



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

26th February 2021

Dear Parents/Guardians,

Following my recent email, I am now in a position to provide you with the details regarding our return to face to face teaching. I do want to start, however, by saying 'thank you' for all the support you have given in helping your child to learn effectively at home. It has not been easy for anyone, I know, but as ever the Bedford school community has pulled together to make the best of the situation we have found ourselves in. We are now looking forward to welcoming all of our students back to school.

The guidance for schools from the Government has informed our planning along with the safety and welfare of our students and staff being uppermost in our thoughts.

Testing

You will be aware that we have to mass test all of our students and before students return to the classroom they should have had a first, negative, lateral flow test. Second and third tests will be conducted during the first two weeks at school and thereafter students will be able to carry out twice weekly testing from home. **I will write to you separately about the home testing with instructions for use of the tests in due course.**

I must also make clear that testing is not mandatory but is strongly encouraged as it will help identify people who are infectious but do not have any Coronavirus symptoms. Those who test positive will self-isolate, helping to reduce transmission of the virus and keeping other students in face to face education.

Should a student receive a positive test result from a Lateral Flow Test completed in school, they will be required to self-isolate. Parents will need to arrange to collect or provide school with confirmation their child can make their own way home, remembering they will not be able to use public transport. Parents should then arrange for their child to take a confirmatory PCR test.

Students will self-test and use the swab themselves when taking the test. I understand that some students and parents may feel anxious about this but trained staff will be on hand to support and guide students throughout the process. Equally, other students and parents will feel confident because they have had to take a test previously and know what to expect. The reason children are self-testing at school on three occasions is so that they are prepared for subsequent home testing. We have put a video onto our website that shows exactly how to complete the test and this should provide further reassurance.

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 @BedfordHighSch

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Parental consent is required in order for your child to be tested and I have enclosed the following with this letter:

1. Privacy notice
2. Consent form. **N.B. When your child attends school for their first test they must bring the signed consent form with them. Without it, they will not be able to receive their test.**

The table below details the day each year group will receive their first test and the day they will return to face to face teaching. Second and third tests will be done whilst they are in school 3-5 days after the previous test.

If you choose for your child not to be tested, they will return to face to face teaching in line with the rest of their year group in accordance with the table below.

Year Group	Date of first test	Date of return to face to face teaching
Year 11	Monday 8 th March. After their test your child will return home	Tuesday 9 th March
Years 10 and 7	Tuesday 9 th March. After their test your child will return home	Wednesday 10 th March
Years 9 and 8	Wednesday 10 th March. After their test your child will return home	Thursday 11 th March

In order to avoid crowding, it will be necessary for us to request students to arrive for their first test at different times. The table below details the time they should arrive. **It is very important that your child adheres to their time. Your child should attend for their test in their school uniform please.**

Please note that this is a huge undertaking for the school and not something that we have done before which is why we are starting on day 1 with only one year group. We may fall behind on some of our timings and so following day arrival times may have to change. **If this is the case we will text parents of the relevant year groups and email students in those year groups to let you know.** Hopefully, we won't need to do this.

Date	Year group	Form Group	Arrival time
Monday 8 th March	Year 11	Forms 11/CP, 11/TM	8.30am
		Forms 11/PD, 11/TE	9.15am
		Forms 11/RP, 11/SE	10.00am
		Forms 11/PW, 11/AMC	10.45am
Tuesday 9 th March	Year 10	Forms 10/HS, 10/ZB	8.30am
		Forms 10/TR, 10/DS	9.15am
		Forms 10/LC, 10/DM	10.00am
		Forms 10/LJ, 10/AB	10.45am
Tuesday 9 th March	Year 7	Forms 7/HM, 7/AS	11.30am
		Forms 7/EO, 7/AM	12.15pm
		Forms 7/LM, 7/CL	1.30pm

		Forms 7/CR, 7/EC, 7/AT	2.15pm
Wednesday 10 th March	Year 9	Forms 9/JD, 9/DS	8:30am
		Forms 9/GS, 9/LM	9.15am
		Forms 9/AMO, 9/RD	10.00am
		Forms 9/ZS, 9/AJ	10.45am
Wednesday 10 th March	Year 8	Forms 8/IM, 8/SM	11.30am
		Forms 8/MM, 8/LP	12.15pm
		Forms 8/JM, 8/LH	1.30pm
		Forms 8/MJ, 8/RM, 8/SS	2.15pm

Key worker/vulnerable students

All students who have been coming into school throughout lockdown can continue to do so. They will be tested along with their year group as per the table above. In the meantime, they will come into school as they are doing currently.

Face coverings

In addition to the current arrangements for wearing face coverings when moving around the school on corridors and in communal areas where 2m distancing cannot be maintained, the latest government guidance has introduced the wearing of face coverings in classrooms and during activities. This will not apply in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons.

