



# UNION PREPARATORY SCHOOL

2026

## Dear Grade 2 Parents

*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**

<b>Books &amp; Files:</b> 2 A4 un-ruled (Blank) 72 page - exercise books 9 A4 Feint and Margin 72 page - exercise books 1 quotation folder 1 10 page flip file <b>A3</b> clear PVC Folder (Envelope)	<b>Stationery:</b> 2 erasers (cut in half) 2 boxes pencil crayons (long) 20 HB pencils (only Croxley or staedler pencils please) 2 packs retractable "wind ups" 1 box of <b>25</b> oil pastels 6 <b>large</b> Pritt (43g) or Gloy(40g) (Not liquid glue) (Please buy only Pritt or Gloy brand others don't stick) 2 sharpeners 1 Black Artline 700 marker 1 Black Artline 70 marker 2 30 cm rulers 1 pair of scissors 2 highlighters 2 Black <b>White board markers (NOT PERMANENT)</b> 2 colour <b>White board markers (NOT PERMANENT)</b> 1 colouring -in book/ Activity book - large
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**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 R250 per book **will be charged** if a class reader is not returned or lost.*

*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 R250 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**