

OTHER INFORMATION

HOW APPROVED REFUNDS WILL BE RELEASED

ALL REFUNDS MUST BE APPROVED BY THE PRINCIPAL BEFORE THEY ARE RELEASED

Where a refund of School Fees has been approved, the Refund will, as a general rule, be made to the Person or Institution who paid the Fees in the first place. This procedure is to avoid the School or its Staff becoming involved in disputes as to who might be (or might not be) the rightful owner of the Refund money.

This means, that in the case of, School fees that were originally paid by:

Cash

The Refund will be made by "Not Negotiable" cheque in favour of the person who originally paid the fees in cash.

Personal or Company Cheque

The refund will be by "Not Negotiable" cheque in favour of the Drawer of the cheque that was originally presented when the fees were paid.

Bank Cheque

The Refund will be by "Not Negotiable" cheque in favour of the Drawee Bank (and Branch) on which the original bank cheque was drawn.

Under no circumstances will a refund of School fees be paid in cash.

All Refunds approved will be paid by "Not Negotiable" cheque drawn by the School. The original receipt will need to be surrendered in most cases where a refund is due and payable.

ADMINISTRATION & OTHER FEES 2019

Please note that the following charges will be made:

<u>ITEM</u>	
Enrolment Fees (Non Refundable)	K100.00
Refund of fees paid without enrolling child	K150.00
Refund of overpayment of Fees	K150.00
Refund of fees @ withdrawal of Student	K250.00
Dishonoured Cheques	K50.00 + Bank's Fee
Search Fees (Copies of Receipts or other documents)	K35.00 per document
Late Payment of Instalment Fees — Instalment Fees that are not paid on due date will attract a Finance Charge at 1.5% for every week or part thereof that the Instalment Fee is overdue (e.g. Grade 5 Term 3 Fee of K1965 paid 12 days late would attract a Finance Charge of K58.96)	1.5% per week for each week or part of a week that the Instalment is overdue



Port Moresby Grammar School

2019

School Fee and Enrolment Information

Office Opens Monday 14 January 2019
Term 1 Begins Monday 28 January 2019

P.O. BOX 1149
 PORT MORESBY, NCD 121
 PAPUA NEW GUINEA

Phone: + (675) 3236577
 Fax: + (675) 3234358
 Email: principal@pomgrammar.ac.pg

2019 SCHOOL FEES (in Kina): Students will not be permitted to commence classes in 2019 unless the prescribed fees have been paid in full, either by Early Bird, Full Year or the 1st Instalment.

	EARLY BIRD	FULL YEAR DISCOUNT	FULL YEAR of 4 instalments	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3	INSTALMENT 4
Payment Dates	1/11/2018 to 14/12/2018 ONLY	15/12/2018 to 28/01/2019 ONLY	28/01/2019	28/01/2019	23/04/2019	15/07/2019	30/09/2019
PREP - Grade 2	8,686	9552	10,031	3,344	2,229	2,229	2,229
Grade 3 - Grade 4	9,084	9,991	10,499	3,500	2,333	2,333	2,333
Grade 5 - Grade 6	9,511	10,464	10,990	3,663	2,442	2,442	2,442
Grade 7	9,950	10,944	11,764	3,921	2,614	2,614	2,614
Grade 8	9,950	10,944	11,764	3,921	3,921	3,921	
Grade 9	10,418	11,458	12,318	4,107	2,737	2,737	2,737
Grade 10	10,418	11,458	12,318	4,106	4,106	4,106	
Grade 11	10,903	11,995	12,597	4,200	2,799	2,799	2,799
Grade 12	10,903	11,995	12,597	4,199	4,199	4,199	
ESL Prep to Grade 6				3,663	3,663	3,633	
ESL Grade 7- 12				4,199	4,199	4,199	

Please note that if a child is enrolled between the first and the 6th week of a school term - the full instalment fee will be applicable. Any child enrolled from the commencement of Week 7 of a school term will be invoiced for the remaining weeks of the term. NB: A child is deemed enrolled only when the full payment of the prescribed Fees is received by the School.

If a child is enrolled in Term 2, 3 or 4 the First Instalment Payment will be applied for that term.

