



# TOM NEWBY SCHOOL

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1 September 2023

Dear Parent

The stationery requirements for your child, who will be in **Grade 3 in 2024**, have been printed overleaf. Please take note of the following with regard to organization and payment:

## General Information

1. All of the stationery from School Stationery Pack and Parent Stationery Pack is a compulsory requirement in 2024.
2. **The School Stationery Pack** lists the textbooks, exercise books and stationery items that are included in the stationery pack that will be provided to your child by the school. The cost for this School Stationery Pack is **R720.00**. **This stationery pack must be purchased in its complete 'pack' form.**
  - The Grade 4 – 7 stationery packs will be issued to learners by their register teachers at the beginning of the new school year. The Grade 1-3 learners will receive their stationery during the course of the year, as required.
  - Items in the School Stationery Pack include items that either cannot be purchased directly from a supplier or items that require uniformity.
  - Four stationers were consulted for quotes and we are confident that most parents will not be able to purchase these items at lower prices from consumer suppliers.
3. **The Parent Stationery Pack** lists stationery that parents can purchase from a supplier of their choice. Items in this pack include stationery that learners may already have or that can be purchased at a more competitive price than what the school suppliers are able to offer.
4. Please note that learners must have all of the stationery listed on the Parent Pack when they arrive on the first school day in 2024.
5. **Full payment for the School Stationery Pack must be made on or before Friday, 8 DECEMBER 2023.** Please retain your receipt as proof of payment as no School Stationery Packs will be issued without this proof. If your child does not progress to the next Grade, the difference in cost of pack will be refunded or charged accordingly.

Should you have any queries, kindly direct them, in writing, to Mrs T Landers, via the school administration office.

Yours faithfully

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MISS GL MYNHARDT  
PRINCIPAL

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MRS T LANDERS  
HEAD OF DEPARTMENT

**TOM NEWBY SCHOOL**  
**STATIONERY ORDER FOR LEARNERS ENROLLING IN**  
**GRADE 3 IN 2024**

1. Please follow the guidelines/instructions provided on this Order Form.
2. You may make payment by physical bank deposit or via internet transfer – for security reasons, no cash payments or cheques can be accepted.
3. Our school's banking details have been listed below. Please use your **child's initial and surname, current class and STAT2024** as a reference on the payment.

For example:

**O. Nleeyou 5V STAT2024**

(NB. Please do not use this name – it just an example of what is required.)

Please make the stationery payment on its own – when other payments are included, it is difficult for the accounts department to allocate the funds correctly.

Bank	:	First National Bank
Account holder	:	Tom Newby School
Branch number	:	250 655 (Lakeside Mall)
Account type	:	Cheque
Account number	:	626 697 34777

4. Please keep a copy of your Proof of Payment (POP) or bank receipt.
5. This receipt might need to be presented to the register teacher in exchange for the Stationery Pack, at the beginning of the school year in 2024.

**To facilitate the ordering process, we respectfully request parents to make  
the necessary payment  
ON OR BEFORE FRIDAY, 8 DECEMBER 2023.**

**STATIONERY REQUIREMENTS FOR GRADE 3 IN 2024**  
**ITEMS INCLUDED IN SCHOOL PACK**

**Stationery**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>
Ball point pen	Fine Blue	1	Quotation Folder	Meeco AQ200-C1	1
Ball point pen	Fine Green	2	Whiteboard marker	Black	2
Fold back clip	19mm	1	Book bag	EF8066-B2	1
Folder for class/subject use	Meeco ZQ336P	1	Pack of playing cards		1
Folder for newsletters	Meeco ZQ336P	1	Homework diary		1
Glue Stick	20g	2	White A3 paper	Pack of 50	1
Pencil - Clutch	7mm	1	White paper	A4 ream	1
Pencil HB		2	Reading bag	Vinyl	1
Pencil lead HB	7mm	2	Plastic sleeves	A4 thick	1
Play dough		1			

**Exercise Books**

<b>Size</b>	<b>Pages</b>	<b>Format</b>	<b>Qty</b>	<b>Size</b>	<b>Pages</b>	<b>Format</b>	<b>Qty</b>
A4	48	Feint and margin	1	A5	192	Hardcover Feint and margin	1
A4	72	Feint and margin	4	A4	Clear	Plastic book cover	8
A5	48	Feint and margin	1	A5	Clear	Plastic book cover	4

**Workbooks and Textbooks**

400 chart (Mr Publisher)	1	New wave mental maths 3	1
Bonds & Tables 3	1	Read with understanding 3	1
English in practice Bk 2	1		

**TOTAL COST FOR SCHOOL PACK: R 720.00**

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**ADDITIONAL ITEMS REQUIRED – TO BE SUPPLIED BY PARENTS**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>
Activity Book		1	Pencil HB		2
Blackboard duster	Half	1	Pencil lead HB	7mm	2
Blazer name tag	School stock	1	Retractable wax mon ami	Set of 12	1
Chair bag	School stock	1	Clear Ruler 30cm	Shatterproof	1
Eraser	Small white	1	Scissors -blunt nose	Small metal	1
Glue Stick	20g	2	Sharpener - single	With container	1
Ice cream tub	Empty 2 litre	1	Tap Tuck Card		1
Koki pens	set of 12	1	Suitcase	School stock	1
Oil pastels	set of 12	1	Tissues	Box of 200	1
Pencil - Clutch	7mm	1	Waterpaint set	set of 12	1
Pencil bag	School stock	1	Whiteboard /Chalkboard combo		1