

Thursday 5th December, 2013

Dear Parent/ Guardian

RE: 2014 SCHOOL STATIONERY ORDERING

Back to school time is fast approaching. To make it easy for you, we have teamed up with OfficeMax and have organised to have our **Back to School** stationery and workbook lists for each class/year loaded on www.myschool.co.nz/tetotara to for you to view, download or order from. Just to quickly recap the OfficeMax MySchool benefits for you:

- **Competitive prices** - find a lower price and OfficeMax will match it (conditions apply, see myschool.co.nz for details)
- **Free delivery** for orders over \$57.50 incl. GST. Delivery must be to your home or place of work – not to the school.
- **Save valuable holiday time** - avoid busy shopping malls and shop online from the comfort of home
- **Multiple ordering options** - online at myschool.co.nz, telephone: 0800 724 440, fax: 0800 367 724, mail order or OfficeMax retail store
- **Delivery that suits** - you can arrange delivery to your home or workplace, and receive your order during the holidays to allow plenty of time to cover your books
- **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 or alternatively 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 www.myschool.co.nz/tetotara using your credit/debit card. Many of our families used this system last year and will be familiar with the ordering process. The website is available for ordering now.

Please note: You do not need a Student ID, please leave this field blank. If you have a new entrant starting in Term 1, 2014 you are able to order through this website – your child will be a Year 1.

To order by mail order and/or pay by cheque, all you have to do is go to www.myschool.co.nz/tetotara and select the items you require, and when you get to the checkout, click on the Mail Order Form button. This will build a customised mail order form for you to print.

Please note: All orders must be received prior to 22nd January 2014 to ensure delivery before school starts on Monday 3rd February, 2014

Note: Please check the delivery windows at myschool.co.nz when you place your order.

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. Advise them that you are from Te Totara Primary School and the year level your child (ren) will be in 2014. They will have hard copies of stationery lists available at the shop from Monday 16th December, 2013 onwards.

Regards,
Brian Sheedy

INSTRUCTIONS FOR ORDERING STATIONERY:



1. Type in www.myschool.co.nz/tetotara
2. Enter your child's First Name, Last Name and select the appropriate Year Level for 2014. Do not enter any details under Student ID. Click on Save & Continue
3. This will bring up the stationery list for your child's year level in 2014. **All items showing on this screen are compulsory to purchase unless indicated. Do not click "remove". However, Year 2 students who have previously attended Te Totara Primary School do not require a scrapbook. Year 4 & 6 students will require an additional scrapbook if they are new to Te Totara Primary School. There is a note to that effect on the applicable year level stationery list.**
4. Scroll down to the bottom of the page and click on "next". Click on "add items to cart".
5. If you have another child at Te Totara Primary School and need to purchase stationery for them, click on "Add Another Student" and this will bring you back to the screen where you enter your child's First Name, Last Name and Year Level for 2014.
6. Once your order/s are completed, a screen will show you a summary of your order. Click on "Mail Order Form" if you wish to pay by cheque and follow instructions.
7. Click on "Order Online" if paying by credit card and follow instructions.
8. A Specials Page will appear; these specials are optional and are only available through OfficeMax Direct. If you do not wish to add any of these items to your order, then select "No thanks, please continue".
9. Follow the instructions for payment and delivery details. Compulsory fields are indicated by an (*)
10. 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 2014.
11. These special "Back to School" prices on offer will be available through to the end of February 2014.

Please note: ***All orders must be received prior to Wednesday 22nd January to ensure delivery before school starts on 3 February, 2014.***