



21st September 2018

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Dear Parents

Year 4 Equipment

We have encountered a few difficulties regarding the pupils' stationery so far this year and hope that you will be able to help. In Year 4, children are encouraged to write in pen for every lesson and they should be using either a Berol Handwriting Pen (or similar) or a Frixion Pen with blue ink. However, a number of pupils appear to be missing some of the necessary equipment, in particular, many children do not have a blue handwriting pen or a ruler in school – they require both a 15cm ruler (useful for keeping in pencil cases to underline titles etc.) and a 30cm ruler (needed for maths and for drawing tables etc.). Whilst in most instances we are able to lend the children these items, we are trying to foster the independence and organisational skills they will require in Years 5-8.

The School formally discourages the use of biros, for both class work and homework. Fountain pens should also not be used at this time although we will begin to introduce and practise using these towards the end of Year 4 in preparation for Year 5.

Perhaps you would be kind enough to check your child's school equipment with them over the weekend to ensure they have everything they need and that this is all named. For further guidance on the stationery requirements, please see page 28 of the Parents' Handbook at <https://townclose.com/information-for-parents/>

Yours sincerely

Miss Basey, Mrs Rushton and Miss Vontzalidou