The wearing of face coverings in classrooms is being introduced for a limited time until Easter. The government has stated that they will keep this under review and will update their guidance at that point.

Some students and staff may be exempt from wearing face coverings. The wearing of a face covering does not apply to someone who:

- Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties.

Unless exempt, as above, we will expect face coverings to be worn in classrooms.

Opening for all students

As you know, we have put additional safety measures in place and, prior to opening in September, produced a video (available on the website) which showed all the things we have introduced. We will continue to implement the protective measures that have been used throughout the Autumn term and introduce the further protections – testing and face coverings in classrooms, in accordance with latest guidance.

A negative Lateral Flow test should not be read as a means to relax or ignore social distancing or other virus prevention measures intended to reduce transmission. The asymptomatic testing programme does not replace the government's testing policy for those with symptoms. It is an additional tool that contributes to reducing risk.

The school day

To minimise COVID-19 risks and reduce contacts we:

- Group children together in year group 'bubbles'
- Avoid contact between groups as much as possible
- Arrange classrooms with forward facing desks and seating students side by side

- Ask staff to maintain a 2 metre distance from students and other staff
- Ask that students maintain distance between each other wherever possible and do not touch staff or peers

These arrangements will continue, meaning that individual year groups will be in a 'bubble' together and, as far as possible, will not mix with other year group 'bubbles'. This allows us to reduce risk but also offer the full curriculum to students. We will continue our staggered break times and lunchtimes and where two year groups share a lunch period they will be in separate areas of the school.

The structure of the day continues to be:

<u>Year 7</u>	<u>Years 8 & 9</u>	<u>Years 10 & 11</u>
Form Period/Assembly 08.30-08.50	Form Period/Assembly 08.30-08.50	Form Period/Assembly 8.30-8.50
Period 1 08.50-09.50	Period 1 08.50-09.50	Period 1 08.50-09.50
Period 2 09.50-10.20 Break 10.20-10.40 Period 2 10.40-11.10	Break 09.50-10.10 Period 2 10.10-11.10	Period 2 09.50-10.50 Break 10.50-11.10
Period 3 11.10-12.10	Period 3 11.10-12.10	Period 3 11.10-12.10
Period 4 12.10-12.40 Lunch 12.40-13.10 Period 4 13.10-13.40	Lunch 12.10-12.40 Period 4 12.40-13.40	Period 4 12.10-13.10 Lunch 13.10-13.40
Period 5 13.40-14.40	Period 5 13.40-14.40	Period 5 13.40-14.40
		KS4 Catch Up/Revision (as required) 14.40-15.30

Year group entrances and parent drop off and pick up

In order to keep year group 'bubbles' apart on arrival at school there are separate entry points for different year groups and these have been in operation since September. Each gate is clearly signposted so that students will know where to go.

Leigh Miners Rangers have kindly allowed us to continue to use their car park to allow parents to drop off and pick up children. This facility will be open at 8am and again at 2.30pm each day. Prior to this latest lockdown we were very grateful to parents for using this car park and not parking along Manchester Road or in the bus pull-in. We would be very grateful if you would continue to use it from March 8th.

Do I have to send my child to school?

School attendance will again be mandatory from the day that your child is due to return for face to face teaching. This means that the legal duty on you as a parent to send your child to school regularly will apply.

The only exception to this will be students:

- who have been advised by a specialist health professional that they are not able to attend school because they need to continue to shield (and have an NHS letter to this effect) or
- they have to self-isolate because they have symptoms of Covid-19, or
- they live with someone with symptoms, or
- they have tested positive for Covid-19, or
- they live in a household where someone has tested positive, or
- they are a close contact of someone who has Covid-19.

Uniform

Full school uniform should be worn. The latest guidance states that uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to Coronavirus (COVID-19).

The exception to this will be when your child has a practical PE lesson. To avoid congested changing rooms students will be asked to wear their PE kit, plus a pair of tracksuit bottoms to school that day.

Will the school be cleaned throughout the day?

Surfaces which are frequently touched will be cleaned throughout the day. This has already been happening because we were open throughout the Autumn term and have been open all along for children of key workers and vulnerable children.

What about social distancing and hygiene?

We will expect students to adhere to the 2 metre social distancing rules if moving around and signage around the building will help to remind everyone of this. Students are expected to bring their own equipment which must not be shared with anyone else to avoid cross contamination. We have routines for movement around the site, for example one way systems and keeping to the left on two-way corridors, and we will expect students to follow these routines meticulously, for everyone's safety.

Staff will also maintain 2 metre social distancing wherever possible.

Frequent hand washing for everyone will be encouraged throughout the day. Students will be asked to use hand sanitiser on arrival at school and wash/sanitise their hands regularly throughout the day, including when they move around school, and after sneezing or coughing. They will also be reminded of the 'Catch it, bin it, kill it' slogan and tissues will be available in every classroom. As an additional precaution, sanitisers will be in every classroom and in other high traffic areas around the school and we will expect students to use them.

