

# Equipment Policy

October 2015



<b>Springwest Academy</b>	
Person(s) Responsible:	Principal
Status:	Non-Statutory
Date Approved:	October 2015
Date of Review:	As and when required

## Rationale

Springwest Academy firmly believes that every student should take pride in their work, develop their independence as learners and take responsibility for their own learning. In order to develop the necessary skills for learning and their future success they must begin to take responsibility for being prepared and carrying the necessary tools / equipment they need every day.

We believe that our equipment policy will:

- Support our values of courage and determination, inspiration and excellence, friendship and equality,
- Support their individual organisation and responsibility
- Support our positive, helpful, polite and calm behaviour expectations
- Support outstanding teaching and learning by ensuring that learning time is not wasted sorting out basic equipment every lesson

## Students

- All students are required to carry a pencil case which, as a minimum, must have:
  - Two working pens (black or blue ink)
  - A green pen
  - Two pencils
  - One eraser
  - One x 15cm (6") ruler

It is desirable that each student also carries:

- A highlighter pen
- Casio fx83gt calculator
- Oxford educational supplies do geometry packs with calculators for £7. It comes with pencil case.
- Colouring pencils

All of the above items will also be available for purchase from the school shop in Student Services. The shop will be open every morning from 8.10 until 8.40.

## **Staff**

- It is the responsibility of Form Tutors to check every morning that their students are properly equipped for the day. If any item from the basic required list is missing they should send the student to the school shop to buy a replacement. The money will be taken from their equipment deposit.
- If a student arrives at your lesson without the necessary equipment, they can be given a replacement from your department shop. However, you must note their name and the piece of equipment they have been given. This must be emailed to Carol Shaw who will deduct the cost from the student's deposit.

## **Parents / Carers**

- We know that our parents are extremely supportive of the school and work hard themselves to support their children in becoming more independent and better organised.
- We ask that our parents ensure that their child is properly equipped for school and ready to learn. The basic equipment is essential for learning. Please make sure your child starts the term with a pencil case and the basic equipment listed in this policy. Please regularly check that items are replaced and your child has the full list of basic equipment ready to bring to school. If you can support with buying some of the items noted in the desirable list that would be very helpful.
- It is very important that pens are of good quality and suit your child's handwriting. The school shop does offer a good range of handwriting pens and all the other equipment.
- You will be asked to provide a deposit of £5.00 in the first week of the school year. This deposit will be used to replace items that get lost or run out from your child's pencil case in school. If the deposit runs out you will be informed and we will look together at how to support your child in becoming better organised. You will be asked for a further £5.00 deposit.
- If your child has simply forgotten to bring their equipment to school you will be asked to bring it into school on the day. Your child may be sent home to get their equipment if you are unable to bring it in.

Achievement Co-ordinators and Senior Leaders will be checking uniform and equipment on a daily basis.