

# High View Primary School

## Opportunities to Thrive



The Chase  
Wallington  
Surrey  
SM6 8JT  
Tel: 020 8688 3563  
Email: [office@highview.school](mailto:office@highview.school)  
X: @HighViewPrSch  
Website: [www.highviewprimary.org.uk](http://www.highviewprimary.org.uk)

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### Stationery Guidance - Applicable to Year 3 to 6 Only

Dear Parents and Carers,

We have recently noticed that an increasing number of children are bringing their own pencil cases into school. As a school, we are not opposed to children bringing their own stationery; however, some pencil cases are becoming too large to comfortably fit on desks and are beginning to serve as a distraction during lessons. This can result in teachers needing to manage an additional classroom consideration.

To help ensure classrooms remain organised and focused learning environments, we would like to clarify our expectations.

**Children in Years 3 to 6 may bring their own pencil case to school at their own risk.**  
The school cannot take responsibility for lost or damaged items.

If children choose to bring a pencil case, it must meet the following criteria:

- The pencil case must be transparent, a single colour or very basic in design (low or no branding)
- Small enough to fit comfortably on a desk
- Have minimal zips for entry (no more than two)
- Contain minimal or no compartments
- Must be labelled with the child's name
- The pencil case must not be a toy and must not distract children from learning

Large, novelty, or multi-compartment pencil cases should not be brought into school. They create unnecessary competition and distract from their purpose.

To support learning and keep items manageable, pencil cases should only contain essential equipment, such as:

- **For year 5 and 6 only:** 2 × dark blue handwriting pens (Frixion pens or biro) **not needed in Year 3 and 4**
- 2 × purple **biro** pens
- 2 × HB pencils - **no rubbers on the end**
- Glue stick
- Highlighter
- Whiteboard pen (black or blue)
- Pencil sharpener (preferably with a container attached)



Optional small items may include:

- 15 or 30 cm ruler
- Coloured pencils or fine felt tips
- Child-safe scissors

Please ensure that, where possible, items are clearly labelled with your child's name to avoid loss or confusion.

These expectations will help reduce distractions and ensure that classroom spaces remain organised and conducive to learning.

Thank you for your continued support.

Miss Archer  
Assistant Head

.Suggested items:



Frixion pens

Pencils



Whiteboard pen



Sharpener with container



Highlighters



Glue stick

The screenshot shows the Wilko.com website. The navigation bar includes 'Stationery & Office', 'Pens, Pencils & Highlighters', and 'Pencil Cases'. The product page features a blue pencil case with a 'new' badge. The price is £1.29. There are options for 'Add for delivery' and 'Click & Collect'. The page also displays various payment options like PayPal, Klarna, and Amazon Pay.

The screenshot shows the Choice Wholesale website. The navigation bar includes 'Stationery', 'Arts & Crafts', 'Party & Decorations', 'Christmas', 'Seasonal', 'Gift Wrapping', 'Toys, Games & Books', 'Gifts', 'Greeting Cards', and 'Special Offers'. The product page features a clear pencil case with a black zipper. The price is £0.69. There are options for 'ADD TO CART' and 'Buy with shop'. The page also displays product details like 'Availability: In Stock', 'SKU: janrax 706700', 'Barcode: 5055497067000', 'Vendor: Janrax', and 'Categories: Pencil Cases, School & Education Supplies, Stationery'.



Pencil Cases