

Thursday 29th November, 2018

Dear Parent / Guardian,

**RE: 2019 SCHOOL STATIONERY ORDERING
– PAYMENT BY CREDIT/DEBIT CARD OR SECURE INTERNET BANKING ONLY**

To make going Back to School easy for you, we have teamed up with OfficeMax MySchool again to have our stationery requirements loaded onto the website: myschool.co.nz/tetotara
We've found this is the easiest way for you to purchase your child's requirements. Simply search for our school, select your child's Year Level in 2019 and follow the instructions on the website.

Buying through OfficeMax MySchool also earns School Rewards for our school which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need. **OfficeMax MySchool make Back to School easy for you with:**

- **Shop Your Way** - online at myschool.co.nz OR at your local OfficeMax store located at cnr of Victoria Street & Princes Street, Hamilton OR Freephone 0800 724 440.
- **Price Match Promise** - find a lower price and OfficeMax will match it. Conditions apply, see myschool.co.nz for details.
- **Free Delivery** - for orders over **\$46.00** Choose delivery to your home or workplace. Receive your order during the holidays, straight to your door at a time that suits you. See myschool.co.nz for delivery windows.
- **Save valuable holiday time** - avoid busy shopping malls and traffic queues by shopping online from the comfort of your home so your child starts the year with the correct stationery supplies.
- **Multiple Payment Options** - including secure internet banking, credit/debit card and cash in your local OfficeMax store.

Note: The Student ID field is NOT required, please leave this blank. If you have a 5-year-old new entrant child starting in Term 1, 2019 your child will be classified as a Year 1.

Note: All orders must be received prior to Thursday 24th January, 2019 to ensure delivery before school starts on Monday 4th February, 2019. Please purchase your child's stationery during the school holidays so that they have it on the first day of Term 1, 2019.

If you do not have access to the internet, you can purchase stationery direct through **OfficeMax (cnr Victoria St & Princes St, Hamilton) Ph: (07) 838-8604**. Please advise them that you are from Te Totara Primary School and the year level your child/ren will be in 2019. They will have hard copies of all our stationery lists available at the OfficeMax shop from Monday 26th November onwards.

Regards,
Brian Sheedy
Principal

INSTRUCTIONS FOR ORDERING STUDENT STATIONERY: Credit/Debit Card or Secure Internet Banking Only

1. Type in myschool.co.nz/tetotara Click “start”
2. Enter your child’s First Name, Last Name and select the appropriate Year Level for 2019 from the drop-down box (do not enter any details under Student ID).
3. A green box ✓ will appear, click on “View Requirements List” at the bottom right of the page. This will bring up the stationery list for your child’s year level in 2019. **All items showing on this screen are compulsory to purchase, unless indicated by a note applicable the item on the order screen.**
4. Scroll down to the bottom of the page and click on “Go straight to shopping cart” OR.....
5. If you have another child at Te Totara Primary School and need to purchase stationery for them, click on “+ Add Another Student”, select “from the same school”, this will bring you back to the screen where you can enter your next child’s First Name, Last Name and Year Level for 2019 (do not enter any details under Student ID). A green box ✓ will appear, click on “View Requirements List” at the bottom right of the page.
6. Click “Go to Shopping Cart” then “Checkout” and follow the instructions for payment and delivery details. Compulsory fields are indicated by an (*). Click “✓ Confirm, next to payment details”. Complete Part 2 Payment Details, select method of payment as instructed, click “Complete & Make Payment”.
7. If you do not have access to the internet or would prefer purchase your stationery directly from the OfficeMax shop, their details are: OfficeMax, cnr Victoria & Princes Street, Hamilton Ph: (07) 838-8604. They will hold copies of our stationery lists; just advise them which Year Level your child/ren will be in 2019.
8. These special “Back to School” prices on offer will be available from Monday 26th November 2018 through to the end of February 2019.

Please note:

All orders must be received prior to Thursday 24th January, 2019 to ensure delivery is received before school starts on Monday 4th February, 2019.

OfficeMax works with your School!

You'll find your child's school stationery list online at myschool.co.nz
It's easy to shop online, in-store or by phone.

1ST - 31ST DECEMBER 2018

SAY WHEN YOU PAY!*

Get Back to School stationery sorted early so you can relax these holidays.

- ✓ Order online at myschool.co.nz in December
- ✓ Choose when to pay and when to receive your order
- ✓ Plus, you'll receive a FREE magnetic family organiser[^]

* Further terms and conditions apply - see over
+ School donations and charges will be charged when you place your order.
[^] While stocks last

FREE
magnetic
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The stationery lists are compiled by the school and linked to the OfficeMax website. Very easy to navigate through and quick delivery to the door. 📦
Jackie Cluff, Hamilton (parent)

