



# St Mark's C.E. Primary School

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Executive Headteacher: Mrs Clare Wright

Dear Parents/Carers,

We are looking forward to welcoming your child into Year 3 and Sapphire Class. As your child moves into Key Stage 2 there is an expectation that your child brings their own stationery to school in a clear pencil case every day from September onwards. We wanted to send this message out to you now to allow enough time for you to purchase these items ahead of the start of the 2025-26 academic year.

Each pencil case should contain:

- A glue stick
- A pencil
- A blue handwriting pen (please note: children only use handwriting pens if they have obtained their pen license. The school will provide the first handwriting pen, after this runs out it is the responsibility of the parent/ carer to provide a new one. The pens provided by the school are 'Swash' handwriting pens, replacement pens should be this make or similar. These pens are available to purchase at the school office at the price of 40p per pen)
- A ruler
- A rubber
- A pair of children's scissors
- A pencil sharpener
- A small selection of coloured pencils

Pencil cases should be **clear, named** and **small enough** to comfortably fit in children's trays ensuring that they close.

Also, please could we request that stationery is plain with no novelty items due to these becoming a distraction!

We do have a limited number of 'whole class' stationery items which the children can share in the event that they forget their pencil case.

We are also discouraging the children from using each other's stationery as we understand how expensive things like glue sticks are and we wouldn't want parents and carers to have to replenish these frequently because their own child is sharing with others. We have also reminded the children that they must tell parents and carers throughout the year when something in their pencil case needs replenishing.

Any questions regarding this please speak to Mrs Hagan or Mrs Bishop.

Kind regards,  
Mrs Hagan and Mrs Bishop

