



# UNION PREPARATORY SCHOOL

December 2024

Dear **Grade 1** Parents

We welcome you and your child to Grade 1 and hope that this will be the beginning of a long and happy association with our school.

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.

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

**PLEASE DO NOT COVER ANY BOOKS**

**BOOKS & FILES:**

- 9 A4 Un-ruled (blank) 72 page Exercise books
- 2 A4 17mm lined 72 page Exercise books
- 3 A4 Feint and Margin 72 page - exercise books
- 1 x 50 pocket flip file
- 1 ring files (**NOT** lever arch)

**OTHER:**

- 1 school case (large enough to take a A4 book bag, Lunch, box, juice jersey and PT clothes)
- 1 big box tissues
- 1 green **Union pencil case (3 zips – UHS clothing shop)** – NOT other small (3 zips) or 1 big zip pencil case.
- 1 chair bag (Available at XTT)
- 1 green book bag (available at UPS office - R85)
- 1 old shirt for Art- Dad size

**STATIONERY:**

- 20 HB pencils (clearly marked) (Staedtler)
- 4 pack retractable wax crayons (Mon-ami, Croxley, Faber castle or Pritt brands only)
- 2 packs of **Triangular** pencil crayons (Staedtler, BIC, Croxely brand, etc.)
- 1 box **Jumbo** wax crayons (teddy brand)
- 1 box 12 x oil pastels – (Pentel or Staedtler brand)
- 4 erasers – good quality
- 1 pair of scissors (good quality -marked with a name tag sewn on)
- 6 good pencil sharpeners (Small & Big holes – **MUST BE WITH A HOLDER**)
- 3 Green **White board markers (NOT PERMANENT)**
- 6 **large** Pritt (43g) or Gloy (40g) (Not liquid glue)  
(Please buy only Pritt or Gloy brand others don't stick)

**Please clearly mark all pencils and crayons, erasers, sharpeners, books, scissors, glue and files with your child's name**

**ALL ITEMS MUST BE CLEARLY AND PERMANENTLY MARKED!**

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

**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. (P.T.O).

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](mailto:uhsdebtors@unionschools.co.za)  
Please use child's name / Account No as reference**