

## PARENT BULLETIN

### Week Ending: Friday 19<sup>th</sup> March 2021

**Note from the Headteacher, Ms A Sharma:** I am delighted to let you know that we successfully completed the Lateral Flow Testing programme with all the year groups and those who had consented, have now been issued with their home testing kits. Thank you for your support with this matter.

Please note that the last day of term is **Thursday 1<sup>st</sup> April 2021** and students will finish at 12:30pm on that day. There will be no hot food or meals served and those who are in receipt of free school meals will receive a packed lunch. The Easter break will start on **Thursday 1<sup>st</sup> April at 12:30pm** and school will reopen on **Monday 19<sup>th</sup> April** for all students.

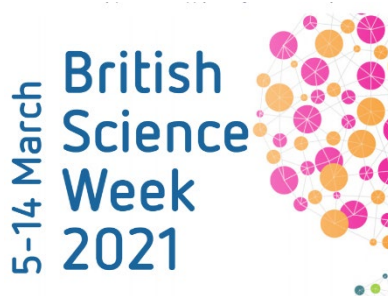
#### Christmas T-shirt competition:



**Winning entry: Harmani 7L**

Congratulations and thank you to all the pupils who took part in our T-shirt competition, held on Christmas Jumper Day. It was so wonderful to see the creative ideas for the Christmas T-shirt. Ms. Sharma has selected 10 fantastic designs and we are pleased to announce that the overall winner is **Harmani 7L** with the above design. Others selected for commendation were: Zaynab 7V, Rida 7H, Kulnoor 8E, Tisha 8I, Farjin 8E, Piranusha 9S, Swizel 9H, Tisha 10L and Siddhi 11G. Well done to everyone who took part and for all your hard work.

#### British Science Week:



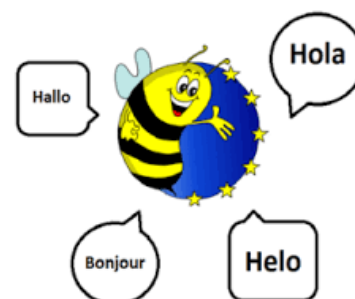
Science students celebrated Science Week last week with a series of enrichment activities. The theme for this year was 'Innovating for the Future'. The week kicked off with online quizzes involving students testing their knowledge about basic science equipment and qualities needed to be a scientist. They participated in a number of different science experiments and activities and ended the week with a virtual career tour enabling them to take a tour of a range of industries and find out about various professions.

#### Year 12 BTEC Business:

Congratulations to the following Year 12 students who passed their BTEC level 3 Business exam

during Lockdown. Many of them were anxious knowing they had an exam and school was closed. However, through online lessons and their determination they continued to revise and sat the exam.

Safreen 12I; Jane 12E  
Nicole 12I; Haroon 12L Karina 12V; Hrithik 12V; Arham 12L; Tasmin 12V  
Sanil 12E; Talha 12E; Jessica 12V; Mustafa 12E; Ditosa 12I; Buzwinder 12R; Karan 12L.



#### Spelling Bee:

The school finals of the 2020-2021 Spelling bee and Translation bee competitions will be taking place during lessons next week for Years 7-9.

#### Lateral Flow Testing:

We have now finished testing students onsite and from Monday 22<sup>nd</sup> March students will be testing themselves at home. The tests are for students' use only, they cannot be given to other people to use or be sold. If your child has not

received their home testing kit, they can collect one on Monday.

#### Home testing

- They have been given 2 boxes of tests with 3 in each box so have a total of 6
- They should do your tests twice a week on a **Monday** and **Thursday evening**
- **Testing starts next week on Monday 22<sup>nd</sup> March with the second test on Thursday 25<sup>th</sup> March**
- All results need to be logged with Test and Trace even if it is a negative or void result
- If a student gets a void result, they need to do another test
- Students will give their tutor their results each Wednesday in PHSE
- If anyone receives a positive result, please email [HAhmed@villiers.ealing.sch.uk](mailto:HAhmed@villiers.ealing.sch.uk)
- Please watch the video and read the guide book given alongside the testing kits <https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&index=1>
- Please read the privacy notice at the end of the bulletin

#### Teacher Assessed Grades

##### (TAG):

This summer, all Year 11 and Year 13 pupils will receive Teacher Assessed Grades (TAGs) for A levels, BTECs and GCSEs. We have completed a cycle of assemblies where the senior leadership team has visited all form groups explaining the process. Please refer to our website for a summary of the process. We will continue to update the pages and provide more information once exam

boards publish details. This is likely to be after the Easter break. Please do feel free to contact your child's tutor in the first instance if you have any questions.

#### Key Assessments:

Teachers are currently working with their heads of department to ensure all Y11 and Y13 pupils have the revision lists of topics to revise for their key assessments which begin after the Easter break. Please do make sure your child collects these lists and is clear on which areas to focus their revision on. They must also check with their teachers about which areas they will still need a general understanding on to be able to answer questions well

#### Summer 2021 Year 11 & Year

##### 13 schedule:

Stage	When
Return to school. Face to face lessons and normal in class work, mini assessments	8th March – 1 <sup>st</sup> April
'Key Assessment 1' window. In classes, published schedule	19th April – 30th April
'Key Assessment 2' window. In classes, teacher decides on format and period.	WB 17th May
HoD and SLT moderate grades awarded	25th – 28th May
SLT group moderate processes and grades awarded	7th June- 11th June
Final checks and grades sent to exam boards	11th June – 17th June

#### School Counsellor:

Consultations with our counsellor are now available for those needing therapeutic intervention. The times available are:

Tuesdays and Thursdays from 3:10 am – 3: 40pm.

If you would like to see the counsellor please email [gnoel@villiers.ealing.sch.uk](mailto:gnoel@villiers.ealing.sch.uk) a time will be arranged.

## **Villiers High School – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Villiers High School, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Villiers High School is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for pupils 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.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

### **Ownership of the Personal Data you share with DHSC**

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The [school/college] remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

### **Personal Data involved**

The following personal data is processed by the [school/college] in relation to your test:

- Name

- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

### **How we store your personal information**

The [school/college] will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The [school/college] may also record Personal Data about you in its internal COVID-19 test register (the school/ college's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in [schools/colleges] and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The [school/college] will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the [school/college] into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

### **Processing of Personal Data Relating to Positive test results**

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the [school/college] for a period of twelve (12) months and by the NHS for eight (8) years.

### **Processing of Personal Data Relating to Negative and Void test results**

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

### **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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the [school/college] will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The [school/college] will not share its internal COVID-19 test register with DHSC.

## **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'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  
SK9 5AF

Helpline number: 0303 123 1113