Please note that all Fees are inclusive of Tuition Costs, Excursion and Sports Fees and all and any Fees for International Examinations such as NAPLAN and ICAS (English, Maths, Computing, Science) as the case may be for that Grade.

ESL FEES: Please note that those students enrolling for this category are students with little or no practical grasp of the English language. (ESL - English as a Second language) NB: Enrolment for ESL is on a term basis only .

WHAT TO DO TO IF YOUR CHILD IS WITHDRAWING

Withdrawal of Student from School

STEP 1

Attend Compulsory Exit Interview with the Dean of Admissions.

STEP 2

Parent to sign a Student Withdrawal Form with the Dean of Admissions.

STEP 3

Student to complete Student Release Form and hand to the Dean of Admissions.

STEP 4

Transfer Certificate will be issued if Steps 1, 2, & 3 are completed satisfactorily.

STEP 5

School Fee Refunds in accordance with current School Policy will be paid if Steps 1, 2 & 3 are completed satisfactorily. (See table below)

SCHOOL FEE REFUND POLICY: All Refunds will incur an Administration Fee. Refunds will be calculated from the date the Dean of Admissions and the Parent sign the Withdrawal Form.

		Calculation of Refund is as follows if School Fee Payment was made by		
	Reason for Withdrawal	Early Bird	Full Year	Instalment
1	<u>Transfer Abroad/Another Province/ Another School</u>			
	Term 1	50% Refundable	50% Refundable	No refund
	Term 2	25% Refundable	25% Refundable	No refund
	Term 3	12.5% Refundable	12.5% Refundable	No refund
	Term 4	No Refund	No Refund	No refund
2	Illness			
	Term 1	50% Refundable	50% Refundable	No refund
	Term 2	25% Refundable	25% Refundable	No refund
	Term 3	12.5% Refundable	12.5% Refundable	No refund
	Term 4	No Refund	No Refund	No refund
3	Discipline			
	Term 1	50% Refundable	50% Refundable	No Refund
	Term 2	No Refund	No Refund	No Refund
	Term 3	No Refund	No Refund	No Refund
	Term 4	No Refund	No Refund	No Refund
4	30+ Days Absence			
	Term 1	50% Refundable	50% Refundable	No refund
	Term 2	No Refund	No Refund	No refund
	Term 3	No Refund	No Refund	No refund
	Term 4	No Refund	No Refund	No refund
5	Did not attend school			
	Term 1	100% Refundable	100% Refundable	100% Refundable
	Term 2	100% Refundable	100% Refundable	100% Refundable
	Term 3	100% Refundable	100% Refundable	100% Refundable
	Term 4	100% Refundable	100% Refundable	100% Refundable

FREQUENTLY ASKED QUESTIONS

What do Parents/Guardians do when:

their child is absent from School? Please notify the school by phone or by email.

their child is sick whilst at School? The School will contact the parents to pick up their sick child.

they wish to talk to a teacher? Please ring the Front Office Staff to organise an interview.

their child is NOT in the correct Uniform? Please write a note in the diary.

their child is LATE for school? Please explain in the diary or ring/email the Directors.

they are required to attend an interview with the School? Please attend. (It is usually very important)

the school has a Charity Drive? Please support it. It is run by the **Student Representative Council** as their community project.

the School has a Major Fundraising Drive? Please support it. The proceeds are ploughed straight back into the learning needs of your child.

the School celebrates Foundation Day? Please encourage your child to participate - it is part of the Port Moresby Grammar School Curriculum.

they are invited to attend a Parents' & Teachers' Information Evening? Please attend. (It is important).

the Junior School has a Disco Night? Please come along. It is usually a fun night.

their child has exceeded 30 days absence from school for any reason including fee suspension? Please attend a compulsory interview with the Director of Curriculum Junior School (Grade Prep-6) or the Director of Curriculum Senior School for (Grades 7 to 12).

DEPARTMENT OF EDUCATION 30 DAYS RULE

Students who are absent or suspended from school due to the **30 days cumulative absence** limit will no longer be eligible for the award of a Certificate of Basic Education Certificate, Lower Secondary School Certificate or Upper Secondary School Certificate. **Page 29 SCE Handbook 2007 :**

Please note that your child will be withdrawn from School by the Dean of Admissions after he or she has been away from school for over 30 days.

