

5<sup>th</sup> September 2018

Dear Parents/Carers of Year 3 and 4

At the beginning of each academic year each class receives a new supply of equipment. This equipment is for the children to use throughout the school day and they are taught to use it properly and with respect. In Woodlands team we feel the children are responsible for their own learning, which includes being ready to learn with the correct equipment.

This term, children in Woodlands Team will each be given a clear pencil case with the following equipment:

- Writing pen
- Writing pencil
- Ruler
- Board pen
- Glue stick
- Red, green and yellow pencil
- Purple Pen

The children will each need to pay £1.00 for the pencil case and equipment. Once they finish the academic year and return the pencil case, as long as they still have all the equipment, they will not need to pay for another set in the next school year. As the year goes on, some of the equipment will run out and this will be replaced with new equipment at no cost.

We believe this is a great opportunity for pupils to show how responsible they can be and teaches them the importance of being able to look after their belongings.

Please send in your child's **£1.00 in a named envelope** as soon as possible.

Thank you for your support.

*E Walker*

Mrs Walker  
Leader of Learning  
Woodlands Team

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**Pencil Case & Equipment**

Childs name: ..... Class: .....

I enclose £1 for the pencil case and equipment for my child

Signed: ..... Date: .....

**PLEASE RETURN TO THE SCHOOL OFFICE ASAP**