



RICHWOOD SCHOOL
SCHOOL MOTTO: Enriching minds for tomorrow
EMAIL: richwoodschooll20@gmail.com
TEL: 0790384947/0704352728/0712858922

LOCATION: Lower Hunters – Keroka Neighbourhood (Around Fair Deal Apartment)

CLASS PREPARATION REQUIREMENTS LIST

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

PRIMARY SCHOOL {Grade 1 - 6}

S/N	ITEMS	QUANTITY	FREQUENCY	QUANTITY RECEIVED	DATE OF RECEIPT	STATUS/REMARK
1.	A ream of photocopying papers	1	Yearly			
2.	M&G modeling clay	500grams	Yearly			
3.	Covered exercise books	16 pcs (120 paged)	Replace when filled up			
4.	Luminous papers	3 pcs	Termly			
5.	M&G twistable crayons	A pack of 12	Yearly			
6.	Sharpeners	3 pcs	Termly			
7.	Rubber/ Eraser	3 pcs	Termly			
8.	Nataraj/MG pencils	a packet	Termly			
9.	TOILEX OR HANANA Tissue Paper	4 rolls	Termly			
10.	Water Colours	1 full pack	Termly			
11.	Spring file	1 pc	On new adm			
12.	Enough Pens	Upper Pri.	Termly			

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