Other Documents to read

- **Handbook for Students and Parents** (1 copy per family) Issued during our **Parents and Teachers' Evening**. Both Parents and students are required to read this Handbook thoroughly. Many issues arise in the School because important information on the School has not been read and understood.

OTHER FEES

EXCURSION & SPORTS FEES	Cost	Notice	Condition
Prep - Grade 6	Included in Fees	Letter will be issued	Completed Permission Slips
Grade 7-10	Included in Fees	Letter will be issued	Completed Permission Slips
Grade 11-12	Included in Fees	Letter will be issued	Completed Permission Slips
Grade 11 Leadership Day (Compulsory for all Year 11)	Included in Fees	Letter will be issued	Completed Permission Slips
Grade 12 Valedictory Dinner Held after Year 12 Exam and Graduation	To be advised closer to the time: Approx K180-K200 pp	Letter of Invitation from the Principal	Students must meet the School's criteria for Graduation.

2019 SCHOOL FEE PAYMENT DATES

Fee Category	Payment Dates	Condition
Early Bird	01/11/2018 to 14/12/2018	Any payment received after 14 Dec 2018 and before 28 Jan 2019 will fall into the Full Year Discount Category . Part payment will not be accepted in Early Bird category.
Full Year Discount	15/12/2018 to 28/01/2019	Any payment received after 28 January 2019 will fall into the Full Year (4 Instalments) Category. Part payment will not be accepted in the Full Year Discount Category.
NB: To qualify for the Full Year Fee Category, payments must be made to the School or to the Bank on or before 28 January 2019.		
Full Year Instalment 1	28/01/2019	Students will not be permitted to commence classes UNLESS the 1st Instalment is paid in full on or before the first day of the term. All new enrolments after 28 January 2019 whether enrolling in Terms 1,2,3 or 4 will be charged the first instalment fee for their first term,
Full Year Instalment 2	23/04/2019	Students will not be permitted to commence classes UNLESS the 2nd Instalment is paid in full on or before the first day of the term.
Full Year Instalment 3	15/07/2019	Students will not be permitted to commence classes UNLESS the 3rd Instalment is paid in full on or before the first day of the term.
Full Year Instalment 4	30/09/2019	Students will not be permitted to commence classes UNLESS the 4th Instalment is paid in full on or before the first day of the term.

2019 SCHOOL FEE METHOD OF PAYMENT

Method of Payment	Condition
Direct Payment to School's Bank Account : Port Moresby Grammar School Westpac Bank -PNG-Ltd Port Moresby Branch BSB 038004 SWIFT Code is WPACPGPM Account No : 600 1918 971	Copy of Bank deposit slip to be handed to Cashier so Official School Receipt is raised. Payments can also be made by Internet Banking and Telegraphic Transfer direct to the School's bank account. Email vouchers to hss@pomgrammar.ac.pg
Specially printed deposit slips are available from the school.	
Bank Cheques	Payment of exact amount.
Company and Personal Cheques	Payment of exact amount. NB: Cheques will only be accepted with the prior approval of the School's Board
EFTPOS AND CREDIT CARDS	EFTPOS MACHINES AVAILABLE
PAYMENTS TENDERED BY CASH	The School does not accept cash for payment of School Fees

2019 SCHOOL FEE DISCOUNTS

Type 1 (Bursary)	Discount Rate	Fee Category	Condition
Bursary for Grade 9 (Only for returning Year 8 students at Port Moresby Grammar School)	K500 per "Very High" score in Literacy (1 paper only) or Numeracy or General Skills in Year 8 COBE Exam sat in 2018. Bursary paid at the end of Term 4.	<ul style="list-style-type: none"> Full Year Instalment 	On Application to Board. Please read Terms & Condition of Bursary. Application closes Wednesday 1 March 2019 Form available from Front Office.
Type 2 (Bursary)	Discount Rate	Fee Category	Condition
Bursary for Grade 11 (Only for returning Year 10 students at Port Moresby Grammar School)	K1,000.00 per Distinction score in English or Mathematics or Science or Social Science in Year 10 School Certificate sat in 2018 Bursary paid at the end of Term 4.	<ul style="list-style-type: none"> Full Year Instalment 	On Application to Board. Please read Terms & Condition of Bursary. Application closes Wednesday 1 March 2019 Form available from Front Office.
Type 3 (Sibling)	Discount Rate	Fee Category	Condition
First Child	None	<ul style="list-style-type: none"> Early Bird Full Year Instalment 	Condition applies for School fee category chosen.
Second Child & Subsequent (Natural or Adopted child only or dependent as per Income Tax Policy)	5%	<ul style="list-style-type: none"> Full Year Instalment 	Discount does not apply if fees are not paid in full on the due date. NB: Discount not applicable if payment is made in part.

