



Monday 2<sup>nd</sup> September 2024

Dear Parent/Carer,

At Seva, we have very high expectations of all pupils, all of the time. We strongly believe that routine and discipline contribute hugely to a better sense of well-being and academic achievement. This coupled with high levels of attendance and punctuality lead to the best outcomes for even better life chances. This letter offers you the information you need to support your child(ren) to reach their full potential and create a solid foundation to maximise success.

### School Uniform and Footwear:

#### Main Uniform Boys

Item	Requirements	Recommended retailer
School navy blazer with school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
School navy jumper with school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
School grey tie with school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer
Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain white/grey socks	Compulsory	Own choice of retailer
Plain black flat shoes	Compulsory	Own choice of retailer
Plain black school bag with no logos or brand names	Compulsory	Own choice of retailer

#### Main Uniform Girls

Item	Requirements	Recommended retailer
School navy blazer with piping & school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
School navy jumper with school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
School grey tie with school crest	Compulsory	Clive Mark 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer
Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain white/grey socks	Compulsory	Own choice of retailer
Plain black flat shoes (no wedges or lights)	Compulsory	Own choice of retailer
Plain black school bag with no logos or brand names	Compulsory	Own choice of retailer



### Traditional Uniform

Item	Requirements	Recommended retailer
Navy bana – boys/girls	Optional	Own choice of retailer
Navy pyjama suit - girls	Optional	Own choice of retailer
Navy kurtha - boys	Optional	Own choice of retailer
Navy or black headscarf boys/girls	Compulsory	Provided by Seva School for assemblies in the Divan Hall
Plain navy or black dastaar/patka boys/girls or white in the summer	Optional	Own choice of retailer
Plain white /grey socks	Compulsory with traditional uniform	Own choice of retailer
Plain black shoes (no lights or wedges)	Compulsory with traditional uniform	Own choice of retailer

The following images depict acceptable and unacceptable footwear; footwear must be black. Looking presentable is a key part of maturing and being prepared for school and eventually the world of work.

### School footwear expectations



Footwear that we allow at WCSA

School shoes should be **ALL black** (no white or coloured logos).



Footwear that is not permitted at WCSA

Shoes should be **polishable and must not be made of fabric, suede or canvas material**.



## PE Uniform and Footwear

### PE Kit Boys & Girls

Item	Requirements	Recommend Retailer
School navy and red T-shirt with crest or plain navy T shirt with no logos or brand names	Compulsory	Clive Mark88-90 Barkers Butts Lane, Coventry, or Own choice of retailer
School navy sweat top with crest or plain navy sweat top with no logos, no brand names or hoodies	Compulsory	Clive Mark88-90 Barkers Butts Lane, Coventry, or Own choice of retailer
Plain navy jogging bottoms with no logos, no brand names, or leggings	Compulsory	Own choice of retailer
School navy and red socks with crest or plain navy socks with no logos or brand names	Compulsory	Clive Mark88-90 Barkers Butts Lane, Coventry, or Own choice of retailer
Plain black trainers for PE on MUGA and Sports Hall and plain black astro boots for PE on the 3G Pitch.	Compulsory	Own choice of retailer

The 3G pitch has very specific requirements for its use and for this reason we must insist on the following in order for students to be allowed access to the facility. Your child will have to be wearing astro turf boots suitable for the 3G astro turf pitch. **They will also need to bring their labelled, black, rubber based astro boots in a shoe bag to school on the days they have PE on the 3G pitch so that they can change into them.** This will ensure they are wearing the correct footwear for different parts of the day and avoiding bringing black rubber crumb pellets from the 3G pitch into the school building.





### High Expectations

No jewellery is allowed other than a pair of stud earrings. No false nails or brightly coloured nail polish or makeup. Hair longer than shoulder length must be tied back. If a child wears a head covering for reasons related to their faith, it must be plain navy or black, only in the summer term can it be white. No baseball caps allowed. No hoodies. If your child wishes to bring in water, it must be in a transparent plastic bottle labelled with their name clearly written on it. No soft drinks or energy drinks allowed. We have a zero-tolerance approach to vaping, smoking, unprescribed drugs and alcohol. If your child(ren) has prescribed medication to be taken in school time you must make an appointment with our First Aider, Mrs Subhra, through emailing her on [medical@seva.coventry.sch.uk](mailto:medical@seva.coventry.sch.uk) Children must not be given any prescribed medication to carry around with them in school please.

### Stationery and Books

In secondary, it is essential that your child brings in the correct stationery for the subjects that they are learning: The following list details the essentials required daily.

- Black ink pen
- HB Pencils
- Purple ink pen
- A 30cm ruler
- An eraser
- Pencil case labelled with your child's name.

**No permanent markers, chalk, compasses, scissors or sharpeners allowed in either primary or secondary. If these items are found, they will be confiscated.**

Please ensure your child also has an appropriate book to read in their school bag every day. They will be given a school planner which contains important information about the school and will be where they will be expected to record details about homework. Notes from staff will also be included in there. It is recommended you check the planners regularly at home.



All exercise books are provided to all year groups. In secondary, students are expected to bring the correct exercise books to school based on the two-week timetable that is issued to them. If you would like to refer to a copy of your child's secondary timetable, it will be stuck in your child's planner.

### **Parent App for home school communication**

We offer every first and second contact, named on a child's data collection sheet, who have parental responsibility, a link to the SIMS Parent App based on the email addresses provided. This gives those contacted a unique registration code, which allows them to sign up to the app. You can download the app to your phone or log in on any internet enabled device. If the email addresses provided are incorrect you will not receive the link, so please check these carefully when filling in your data collection sheet. If you have already registered and cannot access the link, please contact the school office on [school.office@seva.coventry.sch.uk](mailto:school.office@seva.coventry.sch.uk). It is your responsibility to remember your username and password. If you would like to update your data collection sheet please email [c.smith@seva.coventry.sch.uk](mailto:c.smith@seva.coventry.sch.uk)

### **Digital devices**

Mobile phones, smart watches, ear plugs are not permitted at all in primary unless issued by the SEND team. In secondary, mobile phones, smart watches, ear plugs etc. brought into school will be collected on entry to school and secured safely in a locked cupboard ready for collection at the end of the school day. If any of these items are found after this point and the child found in possession of them refuses to hand them in, they will be issued with a one-day suspension. You will be invited to a reintegration meeting on the morning of the following school day.

### **IT Filters and Monitoring**

All IT devices issued by the school for students to use are monitored by a filtering system called SENSO. Designated staff receive alerts from these when used inappropriately. In such cases disciplinary action will be taken in a timely manner and you will be informed of the investigation and outcome.

The above reflects the SEVA school standards of Service, Excellence, Virtues and Aspirations. Students who never waver from recalling and acting upon the SEVA School virtues of kindness, courage, honesty, tolerance, respect and responsibility shine the brightest and get noticed for all the right reasons.



Through engaging with these high expectations, we ensure our school's 5 Ps for character development, which are, to be polite, presentable, prepared, positive and punctual reflect what it means to be school ready everyday so that the focus can be solely on learning. We look forward to the start of the new academic year 2024-25.

Yours sincerely,

*T. Singh*

Vice Principal

Behaviour and Attitudes