



## Equipment Guidance

### **You will need a school bag:**

The bag must be big enough to carry your books, an A4 folder, pencil case and planner and your PE kit.



### **You must bring every day into school:**

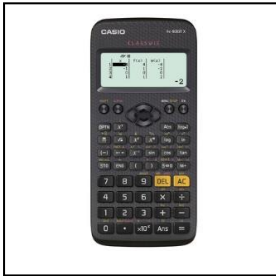
Pencil case containing:

pen (black or blue)

pencil

ruler

### **Other useful equipment we would like you to bring:**



Spare pen

Purple pen – for making improvements to your work

Pencil sharpener

Eraser

Coloured pens/pencils

Highlighter

Glue stick

Calculator

A small dictionary.



### **Presentation of Work**

- We encourage students to take pride in their work and understand the value of good presentation
- All classwork and homework should be fit for purpose and easily accessed, reviewed and used for revision
- Handwriting must be legible. If you have genuine difficulties in making your handwriting legible you may be referred to the Student Support Base, who will be able to investigate the issue, and offer support or intervention if appropriate. Although standards of neatness will vary, you must take good care over your written work, and expect to be challenged if this has not been the case.
- You should write with black or blue pens only, unless instructed otherwise by staff for a specific reason.
- You should do drawings, illustrations and diagrams in pencil. Annotations can also be in pencil.
- Graffiti and doodling in exercise books or on other written work/materials is not allowed.
- Any mistakes made when writing should be neatly crossed out with a single line. Liquid paper is not to be used.
- On the front of each exercise book you should write your name, subject and teacher(s).
- Each piece of work should have a title and a date, underlined neatly.
- All additional sheets used should be fixed into the exercise book, unless they are to be kept in a separate folder.
- You should use purple pens to respond to teachers' feedback, such as doing corrections and making additions to the original.