2019 INTERNATIONAL EXAMINATIONS

	Grade	Sitting Date	Condition
NAPLAN TEST (Aus) (National Assessment Programme Literacy and Numeracy)	3, 5, 7, 9	Tuesday 21 May	Please note that this Exam is compulsory for students in Years 3,5,7 and 9.
		Wednesday 22 May	
		Thursday 23 May	
ICAS Digital Technologies	4 -10	Tuesday 7 May	Exam <u>is compulsory for Years 4-10</u>
ICAS Science	4 -12	Tuesday 28 May	Exam <u>is compulsory for Years 4-8 and Years 9-12 Science Stream.</u>
ICAS English	4 -12	Tuesday 30 July	Exam <u>is compulsory for Years 4 to 12.</u>
ICAS Mathematics	4 -12	Tuesday 13 August	Exam <u>is compulsory for Years 4 to 12.</u>

2019 OVERDUE FEES

Overdue Fees	Overdue by	Action By School
Instalments 2, 3 & 4	1 week	Immediate Suspension. Finance Charge will be applied. See Page 12. The School reserves the right to suspend students without further notice if School Fees are not paid on the due date.

SCHOOL WEEKS FOR 2019

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	28-Jan-19	29-Jan-19	30-Jan-19	31-Jan-19	1-Feb-19	Start of Term 1
Week 2	4-Feb-19	5-Feb-19	6-Feb-19	7-Feb-19	8-Feb-19	
Week 3	11-Feb-19	12-Feb-19	13-Feb-19	14-Feb-19	15-Feb-19	
Week 4	18-Feb-19	19-Feb-19	20-Feb-19	21-Feb-19	22-Feb-19	
Week 5	25-Feb-19	26-Feb-19	27-Feb-19	28-Feb-19	1-Mar-19	
Week 6	4-Mar-19	5-Mar-19	6-Mar-19	7-Mar-19	8-Mar-19	
Week 7	11-Mar-19	12-Mar-19	13-Mar-19	14-Mar-19	15-Mar-19	
Week 8	18-Mar-19	19-Mar-19	20-Mar-19	21-Mar-19	22-Mar-19	
Week 9	25-Mar-19	26-Mar-19	27-Mar-19	28-Mar-19	29-Mar-19	
Week 10	1-Apr-19	2-Apr-19	3-Apr-19	4-Apr-19	5-Apr-19	
	8-Apr-19	9-Apr-19	10-Apr-19	11-Apr-19	12-Apr-19	Term 1 Break
	15-Apr-19	16-Apr-19	17-Apr-19	18-Apr-19	19-Apr-19	
Term 2	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	22-Apr-19	23-Apr-19	24-Apr-19	25-Apr-19	26-Apr-19	Easter Monday/ Start of Term 2
Week 2	29-Apr-19	30-Apr-19	1-May-19	2-May-19	3-May-19	Foundation Day
Week 3	6-May-19	7-May-19	8-May-19	9-May-19	10-May-19	
Week 4	13-May-19	14-May-19	15-May-19	16-May-19	17-May-19	
Week 5	20-May-19	21-May-19	22-May-19	23-May-19	24-May-19	
Week 6	27-May-19	28-May-19	29-May-19	30-May-19	31-May-19	
Week 7	3-Jun-19	4-Jun-19	5-Jun-19	6-Jun-19	7-Jun-19	
Week 8	10-Jun-19	11-Jun-19	12-Jun-19	13-Jun-19	14-Jun-19	Queen's Birthday
Week 9	17-Jun-19	18-Jun-19	19-Jun-19	20-Jun-19	21-Jun-19	
Week 10	24-Jun-19	25-Jun-19	26-Jun-19	27-Jun-19	28-Jun-19	
	1-Jul-19	2-Jul-19	3-Jul-19	4-Jul-19	5-Jul-19	Term 2 Break
	8-Jul-19	9-Jul-19	10-Jul-19	11-Jul-19	12-Jul-19	
Term 3	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	15-Jul-19	16-Jul-19	17-Jul-19	18-Jul-19	19-Jul-19	Start of Term 3
Week 2	22-Jul-19	23-Jul-19	24-Jul-19	25-Jul-19	26-Jul-19	National Remembrance Day
Week 3	29-Jul-19	30-Jul-19	31-Jul-19	1-Aug-19	2-Aug-19	
Week 4	5-Aug-19	6-Aug-19	7-Aug-19	8-Aug-19	9-Aug-19	
