

September 2020

Dear Parents & Carers

Following months of school closures and partial re-opening prior to the summer holidays, it is wonderful to begin to welcome pupils/students back into school for the start of the new academic year.

The health, safety and well-being of staff and young people in our schools remain paramount and considerable planning has gone into ensuring robust systems and effective management procedures are in place to help mitigate against the spread of virus transmission in the first instance but also how to deal with cases should there be any potential or actual outbreaks of Coronavirus in school.

The Government guidance mentions social distancing, co-operation with agencies such as Public Health England, Local Authorities and the Test & Trace process. It is vital that we all work together to protect pupils/students, staff, parents and everyone who comes into our premises.

The Government has stated that schools must follow NHS Test & Trace guidance. We will do so, but we are also mindful of protecting the personal data of individuals.

If anyone in our school tests positive for Coronavirus, we have safety measures in place, and in some cases, it may be necessary for groups of people to be sent home, and requests that they go for testing.

If there are multiple cases, this will be reported as an incident and Public Health England and the Local Authority, and other agencies, will support the school community.

It may be necessary for us to share very basic contact information, names and contact details, for effective Test & Trace procedures to be put in place. This information will be kept to a minimum, and only released to manage the Test & Trace process. The guidance is clear that schools must be vigilant to protect personal data.

We will also keep a record of who we shared information with, and why we felt it appropriate or necessary to do so. Of course, we hope this will not be necessary, however, we have a public duty to protect pupils/students, staff and our whole school community.

Further information is available in the Government's Test & Trace Privacy Policy, available via the link: <https://www.gov.uk/government/publications/nhs-test-and-trace-app-privacy-information/nhs-test-and-trace-app-early-adopter-trial-august-2020-privacy-notice>

Please contact the school should you have any queries.

Yours sincerely



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