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A Book can Change it All

THE Book

Corner

7 September 2023

## INFORMATION: TEXTBOOKS

As you are aware the school will be engaging with The Book Corner Bookshop to supply all textbooks for Grades 8 to 12, new and second-hand. The books remain the property of the bookshop. It is The Book Corner's policy to ensure that each learner has their text- and workbooks as soon as possible after school commences in January.

### COMMUNICATION & LOCATION

All e-mails, WhatsApp messages and missed calls are attended to as soon as possible. Phone calls are only answered until 20:00 and not on a Sabbath and Sunday. The bookshop is located at Helderberg High School, between Ms Sterley's Classroom and the Arena.

### HOW TO ORDER TEXTBOOKS

- Order forms will be handed out at school, also available on our website.
- Keep in mind that your order form is your quote (preliminary invoice) and that this amount may differ from the final invoice after packing. While we aim to accommodate your request as closely as possible, we may need to pack more expensive (or even cheaper) books as per availability of stock.
- Choose your preference, new, A, B or C (condition) textbooks that you want to order.
- Mark your choice with an "X" in front of the amount under new, A, B or C.
- Should you wish to make use of our covering service, please mark your choice with an "X" in front of Yes or No. Count the number of books you want covered, multiply it with R18 per book and add it to the order form total.
- Add up the amount to establish your QUOTATION (preliminary amount payable).

### HOW TO PAY FOR TEXTBOOKS

- Your QUOTATION can be paid via electronic transfer (EFT), with your card in the bookshop or with Ozow (sms).
- See left bottom corner of the order form for banking details.
- Please use HHS, learner's surname and initials as well as the grade in 2024 as your reference.
  - ✓ for example HHS APPLE, B 10

### GRADE 8 LEARNERS - 2024

- You will receive the first sms relating to the R500 deposit, as soon as we receive your order, this deposit is payable by 30 September 2023 as confirmation of your order.
- The second sms relates to the balance of your quotation (preliminary amount) and will be sent out during the last week of November, payable by 30 November 2023.
- The deposit as well as any other payment towards the quotation will be deducted from the FINAL INVOICE.
- Any differences between the quotation and the final INVOICE must please be settled on the day of collection.

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## GRADE 9-12 LEARNERS - 2024

- You will receive the first sms relating to the R500 deposit, as soon as we receive your order, this deposit is payable by 30 September 2023 as confirmation of your order.
- The second sms relates to the balance of your quotation (preliminary amount) and will be sent out during the last week of December, payable on receipt. This amount will be your total INVOICE, less the R500 deposit, less the credit due to you for the books returned, less any other payments you made towards your quotation.
- Parents that prefer to pay before they go on leave are advised to pay the quotation amount, any discrepancies can be settled in January when book parcel is collected.

## THE RETURN OF TEXTBOOKS

- Textbooks are returned on the day of the exam (Gr 8-12) at the bookshop. Make sure your name is written in your textbook
- This includes the books that were issued by the school in the beginning of 2023, as we are currently taking over the stock from the school.
- You will find a textbook return form at the back of your order form for next year. This is for your information only, please do not fill in any information – the Book Corner will evaluate each book and indicate the value when calculating the credit.
- The credit is deducted from the following year's account.

## HOW THE PRICING STRUCTURE WORKS

- The suggested retail price for a new book supplied by the Publishers is used as a basis to establish the prices. Second-hand book prices are worked out according to a sliding scale – your books will be graded as A, B or C depending on the condition.
- This does not apply to workbook that have been written in, nor to books that are no longer prescribed for the following year by the school.

## WHEN AND WHERE TO COLLECT TEXTBOOKS

- The bookshop re-opens on 10 January 2024 and will be open on Monday to Thursday between 08:00 and 15:00. Please see website for business hours, feel free to collect your books for 2024 during this time.

## BUSINESS HOURS

Time period	Applicable day	Times
November	Mondays-Fridays	07:30-13:00
December	Mondays-Fridays	07:30-13:00
January	Mondays-Fridays	07:30-15:00
February	Mondays-Thursdays	07:30-13:00
March-October	Tuesdays	07:30-13:00

Open every day during the first and last weeks of a term.

The bookshop will be closed during school holidays, but e-mails and phone calls are still attended to.

## PLEASE SEE OUR WEBSITE [www.thebookcorner.co.za](http://www.thebookcorner.co.za) FOR THE FOLLOWING

- Business hours
- My child has changed subjects – what now?
- Books not available at time of collection
- I have placed my order late – what now?
- Personal information policy
- Complaints procedure

We look forward to a successful working relationship as we provide our best service to you.

Regards



**Miemie & Andre Calitz**

**THE BOOK CORNER**

*We love books (and children 😊)*