

20th March 2020

Dear Parent/Carer,

Re: School Closure from Monday 23rd March 2020

As you know, school will be closing at the end of the day today, to the vast majority of pupils until further notice. A skeleton staff crew will be working at the school until complete closure is instructed. If you need to get in contact please contact the school office from **8am to 2pm** or email us at school.office@seva.coventry.sch.uk

As from Monday 23rd March we will be providing your child with subject specific learning tasks on a daily basis. You can access this in the following way:

- Go to our website <http://sevakeducationtrust.org>
- Click on **Information** tab
- Click on **Links**
- Click on **Teams** and login using the following details:
 1. Student username format: firstname.surname@seva.coventry.sch.uk (example: joe.bloggs@seva.coventry.sch.uk)
 2. Student password format: (Capslock On) FirstnameInitialSurnameInitial@ddmmyy (example: JB@010306) (No dot and No space 6 Digits)

If you have any difficulties in accessing **Microsoft Teams** please email the helpdesk@seva.coventry.sch.uk and allow at least a 48 hour response time.

In the interim, please visit the **useful links** posted on our homepage that all pupils can access. Here you will find a range of learning activities and resources.

We thank you for your ongoing support in this very unsettling time and please be reassured we will be sharing updates as soon as we receive them via our website, the school's text messaging service or by post.

“Waheguru Ji Ka Khalsa Waheguru Ji Ki Fateh” that you all keep in good health and we look forward to welcoming pupils back very soon.

Yours sincerely,

Miss Saggu

Head of School and Trust Board