



Newfield School



Equipment Policy

Author	Headteacher
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DOCUMENT CONTROL

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 3 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Equipment Policy

1. Introduction

1.1. When reading this policy, please note that the Headteacher's decision is final, alongside any staff member with delegated responsibilities. The Equipment Policy is to be read alongside the Family Handbook, Behaviour Standards Policy, Uniform and Appearance Policy, Rewards Policy and Exclusion Policy.

2. Equipment list

2.1. We take pride in our school and our pupils being correctly equipped as this supports positive learning and progress. The table below outlines the compulsory equipment a pupil needs.

Equipment List	Key Points
School Bag	Must be large enough to hold A4 folders and relevant school materials. Will need to accommodate PE Kit on PE days.
Pupil Planner	<p>Provided by the school.</p> <p>Replacements will need to be purchased by parents at a cost of £5 if the Pupil Planner is lost, damaged or defaced.</p> <p>The Pupil Planner is a compulsory item, it must be kept presentable and in a good condition. Sanctions are recorded in the planner, so it is of upmost importance. The following rules apply in relation to the planner:</p> <ul style="list-style-type: none">• No personalising of the Pupil Planner is allowed, including graffiti.• Pages must not be folded or removed.• Pupil Planners must not be carried in a pupil's blazer.• A pupil should have their Pupil Planner with them at all times other than a toilet break.
Pencil Case which must be clear, robust and is available to purchase from school.	<p>This must contain:</p> <ul style="list-style-type: none">• Two Black Pens• Purple Pen• Pencil• Rubber• Ruler• Protractor• Compass• Whiteboard Pen• Calculator (this can be purchased through the school)
Calculator	FX83GTCW-N

2.2. The expectation is that all pupils are fully equipped every day to support learning. If a pupil forgets their equipment, temporary equipment will be provided, and a detention will be issued.

2.3. We provide pupils with folders for their exercise books and booklets.

2.4. Equipment checks will take place at Line-Up and during Character Development sessions.

2.5. Therefore, to ensure all pupils have an opportunity to be fully equipped, we operate a stationery shop. This helps to ensure all pupils can purchase any items they need, so they are ready to learn.

2.6. The stationery shop is open 7.30am until 8.15am, break time and lunchtime, daily.

2.7. Equipment is available to purchase from the stationery shop for the following prices:

Equipment List	Cost
Full Pencil Case	£2.50
Calculator	£10.00
Black Pen	£0.10
Purple Pen	£0.10
Rubber	£0.30
Ruler	£0.10
Pencil	£0.10
Whiteboard Pen	£0.30
Compass	£0.50
Protractor	£0.30
Empty Pencil Case	£0.60

2.8. Please note we do not support expensive stationery purchases. We sell basic equipment at school, for your convenience. Any payment made covers the cost of the equipment, including admin costs.