



TOM NEWBY SCHOOL

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1 September 2023

Dear Parent

The stationery requirements for your child, who will be in **Grade 4 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 **R800.00**. **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 M Fourie, via the school administration office.

Yours faithfully

MISS GL MYNHARDT
PRINCIPAL

MRS M FOURIE
HEAD OF DEPARTMENT

TOM NEWBY SCHOOL
STATIONERY ORDER FOR LEARNERS ENROLLING IN
GRADE 4 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 4 IN 2024

ITEMS INCLUDED IN SCHOOL PACK

Stationery

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Item</u>	<u>Description</u>	<u>Qty</u>
Ball point pen	Fine Blue	4	Highlighting pen	Yellow	1
Ball point pen	Fine Purple	1	Koki	Black perm marker	1
Ball point pen	Fine black	1	Koki pens	set of 12	1
Cardboard	Mixed colour pk of 25	2	Pencil 6B		1
Fineliner	Black	1	Pencil crayons	set of 12	1
Flip file	10 pg A4	1	Pencil HB		1
Flip file	20pg A4	3	Homework diary		1
Glue Stick	20g	1	Reading bag - Vinyl		1
Folder for newsletters	Meeco ZQ336P	1			

Exercise Books

<u>Size</u>	<u>Pages</u>	<u>Format</u>	<u>Qty</u>	<u>Size</u>	<u>Pages</u>	<u>Format</u>	<u>Qty</u>
A4	32	Feint and margin	1	A4	192	Hardcover feint and margin	2
A4	72	Feint and margin	6	A5	32	Feint and margin	3
A4	72	Feint and margin & blank	1	A4	Clear	Plastic book cover	25
A4	72	Quad and margin	2	A5	Clear	Plastic book cover	3
A4	96	Hardcover feint & margin	2				

Workbooks and Textbooks

	<u>Quantity</u>
Instamaths Grade 4	1
Life Skills Yellow Dot - Grade 4	1
NSTech Green Dot Grade 4 Workbook	2

TOTAL COST FOR SCHOOL PACK: R 800.00

ADDITIONAL ITEMS REQUIRED – TO BE SUPPLIED BY PARENTS

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Item</u>	<u>Description</u>	<u>Qty</u>
Eraser	Small white	1	Tap Tuck Card		1
Ruler 30cm	Clear shatterproof	1	Tissues	Box of 200	1
Scissors - Blunt nose	Small metal	1			