

Friday 11th September 2020

Dear Parent/Carer

RE: Health, Welfare and Safety Information for Parents of Pupils in Primary

Pupil Contact Details form: To update the school on any changes to information on your existing data collection form or to request a new one please email carolyn.smith@seva.coventry.sch.uk The details on this form are used in cases of emergency to contact you.

Medical: To keep the first aid team updated on any changes to your child's health care plan, medication or to report an injury please email: medical@seva.coventry.sch.uk or telephone the school office and ask to speak to Mrs S. Subhra.

Parent Pay: To discuss matters related to parent pay and finance please email finance@seva.coventry.sch.uk or telephone/email school office and leave a message for Mr. H. Bisla.

Family Welfare and Attendance Officer: If you have any concerns regarding your child's welfare or attendance, please telephone or email the school office on: school.office@seva.coventry.sch.uk to arrange a meeting with Mrs. S. Alcock.

Admissions: To share information on how to apply for a child aged 4 to 11 years to join our school go to: https://www.coventry.gov.uk/info/148/school_admissions/114/primary_school_admissions

Attendance and Appointments: If your child is going to be absent due to illness you must inform the school by no later than 8.45 either with a call to the school office or by leaving a message on the school's pupil absence line: pupilabsence@seva.coventry.sch.uk

If your child has a medical appointment, you must give the school a period of notice and a copy of the appointment letter. Doctors and dental appointments should be made out of school hours.

If your child is showing symptoms of Covid-19 at home you must inform the school office immediately and then seek medical advice, book a Covid-19 test and self-isolate. See a link to a poster with more information about this: <https://bit.ly/35qEYDX> The poster is also available to view on our website.

Procedures for a child showing symptoms of Covid-19 at school:

- Any child displaying symptoms of Covid-19 will be removed from the group to a designated isolation area. They will be supervised by a first aid-trained adult wearing full PPE. Their parent will be contacted immediately and expected to pick up their child without delay.
- Parents of all other children in the affected bubble will also be contacted and asked to collect their child from school as soon as possible.
- Parents will be responsible for booking a test and isolating at home for 14 days.
- MS Teams home learning will commence for the children in the group affected.
- In the event that a child's test results come back positive, it is the parent's responsibility to inform the school.

Lunch Menu: (Gluten free options are also available)
WEEK 1

Week Beginning 31st August 2020

OPTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Tomato & Basil Pasta with Garlic Bread	Jacket Potatoes with Beans & Cheese	Sausage Rolls, Mash Potatoes, Peas with Gravy	Pizza & Chips Corn on the Cob	Mattar Paneer (Curry) and Rice
	Salad bar	Salad bar	Salad bar	Salad bar	Salad bar
DESSERT	Frozen Yogurt	Strawberry Mousse	Jelly & Custard	Chocolate Brownie	Strawberry Yoghurt

WEEK 2

OPTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	Spaghetti Bolognese with Broccoli	Cheese and Onion Pasty, Diced Potatoes with Carrots and Gravy	Veggie Burger with Wedges Corn on the Cob	Cheese and Cucumber Baguette and Tomato soup	Brown Lentils and Chapatti
	Salad bar	Salad bar	Salad bar	Salad bar	Salad bar
DESSERT	Chocolate Mousse	Cake & Custard	Strawberry Yoghurt	Rice Krispies Cake	Ice Cream with Fresh Fruit

Food Types and Allergies: We provide vegetarian options without egg, fish or nuts as part of our lunch menu. The same is expected of food sent from home in lunch boxes. We keep all children safe by asking that all parents do not send in any food including nuts. This academic year, in line with Covid-19 restrictions, we have asked that children do not bring in treats to share on special occasions including their birthdays.

Thank you for your consideration, care and support.

Yours sincerely,

S Sanghera

Mrs. S. Sanghera

Head of Primary

Seva School, Link House, Eden Road, Walsgrave Triangle, Coventry, CV2 2TB

Tel: 024 7798 7619