



Soneike Private School
Stationery and School Supplies Receipt Acknowledgment Form

School Year: 2026

Student Name: _____

Grade/Class: _____

Teacher: _____

Section 1: Stationery and Equipment Received

This section confirms the items collected by the parent/guardian for the named student for the 2026 school year.

Item Category	Item Description	Quantity Provided	Status (Check One)	Notes/Missing Items
Stationery	Full 2026 Stationery Pack		All Items Received	
Marking Status	Confirmation of Marked Stationery		All Items Marked with Student's Name and Grade	
Furniture/Bedding	Student Bedding Set (where applicable)		Received	

Item Category	Item Description	Quantity Provided	Status (Check One)	Notes/Missing Items
Consumables	Initial supply of Toilet Paper (where applicable)		Received	
Other Items	(Specify): _____ _____		Received	

Key Acknowledgments:

- 1. Marked Stationery:** The undersigned parent/guardian confirms that all stationery items intended for the student's use have been **marked clearly and permanently** with the student's full name and grade/class.
- 2. Unmarked Items:** The parent/guardian acknowledges and agrees that the school, including the class teacher, **will not be held responsible** for the loss, damage, or misplacement of any stationery or personal items that have not been clearly and permanently marked as required.
- 3. Receipt Confirmation:** The parent/guardian confirms receipt of the items indicated above in the "Status" column. If any item from the expected list is missing, it is noted in the "Notes/Missing Items" column.

Section 2: Withdrawal and Stationery Return Policy

Right to Stationery Upon Withdrawal:

The undersigned parent/guardian acknowledges and agrees to the following policy regarding withdrawal:

1. In the event that the student is officially withdrawn from Soneike Private School during the school year, the parent/guardian **has the right to reclaim** any usable, marked stationery items that were originally provided by the parent/guardian and are currently in the possession of the school or the student's teacher.
2. The school will endeavor to gather the marked items within five (5) working days of the official withdrawal date.
3. Consumable items (e.g., used workbooks, toilet paper, cleaning supplies) will not be returned.

Section 3: Signatures

We, the undersigned, acknowledge reading, understanding, and agreeing to the terms and conditions outlined in this Stationery and School Supplies Receipt Acknowledgment Form.

Parent/Guardian Signature:

Printed Name:

Date:

Class Teacher Signature: (Confirming handover of marked items)

Printed Name:

Date:
