



Wisdom is Strength

NORLINGTON SCHOOL and 6TH FORM

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

24th August 2021
JHZ

1. Return to School
2. Building Update
3. Calendar for 2021/22 academic year
4. Change to the school day

Attached:

- Calendar 2021/2022
- Student Covid test and return to school plan
- Covid 19 testing privacy statement

Dear parent/Carer

I hope you and yours are well. And that you have had a restful summer holiday. This letter is an update on plans for the return to school. Please note that there are no significant changes to the original return to school plan with the exception of year 8 & year 9 students.

1. Covid test and return to school

As detailed in the previous letter/s, students will return to school in a staggered manner to allow COVID testing to take place. Please see the table at the end of this letter.

Onsite COVID testing will take place for all students who wish to access the testing. Parents/Carers will need to provide consent for students to take a test if they have not done so already for the previous round of testing (February). This can be completed using this link <https://cutt.ly/9mK7w3s>. The privacy notice (sent with previous letter and attached at the end) should be read in conjunction with the consent form.

Please make sure you check the school website/emails for any changes to the proposed return to school plan.

2. Building Update

While I am pleased to confirm that the main building projects are almost ready for the school to use, we have experienced a further slight delay. In light of the latest government guidance related to COVID testing and to ensure all building work is signed off we shall be delaying the return of year 8 and year 9 from Friday 3rd September to **Monday 6th September**. Year 8 & Year 9 Students will still be able to access their first COVID

lateral flow testing on Thursday 2nd September as set out in the 'Student COVID TEST return to school plan'

3. Calendar for 2021/22 academic year

I have again included a copy of the 2021/22 Calendar dates at the end of this letter. Please refer to the '**Student COVID TEST return to school plan**' for details on the **first week of school**.

- Year 7/12 will have induction on Tuesday 31st August following testing for those students who wish to access the testing.
- The October ½ term for Years 7 to 10 & 12 runs from Monday 25th October until Friday 5th November.
- Year 11 & 13 ½ term runs from Monday 25th October until Friday 29th October as from Monday 1st November until Friday 5th November students will have their first mock Exams.
- A further single school closure day during the summer term will be added. Parents/carers will be notified well in advance.

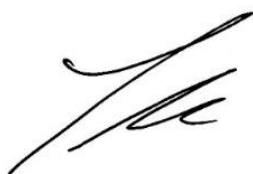
4. Change to the school day

To ensure the school is able to manage students on site as we come out of the challenges created by the COVID pandemic and while the rest of the building work is completed, we shall be adapting the school day for students with breaks for lower school (Year 7,8 & 9) and middle/upper school (10,11,12 & 13) being separate. This will be reviewed later this term.

This does not affect the start or end of the school day with the exception of Fridays, when students* will be dismissed at **1:45pm** and not 1:35pm.

I would like to thank all parents, carers, staff and students for their continuing support. We are very excited about how this new academic year will develop and look forward to welcoming students back, safe and well.

Take care.



Mr J Hernandez (Principal)
Norlington School and 6th Form

*Please note Year 11 follow a different end time



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Student COVID TEST and return to school plan

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12 / 13
1st COVID Test day and time	10:00 am to 11:30 am Tuesday, 31st August	11:30 am to 1:30 pm Thursday, 2nd September	9am to 11 am Thursday, 2nd September	11:30 am to 1:30 pm Wednesday, 1st September	9am to 11 am Wednesday 1st September	11:30am to 12:30pm Tuesday, 31 st August
First Day and time for students to attend School	9:45 am Wednesday, 1st September	8:45 am Monday, 6 th September	8:45 am Monday, 6 th September	8:45 am Thursday, 2nd September	8:45 am Thursday, 2nd September	9:45 am Wednesday, 1st September

1. To facilitate the '1st COVID Test day and time' different year groups will attend on different days.
Only those students who are consenting to have the COVID tests should attend on this day.
2. With the exception of Year 7 & year 12, all students will be dismissed after their onsite initial test.
3. After their first day of attending school students will continue to attend school, arriving by 8:45 unless told to do otherwise
4. A further COVID test will take place within 3 to 5 days of the first test.
5. Year 7 and Year 12 students will be notified separately regarding their induction programme which is taking place on Tuesday, 31st August.
6. Year 8 & year 9 students will start school on Monday 6th September and not Friday 2nd September as previously stated. (Highlighted in green)



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Updated 2021/22 school Calendar

Norlington School & 6th Form Calendar 2021/2022						
		Mon	Tues	Wed	Thurs	Fri
Sep-21	a		31	1	2	3
	b	6	7	8	9	10
	a	12	14	15	16	17
	b	20	21	22	23	24
	a	27	28	29	30	1
Oct	b	4	5	6	7	8
	a	11	12	13	14	15
	b	18	19	20	21	22
		25	26	27	28	29
Nov		1	2	3	4	5
	a	8	9	10	11	12
	b	15	16	17	18	19
	a	22	23	24	25	26
	b	29	30	1	2	3
Dec	a	6	7	8	9	10
	b	13	14	15	16	17
		20	21	22	23	24
		27	28	29	30	31
Jan-22	a	3	4	5	6	7
	b	10	11	12	13	14
	a	17	18	19	20	21
	b	24	25	26	27	28
Feb	a	31	1	2	3	4
	b	7	8	9	10	11
		14	15	16	17	18
	a	21	22	23	24	25
March	b	28	1	2	3	4
	a	7	8	9	10	11
	b	14	15	16	17	18
	a	21	22	23	24	25
	b	28	29	30	31	1
April		4	5	6	7	8
		11	12	13	14	15
		18	19	20	21	22
	b	25	26	27	28	29
May	a	2	3	4	5	6
	b	9	10	11	12	13
	a	16	17	18	19	20
	b	23	24	25	26	27
June		30	31	1	2	3
	a	6	7	8	9	10
	b	13	14	15	16	17
	a	20	21	22	23	24
	b	27	28	29	30	1
July	a	4	5	6	7	8
	b	11	12	13	14	15
	a	18	19	20	21	22
		25	26	27	28	29

See 'return to school plan' for the dates years groups need to attend from

4th Oct P.D. day

25th to 29th Oct
All Students 1/2 term

1st to 5th Nov
Year 11/13 - Mock Exams
Year 7,8,9,10 & 12 - 1/2 Term

Norlington School and 6th Form – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Norlington School and 6th Form, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Norlington School and 6th Form is the Data Controller for the data required for processing the Covid-19 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/students is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the [school's / college's/16-19 academy] proprietor's official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent Schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

[Personal Data relating to staff is processed under article 6 (1) (f) of the UK GDPR the legitimate interest of the 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].

[The following paragraph is relevant to both pupils and staff taking tests].

The processing of special category personal data is processed under article 9 (2) (i) of the UK 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 Controllership is then passed to the Department for Health and Social Care (DHSC), when we transfer your personal data, 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 [**Name of School/College**] 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 called COVID-19 results registers, 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. Public Health England (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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

Processing of Personal Data Relating to Negative and Void test results

We will record a negative or void result and the information is 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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

Processing of Personal Data relating to declining a test

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.

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 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 if you wish to make a request:

Sharon Carter
Norlington School and 6th Form
Norlington Road
Leyton
London
E10 6JZ
020 8539 3055

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

*Sharon Carter
Norlington School and 6th Form
Norlington Road
Leyton
London
E10 6JZ
020 8539 3055*

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 123 111