Week 5	12-Aug-19	13-Aug-19	14-Aug-19	15-Aug-19	16-Aug-19	
Week 6	19-Aug-19	20-Aug-19	21-Aug-19	22-Aug-19	23-Aug-19	
Week 7	26-Aug-19	27-Aug-19	28-Aug-19	29-Aug-19	30-Aug-19	The National Repentance Day
Week 8	2-Sep-19	3-Sep-19	4-Sep-19	5-Sep-19	6-Sep-19	
Week 9	9-Sep-19	10-Sep-19	11-Sep-19	12-Sep-19	13-Sep-19	
	16-Sep-19	17-Sep-19	18-Sep-19	19-Sep-19	20-Sep-19	Term 3 Break - Exam Year Study Break
	23-Sep-19	24-Sep-19	25-Sep-19	26-Sep-19	27-Sep-19	
Term 4	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	30-Sep-19	1-Oct-19	2-Oct-19	3-Oct-19	4-Oct-19	Start of Term 4
Week 2	7-Oct-19	8-Oct-19	9-Oct-19	10-Oct-19	11-Oct-19	Public Examinations LSSC
Week 3	14-Oct-19	15-Oct-19	16-Oct-19	17-Oct-19	18-Oct-19	Public Examinations USSC
Week 4	21-Oct-19	22-Oct-19	23-Oct-19	24-Oct-19	25-Oct-19	Public Examinations COBE
Week 5	28-Oct-19	29-Oct-19	30-Oct-19	31-Oct-19	1-Nov-19	
Week 6	4-Nov-19	5-Nov-19	6-Nov-19	7-Nov-19	8-Nov-19	
Week 7	11-Nov-19	12-Nov-19	13-Nov-19	14-Nov-19	15-Nov-19	
Week 8	18-Nov-19	19-Nov-19	20-Nov-19	21-Nov-19	22-Nov-19	
Week 9	25-Nov-19	26-Nov-19	27-Nov-19	28-Nov-19	29-Nov-19	
Week 10	2-Dec-19	3-Dec-19	4-Dec-19	5-Dec-19	6-Dec-19	End of School Year

OTHER IMPORTANT INFORMATION

SCHOOL HOURS	School Starts	School Finishes	Pick Up Time
Junior School (Years Prep-6)	7:45 a.m.	2:30 p.m.	2:35 - 3:30p.m
Senior School (Years 7-12)	7:45 a.m.	3:10 p.m.	3:10 - 3 :30 p.m.

If your child arrives after **8:00 a.m.** without a good reason, your child will be required to attend a work parade with the **Teacher on Duty** until the commencement of Period 2 (**8:40 a.m.**) This will apply to students from **Years 5 to 12**. Please start your child's day on a happy note and ensure that he or she is **NOT LATE** for School.

PEDESTRIAN CROSSING

Our School Monitors are on duty from **7:15 a.m. to 8:00 a.m.** Please use the Pedestrian crossing if you are crossing the road. Road Safety is your responsibility.

PARKING

There is adequate parking space in the Oval Area. Our narrow drive way entrance into the car park from Bava Street requires all our drivers to be mindful of children crossing from the Oval Area into the School or across the entrance of the Car park into the school.

In the interest of everyone's safety, please drive into the car park entrance, park your vehicle and then allow your child to alight and walk into the School.

In the Afternoon, please park your vehicle in the car park and walk into the School to pick up your child. We would prefer that you **DO NOT** ask your child to wait on the kerb side or at the bus stop for you. The Traffic build up is quite heavy between 2:30 – 3:30 p.m. and it can be hazardous for pedestrians. Sometimes Opportunists lurk near the bus stop to prey on the unwary.

