



A Book can Change it All.

the Book Corner

MONDEOR ECO SCHOOL: PROCEDURE FOR TEXTBOOK RETURNS

When to return my textbooks?

Please respect and assist the school in their policy that all textbooks must be returned at the end of the year to ensure that it stays in the Mondeor community. Textbooks are packed during the school holiday in December, therefore please return as indicated below:

- **Primary School: Grades 1 to 4**
 - ✓ Learners do not return any books.
 - ✓ (Grade 1 to 3): Keep the Spelling and Word Dictionary until Grade 3
 - ✓ (Grade 4): Keep the Mini Dictionary until Grade 7
- **Primary School: Grades 5 to 7**
 - ✓ ALL learners that received textbooks during 2025 MUST return their textbooks on the examination day **to their teacher**, before **10 December 2025**.
 - ✓ Make sure your name and surname is written in pencil in your textbook.
 - ✓ Keep the Mini Dictionary until Grade 7.
- **High School: Grades 8 to 11**
 - ✓ ALL learners that received textbooks during 2025 MUST return their textbooks on the examination **to the bookshop** before **10 December 2025**. **Room 102 will be made available for this purpose.**
 - ✓ Make sure the learner's name and surname is written in your textbook.
 - ✓ Please note textbooks that must be kept for the following year.
- **High School: Grade 12 and learner's not returning to Mondeor**
 - ✓ ALL learners that received textbooks during 2025 MUST return their textbooks **on the day of examination**. Cut off date **10 December 2025**.
 - ✓ Bookshop personnel will collect the textbooks at the examination venue.
 - ✓ Banking details must be emailed to enable us to pay out the refunds.

What if I want to keep my books for a sibling (not cousins)?

- Books can be kept for a sibling (not cousins), only if the follow up child is in that same grade (in other words Grade 9 books can be kept for a current Grade 8 going to Grade 9 the following year).
- Please remember to still order the workbooks where applicable. Both learners must have the English Handbook and Study Guide and the Afrikaans Handbook and Study Guide which is prescribed for grades 8 to 12.

What if my child did not pass?

- When you receive notification from the school, please communicate it urgently with the bookshop.
- Books returned as per above procedures, will be located and repacked for the learner.
- If books cannot be located, textbooks will be packed according to condition returned.
- If you only inform the bookshop late (in January) a handling fee for repacking will apply.

What to expect when I return my books only in January?

- A penalty will be added to your invoice
- Re-grading of late textbooks will only be attended to when it quiets down (+- 26 January)
- Refunds will be paid out by 15 February 2024 and not deducted from the invoice.