



15 July 2019

Dear Parents/Carers of Years 3 and 4 (KS2 in September)

In line with other local schools and to support transition, we will be asking all children to provide their own pencil case and equipment. Not only does this enable our learners to develop independence but it also allows them to recognise the importance of organisation and taking responsibility of their own belongings. We have recently observed, unnecessary distraction to learning due to the size and the novelty items within the children's pencil cases therefore, children need to have a pencil case no larger than 32cm x 4 cm x 10 cm. Below is a list of the equipment your child will need. Many stationery items have already been purchased by the school and the children will continue to have access to these e.g. felt tips, colouring pencil and scissors. Therefore, please could you only provide the following:

- Pencil case (clearly labelled) 32 cm x 4cm x 10 cm
- 1 White Eraser
- 2 x HB Writing Pencils
- 2 x Blue handwriting pens (**Not biro please**)
- 1 Pencil Sharpener
- 1 Glue stick (Pritt or similar quality brand please)
- 1 Dry Wipe Pen (black ink)
- 1 Purple Pen (for editing and improving work)
- 1 Green Highlighter
- 1 Yellow Highlighter
- 1 Ruler



We are delighted to inform you, that you can purchase a complete pencil case with the correct equipment your child needs from our school office. You will notice that ParentPay is showing an outstanding amount of £3.50 against your child. If you wish to purchase a complete pencil case with the above items please pay via ParentPay and we will ensure your child receives a named pencil case at the beginning of the 2019/20 academic year.

The above stationery items will also be able to be purchased during the year as and when your child requires a replacement. The cost of these items will be made available during September 2019. This is a non-profit enterprise and so we will be able to offer stationery to you at a very reasonable price.

It would be very useful if items were labelled with stickers or permanent pen, to help them find their way back to their rightful owner.

Yours sincerely

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