



4 May 2022

Dear Parent / Carer

Recently we have noticed an increasing number of students attending College without basic equipment.

In the event that students do not have the necessary equipment, staff are usually helpful in lending a few items but the scale of the problem is currently such that it frequently interrupts lessons and learning, taking up valuable time while equipment is sought.

Therefore, I ask that you make sure that your child has the following items at College every day.

Essentials	Desirables
- with students every day, every lesson	- ideal for students to have with them
<ul style="list-style-type: none">• Black pen• Pencil• Ruler• Eraser• Calculator (Maths/Science)	<ul style="list-style-type: none">• Pencil case• Green pen• Pencil Sharpener• Coloured pencils• Geometry set• Glue stick

We will ask tutors to check equipment during tutor times in the coming weeks, logging any lack of equipment as a concern on Arbor (which parents will be able to see) and contacting home in the event of a pattern of missing equipment. Please ensure your child has all the Essential equipment by Monday 16 May.

Please contact your child's Tutor, Head of Year, or myself via email if you wish to discuss any of the above.

Yours sincerely

Mr E van Hoek
Assistant Principal – Teaching and Learning