

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



24 August 2021

Dear Parents and Carers,

RE: Start of Term for Year 7.

We are really looking forward to welcoming our new Year 7 cohort starting their secondary journey through SMA next week. The return to school is a more complicated process this year as the Government have asked that all pupils should receive 2 on-site lateral flow tests, 3 to 5 days apart, on their return to school in the autumn term. In line with this expectation we want to share our finalised plans with you. Each pupil is expected to be tested twice so in order to accommodate this requirement we will need pupils to attend SMA for their first test prior to their official start date.

1st Test - Tuesday 31st August

Pupils are asked to attend the Academy on Tuesday 31st August for their first test, we have allocated a time slot depending on each **pupil's surname alphabetically** (please see table below).

Surname Group	Allocated Time Slot
A - B	8:40am to 9:05am
C - D	9:10am to 9:35am
E - H	9:40am to 10:05am
I - L	10:10am to 10:30am
M - O	10:35am to 11:00am
P - S	11:05am to 11:30am
T - Z	11:35am to 11:50am

- We recommend pupils attend with a parent / carer at the start of their allocated time slot.
- On this date pupils are not required to attend the Academy in their school uniform.
- Once the test is complete pupils will be free to leave the site.

2nd Test - Friday 3rd September

As per previous communication this will be pupils first full day at SMA and they should arrive by 8.37am in full school uniform. Pupils will have their 2nd test during the morning along with taking part in other induction activities with their form tutors.

- Parents and Carers can drop pupils off but pupils will stay on site until the end of the school day.
- Pupils will finish their school day at 3.00pm

How can my child take part in the on-site testing?

Consent from a parent or legal guardian is required for each child to take part in the on-site Covid testing programme. This can be given by completing and submitting a google form using the link below. Please ensure that you read the attached privacy notice attached before doing so.

Consent Link: <https://forms.gle/EP1wutjCnAULYGf7>

How do the on-site tests work?

Pupils taking the test will be supervised by trained staff. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be texted to parents/carers.

☎ : 0208 853 6250 ✉ : info@stmatthewacademy.co.uk 🌐 : www.stmatthewacademy.co.uk 🐦 : @stmattacad

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What if my child tests positive?

We will contact any parent / carer directly if a pupil has a positive test. Parents / carers will need to contact NHS Track and Trace with this information and arrange for a PCR test and the individual will need to isolate in line with most recent Government guidance.

What if my child cannot attend on Tuesday 31st August?

We understand that due to the late notice of this request some pupils may not be able to attend on this day. If this is the case, please do not worry. Any pupil that is not tested on Tuesday will have their first test on Friday 3rd September and if possible a second on site test on Monday 6th September.

Should we continue to test at home?

Yes – pupils should test twice weekly at home until the end of September when the government will be reviewing this requirement. Your child will be given a testing kit at school and information about how to record test results and how to order additional testing kits from the Academy.

Monday 6th September

All year 7 pupils along with the rest of the Academy will return to school as per normal day. Pupils should be on site for 8:37am in full school uniform and with all the equipment needed to be ready to learn.

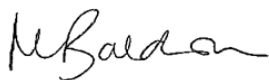
Schools COVID-19 operational guidance

You will be aware that schools have been taking actions to reduce the risk of transmission of coronavirus since the pandemic began in March 2020. The guidance has been updated in line with the national relaxation of measures across the country and consequently we have updated our risk assessment and this will be shared with parents and carers when we return. In summary the control measures that will be in place in September 2021 are:

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping occupied spaces well ventilated
- Following public health advice on testing, self-isolation and managing confirmed cases

We recognise this is not the preferred way in which we would like to start the new term for our new pupils but we do have to follow the Government guidance in order to ensure a safe and successful start to the term. I would like to thank you in advance for your support with this process and we look forward to building a successful partnership over the coming weeks, months and years.

Yours faithfully



Ms M Baldwin
Headteacher



Mr A Young
Deputy Headteacher

COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

Personal data relating to tests for pupils is covered by Schedule to the Education (Independent School Standards) Regulations 2014.

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 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.

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/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 or parent (depending on contact details provided) will be informed of the result by the Academy and advised how to book a confirmatory test.

We will use this information to enact the Academy 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 Academy 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/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.

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 info@stmatthewacademy.co.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. Please see our complaints policy on the Academy website www.stmatthewacademy.co.uk for further details regarding this.

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