

PODAR INTERNATIONAL SCHOOL, SANGAMNER
Academic Year: 2026–27

Circular: Stationery Guidelines for Students

Dear Parents,

To ensure a safe, disciplined, and distraction-free learning environment, all students are required to follow the stationery guidelines mentioned below. Parents are requested to cooperate by ensuring that only the permitted stationery items are sent to school.

A. Stationery Items Allowed in School

1. Students may carry 2–3 HB pencils (or blue pens for grades where pen usage is permitted).
2. One eraser and one sharpener (preferably with a shavings container) should be carried daily.
3. A 15 cm transparent plastic ruler is permitted.
4. A geometry box containing a compass, divider, protractor, and set squares may be brought only on days when Mathematics requires it.
5. Colour pencils, crayons, oil pastels, sketch pencils, or paint materials should be brought only when specifically instructed by the subject teacher.
6. One glue stick may be carried only for classroom activities or project work.
7. Students of higher grades may carry one highlighter if instructed by their teacher.
8. All stationery must be kept in a simple, transparent or plain pencil pouch/box.
9. Every notebook, textbook, and stationery item should be clearly labelled with the student's Name, Grade, Division, and Roll Number.

B. Stationery Items Not Allowed in School

10. Permanent markers, whiteboard markers, and sketch pens are not allowed unless specifically instructed for an activity.
11. Glitter pens, gel pens, scented pens, novelty pens, multi-colour pens, laser pens, and decorative stationery are strictly prohibited.
12. Correction fluid (Whitener), correction pens, and correction tapes are not permitted.

13. Cutter knives, paper cutters, blades, metal knives, staplers , staplers pins or any sharp or hazardous objects are strictly prohibited.
14. Metal rulers with sharp edges are not allowed. Only plastic rulers should be used.
15. Students should not bring expensive , fancy or glass stationery that may distract others or lead to loss or damage.
16. Toys, playing cards, collectible cards, keychains attached to stationery, fidget toys, spinning toys, or any non-academic items are not allowed.
17. Glue guns, spray adhesives, permanent adhesives, and chemical-based stationery materials are prohibited.
18. Personal scissors should not be brought to school unless specifically requested by the teacher for an activity.
19. Students should not exchange, borrow, lend, buy, sell, or gift stationery items during school hours without the permission of the class teacher.
20. Any item considered unsafe, inappropriate, or distracting by the school authorities may be confiscated.

C. General Guidelines

21. Students should carry only the books, notebooks, and stationery required according to the daily timetable to avoid carrying a heavy school bag.
22. Parents are requested to check their child's school bag and pencil pouch regularly to ensure that only permitted items are being carried.
23. Students are responsible for taking care of their personal belongings. The school will not be responsible for any lost or misplaced stationery.
24. Any prohibited stationery item found in a student's possession may be confiscated. The item will be returned only to the parent, if deemed appropriate by the school authorities.
25. Repeated violation of these guidelines may lead to disciplinary action as per the school's rules and regulations.

Your cooperation in reinforcing these guidelines at home will help us maintain a safe, organized, and focused learning environment for all students.

Regards,
Podar International School, Sangamner