



RICHWOOD SCHOOL
SCHOOL MOTTO: Enriching minds for tomorrow
EMAIL: richwoodschoo120@gmail.com
TEL: 0790384947//0712858922
LOCATION: Lower Hunters – Keroka Neighbourhood (Around Fair Deal Apartment)

CLASS PREPARATION REQUIREMENTS LIST

TERM:	YEAR:
LEARNER'S NAME:	GRADE:
LEARNER'S PARENT:	TEL NO.
CLASS FACILITATOR'S NAME:	
SUBMISSION STATUS:	

PRE-PRIMARY SCHOOL {PLAY GROUP - PP2}

S/N	ITEMS	QUANTITY	FREQUENCY	QUANTITY RECEIVED	DATE OF RECEIPT	STATUS/REMARK
1.	A ream of photocopying papers OR KSH 700	1	Yearly			
2.	M & G modeling clay	500grams	Yearly			
3.	Covered exercise books	12 pcs (80 paged)	Replace when filled up			
4.	Luminous papers	4 pcs	Termly			
5.	M&G twistable crayons	A pack of 12	Yearly			
6.	Radius Sharpeners	3 pcs	Termly			
7.	Radius Smiley rubber/ eraser	3 pcs	Termly			
8.	Radius/MG pencils	a packet	Termly			
9.	TOILEX OR HANAN TissuePaper OR 200SH	4 rolls	Termly			
10	Pritt Glue 160ml	1 pc	Termly			
11	Marker pens	2 pcs	Termly			
12	Face towel	3 pieces	Termly			
13	Spring file	1 pc	On new admissions			

Head teacher's/administrator's remarks.....signature.....

Head teacher's/administrator's remarks.....signature.....