

<u>POLICY:</u>	EQUIPMENT	<u>DATE:</u> June 2004
<u>PERSON RESPONSIBLE:</u>	Headteacher	<u>MONITORING:</u> SLT
<u>REVIEWED</u>	October 2017	<u>REVIEW DATE:</u> October 2019

Adopted by Governors on 29th November 2017

RATIONALE

During lessons students need to have certain items of equipment in order to access the curriculum. This may be generic equipment e.g. pen/pencil or more specific equipment such as a calculator. It may even be specialist equipment for PE or ingredients in Food. As a school we need to ensure that students have this equipment in cases where they have not provided it themselves or the students will not have the access to the curriculum to which they are entitled.

It is important that students are given the opportunity to learn effectively.

PURPOSE

To provide clear guidelines to staff, students and parents/carers on what equipment they should provide.

To ensure that there are clear strategies for dealing with cases when students do not have the necessary equipment.

PRINCIPLES

Students have an entitlement to learn and we will support them in this.

Paget serves a school community with many families coming from deprived areas. There are also families and students who find simple organisational skills difficult. These students also have the same full entitlement to the curriculum.

Students should be encouraged to take on responsibility for providing their own equipment and for organisation

This policy should be read in conjunction with the Charging Policy.

CONCLUSION

Access to the required equipment is important for students to succeed. While they should be encouraged to provide their own, they should not be denied access to the right equipment and their entitlement to learning.

NOTES

The same rationale, purpose and principles also apply to internal or external exams.

WORKING PRACTICE: EQUIPMENT

DATE: June 2004

PERSON RESPONSIBLE: Headteacher

MONITORING: SLT

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CONTEXT

Not all students bring the required equipment to school in a suitable bag and this makes it difficult for them to be prepared to learn and to have access to the curriculum. The start of lessons can be disrupted when individuals do not have the necessary equipment.

EQUIPMENT FOR LESSONS

It is reasonable to expect all students to come to lessons equipped with a planner, pen, pencil, ruler and their school books for the lesson and a bag to keep all this in. Students should be encouraged to buy their own specialist equipment or tools where the costs are reasonable, e.g. coloured pencils for Art, calculators for Maths and Science.

Where equipment is of a specialist nature, the school should provide it, e.g. craft knives, tools, drawing boards. For Health and Safety purposes, some of equipment must always be provided by the school, e.g. craft knives. These must be kept securely locked away and counted in/out at the beginning/end of each lesson.

In practical subjects, where parents indicate in advance that they wish to own the finished product, a charge will be made or parents/carers will be expected to provide the materials. Where parents/carers have indicated they do not wish to own the product, alternative arrangements will need to be made by the class teacher to ensure that students are able to participate in an appropriate activity [see Charging Policy].

In P.E. students are expected to wear appropriate kit in school colours, as outlined in school documents.

WHAT HAPPENS IF STUDENTS DO NOT PROVIDE BASIC EQUIPMENT?

If a student arrives at a lesson without the equipment detailed above, a C2 warning will be issued by the classroom teacher and the missing equipment

should be lent to the student. All HOYs and the Pastoral Assistant Headteacher have equipment available at a nominal cost [planners are more costly and bags are not available] and so a student should not spend the whole day ill equipped. Persistent offenders will be referred to their form tutor.

Where students do not bring the materials in practical subjects e.g. cooking and P.E., then a C1 will be issued. Students will be given basic PE kit and ingredients.

The P.E. Department will keep a stock of clean kit for students to borrow for the lesson. This will be loaned to students who do not have the necessary kit or inappropriate kit. Students who choose not to wear the borrowed kit will be given a C3 detention. Students are expected to provide P.E. kit in school colours. Persistent offenders should be reported to the Curriculum Area Leader for appropriate action. If there is no improvement the CAL should report to the HOY for further action.

Tutors will be expected to ensure that all students have suitable bags. A C3 detention will be issued where they do not have bags and no note of explanation.

In any cases of hardship, the HOY will consult with the Assistant Head [Pastoral] to make alternative arrangements.

To minimise disruption and encourage students to take responsibility for themselves it must not become an easy option for students to arrive without equipment and simply borrow it.

WHAT HAPPENS IN EXAMS?

Students are not expected to bring their own equipment. Pens, pencils, rulers, rubbers, highlighters etc. will be provided by the school. The school, at the beginning of the exam, will provide specialist equipment, e.g. coloured pencils for media students, calculators for Maths or Science, and arrangements made for the invigilation team to collect them in at the end.

This applies to internal and external exams.

NOTE: All specialist equipment, which should be provided by the curriculum area. It is the responsibility of Curriculum Leader to liaise with the exam secretary to ensure that effective provision is made.