SCHOOL LUNCHES

The Canteen is independently run and provides a variety of lunches. For the Junior School, parents need to place lunch orders in the Canteen. Please note that the Front Office **does not deliver** lunches so we would encourage all parents to be organised. We prefer lunch prepared at home.

EMAIL ADDRESSES

principal@pomgrammar.ac.pg
deputyprincipal@pomgrammar.ac.pg
hss@pomgrammar.ac.pg

SCHOOL EMERGENCY PROCEDURES

The School has an Evacuation Plan and a Lockdown Procedure. It is important that parents cooperate and participate if they are on the premises at the time of the drill. In the event of a real emergency, the school has a standard procedure to contact parents. For this reason, we ask all our parents to update their contact numbers with the school. Please do not switch off your Mobile Phone or ignore calls from the School.

Please add "School Switchboard 3236577" to your phone's contact list.

WHAT TO DO TO ENROL YOUR CHILD IN 2019

STEP 1

Do you have the following documents with you?

- 1 Your child's transfer certificate from the previous school.
- 2 Your Child's birth certificate
- 3 A copy of your child's latest school report.
- 4 The **original** Year 8 or Year 10 Certificate if applying for Years 9 or 11 respectively.

STEP 2

Complete the **Application**.(Blue form) Please print carefully. **(Form available from Front Office)**

STEP 3

Pay your Enrolment Fee of **K100.00** to the Cashier. **(This Fee is Non – Refundable).**

STEP 4

Show your receipt to the **Front Office Clerk** who will issue you with an Interview card. The **Front Office Clerk** will organise an interview with one of the following people:

1. Principal principal@pomgrammar.ac.pg
2. Dean of Admissions

STEP 5

Complete the **ENROLMENT FORM** given to you by your interviewer. You may take this form away and complete it in at your leisure. Please also read the **SCHOOL FEE POLICY** carefully.

STEP 6

Hand the **ENROLMENT FORM** together with the **FULL PAYMENT OF YOUR CHILD'S FEES** to the Cashier.

STEP 7

Your child is now ready to commence school at Port Moresby Grammar School.

WHAT YOUR CHILD NEEDS FOR SCHOOL

Year Prep ,Year 1 & Year 2

- 10 x HB Pencils (For the Term)
- 1 x Eraser
- 1 x 30cm ruler
- 10 x Exercise books (96 pages)
- 4 x Project Book (Not Ruled)
- 1 x Bottle Glue Stick
- 1 x Pair scissors (small)
- 1 x Colour pencils
- 1 x Grid Book 5mm Square (48 Pages)
- 1 x Pencil case
- 1 x Library bag
- 4 x ID photos
- 5x Handkerchiefs
- 1 x Large Pouch (with Zipper- Home Reader)
- 1 x Small Pouch (with zipper - Diary)
- 4 Manilla Folders

Years 3 & 4

- 10x HB Pencils (For the Term)
- 1 x Eraser
- 1 x 30cm ruler
- 10 x Exercise books (96 pages)
- 4 x Project books (Ruled)
- 1 x Grid Book 5mm Square (48 Pages)
- 1 x Bottle glue
- 1 x Pair Scissors (small)
- 1 x Pkt Colour pencils
- 1 x Pencil case
- 1 x Library bag
- 4 x ID photos
- 5 x Handkerchiefs
- 1 x Large Pouch (with Zipper- Home Reader)
- 1 x Small Pouch (with zipper - Diary)
- 1 x Dictionary
- 4 Manilla Folders

Years 5 & 6

- 10 x HB Pencils (For the Term)
- 6 x Biro's (black, blue and red)
- 1 x Eraser
- 1 x Ruler
- 12 x Exercise books (Feint Ruled 8mm 128 Pages)
- 1 x Grid Book 5mm Square (48 Pages)
- 4 x Project book (Ruled)
- 1 x Bottle Glue Stick
- 1 x Pair scissors
- 1 x Pkt Colour pencils
- 1 x Mathematics set
- 1 x Pencil case
- 1 x Dictionary (small)
- 1 x Reading Pouch
- 1 x Large Pouch (with Zipper- Home Reader)
- 1 x Small Pouch (with zipper - Diary)
- 1 x Ring binder
- 4 x ID photos
- 5 x Handkerchiefs

