



31 October 2016

Dear Parents,

2017 Textbook Order: Grade R – 4

1. Attached please find the list of textbooks that we will be using in the above grades for next year. To facilitate a smooth and efficient process of book procurement, we draw your attention to the following:
2. Our officially appointed textbook supplier is Credo Books who also supplies textbooks to other Curro schools.
3. It is essential that all learners have the correct textbooks and workbooks. The lists are arranged per Grade. Please check carefully.
4. Credo Books have been appointed to supply these textbooks to us and will carry sufficient stock to cover our needs. However, orders must be placed and payment made with Credo as soon as possible to ensure delivery of books by the start of school on 11 January 2017.
5. Orders may be placed online by visiting www.credobooks.co.za. **The Website is now open for ordering your textbooks.** Click on “REGISTER” but if you have already registered before, click on “LOGIN” and then follow the step by step instructions. The instruction template was also emailed to each parent.
6. The cut-off date for orders is **18 November 2016**, for delivery before the start of school in 2017. Any orders after the cut off date, will only be delivered three weeks after the school has opened in January 2017. However the website will still be open for any late orders.

7. You are responsible for the payment of the order and once the total amount due by you, has been deposited into Credo's banking account, your order will be processed and delivered to CMR. **PLEASE DO NOT MAKE PAYMENT BEFORE YOU HAVE RECEIVED YOUR ORDER NUMBER FROM CREDO AS THEY WILL SUPPLY YOU WITH THEIR BANK DETAILS.** Ensure that you include your order reference number in your payment.
8. **DO NOT PAY ANY MONEY INTO THE SCHOOL BANK ACCOUNTS, as it will be allocated to school fees.**
9. Once payment has been received by Credo Books they will process each individual learner's order and have it delivered to Curro Mount Richmore for distribution to learner's by the 1st day of school in 2017.
10. If you are unable to place an order online, Credo may be contacted as follows to make an alternative arrangement:
Tel: 011 398 8700
Fax: 011 398 8723
Call center: 087 230 0550

E-mail: info@credobooks.co.za

We trust that you will find this arrangement to be both convenient and effective. Please make every effort to get orders and payments to Credo Books early to ensure that they are able to deliver your child's books to us by the start of the school year. Late payments will result in delayed orders, compromising your child's learning and the ability of staff to teach effectively.

Kind regards,



Mr D. Wentzel
Executive Head