



In order for your child to start the year with all the necessary stationery requirements, we supply you with this list. These are essentials and all pupils **must have the items mentioned on this list on their first day of school.**

PLEASE NOTE:

- Please ensure that each and every item is clearly labelled with your child's name.
- Please avoid "fancy" items for school such as pencils with decorations on the ends, chunky sharpeners, bendy rulers and rubbers of all shapes and sizes! Rather keep this special stationery at home and bring the plain ones to school.
- We advise that children keep what remains of their previous year's stationery at home to use when doing homework and start the school year with a fresh set. Learners are not allowed to bring their pencil cases home each day, so they need to have other stationery at home for homework.
- It is important that the children have complete sets of the various crayons required, because we often colour-code things to enhance concept formation and it is difficult to do so when some children are missing certain colours.

When it comes to pencil cases: keep it simple. Ideal is the 30cm one with 3 zipped compartments, available from the uniform shop. This fits all of the necessary items, including the ruler, in an organised way and it is easier to store than having several separate pencil cases.

You will also receive a book-covering pack with your child's report pack at the end of the year. Please cover the workbooks according to the instructions and send the complete set to school on the first day of the new year.

YOU ARE REQUIRED TO PROVIDE YOUR CHILD/CHILDREN WITH THE FOLLOWING:

<p><u>BOOKS & FILES:</u> 1 A5 Hardcover (192pages) manuscript Feint Margin Book 1 A4 Blank (no lines) exercise book (72 pages) 10 A4 Irish line & Margin Exercise Book (72 page) 20 plastic sleeves 2 ring file (can be last year's) 2 flip files (30 pockets each)</p> <p><u>OTHER:</u> 1 UHS pencil bag with 3 compartments. 1 green book bag (For sale at office @ R80) (can use Grade 2 bag) 1 Chair bag 1 box – 2 ply tissues 1 Large zip lock bag – Labelled for extra stationery</p>	<p><u>STATIONERY:</u> 2 sharpeners – the simple, metal type. 2 Black permanent - round tip - Artline 70 marker 1 Pair of scissors 2 erasers 2 x 30cm ruler – not the bendy kind. 24 HB pencils Staedtler HB (no pacers) 5 large Pritt (43g) or Gloy(40g) (Please buy only Pritt or Gloy brand others don't stick) 1 set retractable wax crayons(12) – "wind ups" 1 set pencil crayons (set of 12) 1 set (12) felt tip koki pens 2 Highlighters 6-8 Whiteboard markers 1 small white board duster OR an old sock. 1 set of oil pastels 1 set of water colour paints (12 colours)</p>
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Use of readers and text books

If your child has misplaced a reading book, he / she will not be issued with another one for homework purposes until the misplaced book has been returned. He / she will be able to practice the reading lesson in class.

* An additional fee of R200 per book will be charged if a class reader is not returned or lost.

PLEASE RE-CHECK EVERY NEW TERM THAT PUPIL STILL HAS ALL NEEDED STATIONERY.

Yours sincerely

UPS

LOST BOOK / READER POLICY .

Dear UPS parents

We need your co-operation regarding the preservation of our class reading and text books which go home for learners to practise reading. We have noticed that many children are unable to bring them back to school, because they have been misplaced at home.

This is a more serious problem than it seems, as such a book is part of a series, to be used by a number of children in a group. We have bought a reading series for approximately R360 000 and already some of those books are missing.

Unfortunately we cannot allow unnecessary wastage of school funds and resources and will have to recoup such losses at R200 per book. If this refund is not made voluntarily, we shall have to add it to other fees due to the school.

If a trend is noticed whereby a child loses more than one book in the course of a year, we shall not permit him or her to take further class readers home. Such a learner will only be permitted to use class readers at school.

Will you please have a good look at home for any class readers or leesboekies and return them to school?

We trust that we can depend on your co-operation in this regard.

Kind regards

Mr Hulleman
Principal

**UNION PREPARATORY SCHOOL
STANDARD BANK
UHS CLEARING ACCOUNT
Acc No: 082528330
Branch code: 050116
Or email: uhsdebtors@unionschools.co.za
Please use child's name / Account No as reference**