Classrooms will be kept well ventilated and where possible, doors will be left open to avoid the touching of handles. This will not apply to fire doors.

Home/School Agreement

We all have a part to play in ensuring the health and safety of everyone else. We will, of course, expect and insist on excellent behaviour from our students. The Home/School Agreement that parents have already signed when students returned in September will remain in force and we thank you for your support with this.

What else can parents and guardians do to help?

There are other things that you can support us with please to reduce health risks. These are:

- **Ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school.** This means if

your child, or someone in your household, has symptoms you should not send them to school. This is the case even if your child's lateral flow test is negative.

- **Engage with the NHS Test and Trace process** so that cases can be identified and action taken. This means if your child develops symptoms, you should arrange for them to get a PCR test at a testing centre and you should inform school of the results of that test.
- **Load your Wisepay account to provide your child with sufficient money to purchase food in the bistro and Snack Shack, thereby removing the need for cash to change hands.** Free School Meals will continue in the normal way. The 'reval' machines will not be in use as we will not be asking our staff to handle cash.

How will we ensure social distancing of adults on site?

Parents will not be allowed on site without a prior arranged appointment and should not, therefore, call into reception on spec. If any parents are dropping off and picking up their children, this must be done away from the school site, on the car park of Leigh Miners Rangers. Access will not be permitted onto the staff car park. Parents should not gather at entrance gates or the bus pull in.

If it is unavoidable to have contractors on site, they will be in areas away from the students and they will follow the social distancing rules set by the school. We will also ask to see their own risk assessment.

Will home learning continue for those children not in school?

If there are any students who have been advised by a specialist health professional that they are not able to attend school because they are shielding (and have an NHS letter to this effect) or they have to self-isolate we will provide remote education to them so that they can continue learning. We will also continue to provide remote education until year groups resume face to face learning.

What if my child is unwell, what should I do?

If your child is unwell, they should not attend school. Students, or any visitors, such as parents with an appointment will be told not to enter the school if they are displaying any of the symptoms of Coronavirus. Please be overly cautious and keep your child at home and follow the guidance for self-isolating. If a student in a group tests positive for Covid-19, then we will need to take advice from the Local Health Protection Team and they will advise on the additional action that we are required to take.

If your child presents as unwell, for whatever reason, whilst they are at school, they will wait in a quarantined area until you have been contacted. It will then be your responsibility to collect your child from school or provide us with authorisation that they can make their own way home.

What if my child lives with someone who is shielding? (people in this clinically extremely vulnerable group will have been contacted by the NHS)

Your child can return to school.

What if my child lives with someone who is vulnerable?

Your child can return to school.

What about travelling to school?

Please be aware that in line with government guidance, students should avoid public transport and where possible complete the journey on bike or foot. If it is absolutely unavoidable and your child can only travel by bus students will be asked to remain in their year group 'bubble' and avoid mixing with other year group 'bubbles'. Please speak to them

about the importance of this. If your child has to use the bus they must follow the government guidance on safe travel and wear a face covering.

The guidance can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

When walking to and from school, the social distancing measures should be adhered to as there is an increased risk of community transmission when young people are moving around. No more than two people should walk together, keeping 2m apart from each other and any other people. Please reiterate this with your child.

If cycling to school, please ensure you speak to your child about doing so safely. There will be more traffic as more people return to work and there is a risk of accidents. Bikes should be safe and roadworthy and a cycling helmet should be worn. Cyclists should be aware of and respectful of other road users. The following link directs you to a series of videos about how to cycle safely <https://www.britishcycling.org.uk/commuting>

Your support throughout this period has been excellent and is really appreciated. Thank you for keeping your child and the school community as safe as possible.

Yours faithfully,

A handwritten signature in black ink that reads "H. J. Phillips". The signature is written in a cursive style with a large initial 'H'.

Mrs H J Phillips
Headteacher

Consent form for COVID-19 testing in secondary schools and colleges

Introduction

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow government guidelines to self-isolate, even if they have had a recent negative lateral flow test.

Consent relates to the following groups of students/pupils and staff as follows:

- **For pupils and 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 / guardian if under 18.
- **For any pupil or 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.

Terms of consent

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 26th February 2021 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 if my child's test results are confirmed to be positive from this lateral flow test, I will report this to the school / college 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.

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

BEDFORD HIGH SCHOOL – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Bedford 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. Bedford High School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college 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.

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 Controllershship 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, student or parent (depending on contact details provided) will be informed of the result by the school/college 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/college 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 [insert email address, phone number and or postal address of school / college's DPO] 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 [Insert your organisation's contact details for data protection queries].

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