



## BIRDSWOOD SECONDARY SCHOOL

### TEXT BOOK POLICY 2026

NAME OF STUDENT	
ADMISSION NO.	
GRADE IN 2025	
GRADE IN 2026	

Birdswood Secondary School orders all the textbooks for teaching. The textbooks issued to the learners are paid for and belong to the school. Textbooks are very expensive and therefore we need the learners to take good care of their books. The school will hand out the books in good condition. In return, we appeal to the parents to encourage their children to take good care of their textbooks.

**The parent will be liable to pay for any lost or damaged book and the school will replace the books.**

The learner should:

- Always wash their hands before handling their textbooks
- Not write in textbooks
- Not damage textbooks with water or any other liquids
- Not spill food or any other colorants on the textbooks
- Not cut or tear pages from the textbooks
- Not misplace textbooks
- Not break the spine of their textbooks
- Be responsible for their textbooks. Not to lend or swap textbooks with any other learners.
- Any problems with the **TEXTBOOK** to be reported by or on **31 March each year**.

**When your child leaves our school, your child is responsible to hand in the textbooks. All textbooks must be handed in at the end of the academic year before the school holidays.**

**Students will not receive textbooks if any are still outstanding on his/her name. The learner will only receive his/her textbooks if all lost/damaged textbooks are paid for.**

---

**DECLARATION BY PARENT:** I, \_\_\_\_\_ hereby declare that the information that I recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**PHONE NO.** (H) ..... (C)..... (W).....

**ADDRESS:** The signatory hereto chooses *domicillium citandi et executandi* (official PHYSICAL address)

As .....

.....

**SIGNATURE OF PARENT** \_\_\_\_\_ **SIGNATURE OF SECRETARY** \_\_\_\_\_

**PLEASE RETURN WITH ENROLMENT FORM**