronavirus, such as a high temperature, a new continuous cough, or a loss or change in sense of smell or taste, should self-isolate and take a test straight away, either your home test if you are participating, or book a PCR test at <https://www.gov.uk/get-coronavirus-test>, or call 119.

If you do have any questions or concerns, please follow the guidance included with the LFD home testing kits or contact the school. If it is a medical emergency that requires an immediate response, you should seek support by calling the appropriate medical service / response i.e. 111 or 999.

We hope you will support our school community by testing your child at home using the LFD home test kits.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jonathan Knowler'.

Jonathan Knowler
Headteacher



Privacy Notice – school or college contact details for managing delivery of Covid-19 testing

Purpose of processing personal data

To enable Covid-19 testing to be delivered by schools and colleges and supported by the Department for Education (DfE), the DfE needs to process personal data of staff or students for each school.

DfE will only use the personal data that is collected from the school specifically for the purpose of supporting the delivery of Covid-19 testing in schools, including the maintenance of an audit record of delivery.

A school should share this Privacy Notice with their staff or students to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process

A school will supply to the DfE the following information about staff or students for the above purpose:

- Name of individual
- Work email address
- Work mobile telephone number
- Linked to the identity (Unique Registration Number) of the school or college.

Lawful basis for processing the personal data

When the school supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners

The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

How we store the personal information

The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose.

How long we process your personal data

The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the above purpose, following which it will securely destroyed. DfE currently anticipates the information being retained for a minimum of 12 months.

Your Rights

Under data protection law, individuals have rights relating to their personal information, 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 as described below if you wish to make a request.

Further information and how to make a request or complain

Further information about how the DfE processes personal data is published in the [DfE's personal information charter](#). If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE, please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House Water
Lane Wilmslow Cheshire
SK9 5AF
Helpline number: 0303 123 1113