Years 7 & 8

- 13 x Exercise Books (Feint Ruled 8mm 128 Pages)
- 1 x Eraser
- 1 x Maths set
- 1 x Grid Book 5mm Square (48 Pages)
- 6 x Blue/black/Red pens
- 2 x 2B Pencil
- 1 x Pocket dictionary
- 1 x Calculator
- 1 x Ring Binder
- 3 x Lecture pads
- 1 x Large Pouch (with Zipper- Library Book)
- 1 x Small Pouch (with zipper - Diary)
- 1 x Pkt Colour pencils
- 1 Sewing Kit (Scissors/Pins/Tape Measure/Needle/White Thread)
- 4 x ID photos

Years 9 & 10

- 10 x Lecture Pads
- 1 x Eraser
- 1 x Maths set
- 1 x Grid Book 5mm Square (48 Pages)
- 6 x Biro's- black/blue/red
- 2 x 2B Pencil
- 1 x Pkt Colour Pencils
- 1 x Ruler
- 1 x Pocket dictionary
- 1 x Calculator
- 5 x Ring binders
- 1 Sewing Kit (Scissors/Pins/Tape Measure/Needle/White Thread)
- 4 x ID photos

Years 11 & 12

- 10 x Lecture pads
- 1 x Grid Book 5mm Square (48 Pages)
- 5 x Ring binders
- 6 x Biro's- black/blue/red
- 2 x 2B pencil
- 1 x Pkt Colour Pencils
- 1 x Maths set
- 1 x Ruler
- 1 x Eraser
- 1 x Pocket dictionary
- 4x ID photos
- 1 x Scientific calculator (compulsory)

ALL Grades (Compulsory)

- House Colours (To be purchased from the School)

Year 12

School Leavers' Jacket (Hoodie) Payment to be made by 5 April 2019.

OUR SCHOOL UNIFORM

WHERE TO BUY OUR SCHOOL UNIFORM:

Alfa Tailoring, Section 29, Lot 4 Spondias St, Hohola , Shop # 2 ,
Tel: 72007442/76851704 : Email: ahkoala@gmail.com/alfatailoring@gmail.com

WHAT IS REQUIRED:

Formal Uniform – Recommended Retail Price List 2019

BOYS	Sizes	Price	GIRLS	Sizes	Price
Shirts	2 - 10	K55.00	Blouses	2 - 10	K55.00
	12 - 16	K60.00		12 -18	K60.00
	18 Plus	K80.00		20 Plus	K80.00
Shorts Years Prep to 9	18 - 28	K45.00	Skirts (Prep -Year 12)	18 - 28	K45.00
	30 - 36	K55.00		30 - 36	K55.00
	38 Plus	K70.00		38 Plus	K80.00
Trousers Years 10 to 12	28 -32	K50.00			
	34 - 38	K55.00			
	40 Plus	K80.00			

Sports Uniform (Compulsory for all students on Sports Days)

Description	Sizes	Price	Description	Sizes	Price
Sports T-Shirts	10 - 20	50.00	Sports Shorts	18 - 22	K45.00
	SM/ M/L	55.00		24 - 28	K50.00
	XL/XXL	60.00		32- 36	K55.00
		38 Plus		K80.00	
Socks (Short/ Med/Long)	K22.00 , K25.00, K28.00				
Hats	K40.00				
Caps	K30.00				

Footwear

Girls: Years Prep - Year 12 are to wear Black Lace Up or Easy Fasten or T Bar School shoes .
(Pumps, Court shoes or Boots are NOT Allowed)

Sports shoes are to be worn on Physical Education days only.

Boys: Years Prep - Year 12 are to wear Black Lace up school shoes (Boots are NOT allowed)
Sports shoes are to be worn on Physical Education days only.

Head Wear

Girls and Boys : Navy Blue Hats or Caps (Available from Alfa Tailoring)

Girls Hairband: Light Blue or Navy Blue Only (No hair ornaments are allowed other than the standard brown or black hair fasteners, hair slides or hair clips)

HOW TO WEAR OUR UNIFORM:

Blouses and Shirts must be tucked in at all times. Our shoes are polished everyday. We are very proud of our uniform as it represents our school.