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Thursday, 20<sup>th</sup> March 2025

### Replenishing Stationery for Years Four, Five and Six

Dear Parents and Carers,

We just wanted to take this opportunity to remind you about what equipment your child needs at Green Ridge in Key Stage Two. We are aware that communication was previously given in July and therefore some equipment has run out or is no longer in their pencil cases, this is a reminder to replenish the equipment that the children need.

We ask that your child now brings in a named pencil case containing the following equipment:

Pencil case	<ul style="list-style-type: none"><li>• Soft material</li><li>• Small enough to fit flat into an A4 draw in the classroom</li></ul>
Pencil/s	<ul style="list-style-type: none"><li>• HB pencil</li></ul>
Pen/s	<ul style="list-style-type: none"><li>• A <u>black</u> handwriting pen (e.g. a Berol pen)</li><li>• No biros</li><li>• No roller-ball pens</li><li>• No gel pens</li></ul>
Colouring pencils	<ul style="list-style-type: none"><li>• Basic coloured set</li></ul>
Ruler	<ul style="list-style-type: none"><li>• 30cm ruler that folds away into 15cm length</li></ul>
Rubber	<ul style="list-style-type: none"><li>• No more than two rubbers</li></ul>
Sharpener	<ul style="list-style-type: none"><li>• 'Canister' type sharpener which collects pencil shavings in a pot</li></ul>
Whiteboard pen	<ul style="list-style-type: none"><li>• A <u>black</u> whiteboard pen</li></ul>
Green and Blue biro	<ul style="list-style-type: none"><li>• Any standard green and blue type biro (e.g. Bic or Staedtler) for children's self-editing and corrections.</li></ul>

The guidelines are followed to ensure consistency and fairness across the academy, and much of the equipment listed above can be purchased from many supermarkets or stationery shops. All items are relatively cheap and will provide the children with a sense of responsibility to look after their own belongings and realise the value of misusing their own equipment.

Yours faithfully,

Miss. Katie South  
Assistant Headteacher – Lower KS2

Mr. Tom Arnold  
Assistant Headteacher – Upper KS2