

Dear parents and carers,

A polite reminder that some of the children's pencil cases are running low on supplies and may need to be topped up. Some of the children choose to keep their pencil cases in their trays overnight and during the weekend. Today all pencil cases will be sent home so that these can be checked to see what needs to be replenished. Can pencil cases please come back into school on Monday.

Each pencil case should contain:

- A glue stick
- A pencil
- A blue handwriting pen (if your child has obtained their pen license)
- A ruler
- A rubber
- A pencil sharpener
- A small selection of coloured pencils

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

We are also discouraging the children from using each other's stationary 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 when something in their pencil case needs replenishing.

Kind regards,  
Mrs Bishop and Mrs Hagan