

Thursday 12<sup>th</sup> November, 2015

Dear Parent / Guardian,

**RE: 2016 SCHOOL STATIONERY ORDERING  
– CREDIT/DEBIT CARD OR SECURE INTERNET BANKING ONLY**

To make going Back to School easy for you, we have teamed up with OfficeMax MySchool to have our requirements lists loaded on to [myschool.co.nz/tetotara](http://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 class/subject lists and follow the instructions on the website.

**OfficeMax MySchool make Back to School easy for you with:**

- **Price Match Promise** - find a lower price and OfficeMax will match it! Conditions apply, see [myschool.co.nz](http://myschool.co.nz) for details.
- **Free Delivery** - for orders over **\$57.50**. Plus you can choose delivery to your home or workplace, and receive your order during the holidays, straight to your door. See [myschool.co.nz](http://myschool.co.nz) for delivery windows.
- **Multiple ordering options** - online at [myschool.co.nz](http://myschool.co.nz), freephone (0800) 724 440, freefax (0800) 367 724, or in an OfficeMax retail store.
- **Save valuable holiday time** - avoid busy shopping malls and shop online from the comfort of your home.
- **Quality product** - your child will start the year with the correct supplies that will last.
- **Payment options** - choose to pay with your credit/debit card, secure internet banking or pay by cash in an OfficeMax retail store.

Buying through OfficeMax MySchool can also earn our school Rewards which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need. In our experience we've found the easiest way to purchase your back to school stationery and workbooks is online at [myschool.co.nz/tetotara](http://myschool.co.nz/tetotara). Simply search for our school, select your child's 2016 Year Level and follow the instructions on the website.

**Please note: You do not need a Student ID, please leave this field blank. If you have a new entrant child starting in Term 1, 2016 your child will be classified as a Year 1.**

**Note: All orders must be received prior to Friday 22nd January, 2016 to ensure delivery before school starts on Tuesday 3<sup>rd</sup> February, 2015. Please check the delivery windows at [myschool.co.nz/tetotara](http://myschool.co.nz/tetotara) to ensure you place your order in time to receive before school starts.**

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 2016. They will have hard copies of all our stationery lists available at the OfficeMax shop from Monday 7<sup>th</sup> December onwards.

Regards,  
**Brian Sheedy**  
Principal

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



1. Type in [myschool.co.nz/tetotara](https://myschool.co.nz/tetotara)
2. Enter your child's First Name, Last Name and select the appropriate Year Level for 2016 from the drop-down box (do not enter any details under Student ID). Click on the tab under the blue highlighted year level you have selected, a green box ✓ will appear. Click on "View Requirements List".
3. This will bring up the stationery list for your child's year level in 2016. **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 "shopping cart".
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 2016 (do not enter any details under Student ID). Click on the tab under the blue highlighted year level you have selected, a green box ✓ will appear. Click on "View Requirements List".
6. Click "checkout" then 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: 838-8604. They will hold copies of our stationery lists; just advise them which Year Level your child/ren will be in 2016.
8. These special "Back to School" prices on offer will be available through to the end of February 2016.

Please note:

***All orders must be received prior to Friday 22nd January 2016 to ensure delivery is received before school starts on Tuesday 2nd February, 2016.***