



Dear Parents and Carers,

13<sup>th</sup> July 2018

## Pencil Cases and Stationery

We have recently observed that children are bringing in pencil cases which are too large to store in their trays. This is having a significant impact on the classroom learning environment as there is little space on the table when completing their written work. In line with other local schools, we will be asking all children to have a pencil case no larger than 32cm x 4cm x 10cm. It does not have to be clear, just conform to the size so we can easily store them within the classroom.

### Here is a list of the equipment that your child will need:

- Pencil case no larger than 32 x 4 x 10 cm
- 1 Eraser
- 2 x Writing pencils
- 2 x Blue handwriting pens (Not biro)
- 1 x 30cm ruler
- 1 Pencil sharpener
- 1 Glue stick
- 1 Dry wipe pen (black ink)
- 1 Purple pen (for editing and improving work)
- 1 Green highlighter
- 1 Yellow highlighter
- Protractor
- Coloured pencils (optional)



We are pleased to announce that we are launching a pupil-run school stationery shop. This is a non-profit enterprise and so will be able to offer stationery at a very reasonable price. Pencil cases containing all essential items will be available to be purchased for £3.50 from Tuesday (17<sup>th</sup> July) or from the first week back in September. This week, the children can buy pencil cases in the library at lunchtime on Tuesday, Wednesday and Thursday and at breaktime on Friday. Please note that pencil cases are not available to be purchased from the school office.

Alternatively, you can order a pencil case via ParentPay. You will notice that ParentPay is showing an outstanding amount of £3.50 against your child. If you wish to purchase one, please pay via ParentPay and we will ensure your child receives a named pencil case at the beginning of the 2018/19 academic year.

Should any items need replacing, your child will be able to purchase these individually from the school shop at cost 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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