



23rd February 2021

Dear Parent/Carers,

**RE: Phased return to school from 8th March**

The Prime Minister addressed Parliament and the nation on Monday 22nd February and shared the road map out of lockdown and careful stages for the lifting of restrictions, if conditions are fully met and we all follow the national guidance regarding the safety for ourselves and others.

We are now working on how to do this safely and we will give more details of the dates of return early next week as we are planning our testing programme and waiting for further guidance from the Department for Education which is due out later this week.

What we do know:

- School attendance will become mandatory again for all students **from 8th March**. However, this **does not mean that ALL students will return on this date** as we are asked to carry out a phased return to allow us to carry out COVID-19 rapid testing to ensure the safety of everyone on site.
- All secondary school students will take three rapid tests as they return to the classroom from 8th March at our existing school site. We will test students on a rolling programme and we will need parent/carer consent for this. See information below.
- After the initial programme of **3** tests in school, students will be provided with two rapid tests to use each week at home. Having done these in school first, they should then be able to complete these at home.
- **Staff and students are now advised to wear face coverings in all areas of the school** and this now includes classrooms where social distancing cannot be maintained. This is until Easter in the first instance **and is an extra safety measure which is now expected by the Government and Academy for everyone's protection**.

Early next week we will post out via email to students and on the website the specific arrangements for the testing and the phased return dates and times for all other students.

**We ask that you support us all, your families and the community by agreeing for your child to be tested.** To register consent/refusal for your child, please visit [www.josephleckieacademy.co.uk/covidtesting](http://www.josephleckieacademy.co.uk/covidtesting) to complete the electronic consent form. If your child is aged 16 or over, they can complete the form themselves. If you are unable to complete the online form, please complete the attached form and return it to the Academy Reception. We ask that you ensure your consent or refusal is communicated to the Academy by Wednesday 3rd March.

**VERY IMPORTANT:** If you have more than one child with us, you must complete the consent form separately each individual child. Also, enclosed with this letter is a privacy notice which tells you how your data will be used.

In order for us to be able to test students quickly and get them back into lessons we will prioritise the testing for the first few days beginning week commencing 8th March and those students who receive the negative result will return to lessons for face to face teaching.

**If your child is not being tested, then they will continue with their online lessons until the phased return date stated for their year group.**

We know you will be keen to know when your child will return to the Academy and we will do our best to get as many back as soon as possible from 8th March and to keep everyone safe and healthy. We will update our Risk Assessment and Academy protocols and your child will receive an updated copy on their return. This will now include wearing masks in the classrooms (unless medically exempt). For the days your child is not in school during

that week they should continue with their online remote learning until their phased return day. You will receive a follow up letter with details of your child's return date early next week.

Please note that if you have your child has had a positive test, regardless if they have been on site or not, you must still notify the Academy via [postbox@josephleackieacademy.co.uk](mailto:postbox@josephleackieacademy.co.uk)

**Free School Meal (FSM) Vouchers:** Parents/Carers of students who are eligible for free school meals for days during week commencing 8th March when your child is not due in school, you can contact Reception by 10.30 on the day and your meal will be able to be collected from the Reception from 12.30. Normal Canteen facilities will resume once all students have returned to school.

If you have any queries, please do not hesitate to contact us. Thank you for your continued support.

Please note the changes to the Academy day on the page below.



Rachel Cook  
Acting Principal

**REMINDER:** There will be a change in Academy day from the date when your child returns unless stated otherwise for their start days. Timings for specific years may well be different for the first couple of weeks back. This will be explained in the email to your child and the information on the website.

The Academy day and break and lunchtime bells from return after Lockdown 2021

8.30 am	Entry for Students through the designated entrance.
8.40 am	Morning Registration and/or Assembly (in forms currently)
8.55 am	Bell (5min movement)
9.00 am	Period 1
10.00 am	Period 2
11.00 am	Break
11.10 am	Warning Bell
11.15 am	Period 3
12.15 pm	Period 4 for Years 7, 9, 11, 12 and 13 and afternoon registration Lunchtime for Year 8 and 10 (Year 8 canteen - Year 10 West Hall)
12.45pm	Period 4 for Years 8, 10, 11, 12 and 13 and afternoon registration Lunchtime for Years 7 and 9 (Y9 West Hall – Y7 canteen)
13.15pm	Period 4 for Years 7, 8, 9 and 10 and afternoon registration Lunchtime for Years 11, 12 and 13 (Year 11 West Hall - Y12/13 canteen)
13.45pm	Bell (5min movement)
13.50pm	Period 5
14.50pm	End of School

**Joseph Leckie Academy**

Walstead Road West, Walsall, West Midlands, WS5 4PG

Acting Principal: Rachel Cook

Tel: 01922 721 071 Fax: 01922 641 497

email: [postbox@josephleackieacademy.co.uk](mailto:postbox@josephleackieacademy.co.uk)

web: [www.josephleackieacademy.co.uk](http://www.josephleackieacademy.co.uk)



# Joseph Leckie Academy

## COVID-19 Testing Privacy Notice Staff and Students

This policy is reviewed annually

To enable the COVID-19 testing to be completed at Joseph Leckie Academy, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. Joseph Leckie 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 students is processed under paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID-19 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 the Academy 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-19 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 Academy 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/carers 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 the Academy whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The Academy 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, student, student 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 their own COVID-19 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-19 related purposes.

This information will be kept by the Academy for up to 1 month after the national testing programme ends 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-19 related purposes.

This information will be kept by the Academy for up to 1 month after the national testing programme ends 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.

To make a subject access request and receive a copy of your personal information, contact:

Miss C Stroud (Data Protection Lead)  
Joseph Leckie Academy  
Walstead Road West, Walsall, WS5 4PG

email: [JLAGDPR@josephleckieacademy.co.uk](mailto:JLAGDPR@josephleckieacademy.co.uk)

**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 [JLAGDPR@josephleckieacademy.co.uk](mailto:JLAGDPR@josephleckieacademy.co.uk) if you wish to make a request.

### **How to complain**

Joseph Leckie Academy's Data Protection Officer (DPO) is Paul Withers. If you have any questions about your rights under the Data Protection Act 2018 and GDPR, how the Academy uses your information, or you wish to make a complaint about how we have processed or utilised your data, Paul Withers will be able to help. How to contact our DPO:

#### **Office of the DPO**

#### **Resources & Transformation**

#### **Civic Centre 3rd Floor (HR Suite)**

Walsall Council  
Darwall Street, Walsall, WS1 1TP

**Email Address:** [Informationmgmt@walsall.gov.uk](mailto:Informationmgmt@walsall.gov.uk)

**Contact Telephone Number:** 01922 650970

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