

March 6, 2019

Dear Parent/Guardian,

I am writing to inform you of the equipment checks we will be undertaking from week beginning the 11th March 2019. The focus of these checks is to ensure that all students at St Aldhelm’s Academy have the correct equipment they require for their learning at the Academy. At this time, I would like to ask for your support in ensuring your son/daughter arrives to the Academy with all of the following equipment:

1. 2 Black/ Blue Pens
2. Ruler
3. Pencil
4. Rubber
5. Academy Planner

Along with the uniform, equipment plays an important role in the High Expectations of the Academy and must be brought in at all times. In each lesson students require all equipment to be able to complete the tasks set and ensure they are making progress.

I would also like to draw your attention to the new equipment policy. If your son/daughter arrives to the Academy with incorrect or no equipment they will now need to borrow the items missing from reception. For example, if a pencil case is left at home the student must borrow a pencil case from reception in the morning and return at the end of the Academy day. The student’s name will be taken down to ensure the equipment is returned and also to track how often this is happening. If required, the student’s Head of Year will be informed to follow up. This will include replacing the equipment and a sanction such as a detention if it happens more than once.

To support you with this process we have all equipment in stock at the Academy and at a low price. All items are available for purchasing from the Academy’ reception area. These resources will also be available throughout the week on a daily basis for students to replenish any items they need.

Thank you for your support with this matter. If you have any questions, please feel free to ask.

Yours sincerely,

Nick McGill

Assistant Vice Principal – Behaviour and Attendance