



Dear Parent/ Guardian

To make 'Back to School' stationery purchasing easier for you, all school stationery can be purchased online from School Supplies Direct, where items have been pre-ordered for you.

- Please note the 'Core Equipment List' included for each year level. Quantities are **estimates** only and will depend to some extent on options chosen and the owner's personal style of resource management.
- Printed stationery lists have been included should you wish to review your requirements before shopping. You will also review the online list at step 4 below to remove items you already have or reduce the quantity e.g. calculator, rulers, tab indices (coloured dividers), ringbinders. **NB:** Colours may be changed, unless specified 'Must be...'
- If buying from the printed list (not online) please pay special attention to item descriptions e.g. A4 exercise books include punched (with holes); unruled (blank); stiff covered (hard cover).

On-line Purchasing:

(Recommended purchase by the 18th of January).

1. Go to www.myschool.co.nz and enter 'Middleton Grange School'
2. Enter the name of pupil 1 (you may also order for all children under one name if you prefer).
3. Tick the Subjects & Year level/s required
4. Click the 'Save and Continue Button' to **review the list of what you have ordered**. Adjust accordingly.
5. Click add to cart then either
 - a. add extra products
 - b. add another pupil
 - c. choose between mail-order or online payment
6. Clicking on online payment will take you via a specials page to where you enter credit-card payment and delivery details.
7. If some items are unavailable when you place your order these will be put on backorder and delivered to you as they arrive. It will be indicated on your delivery docket.
8. Print a copy of your order or note your order number in case you need to return items.
9. Stationery will be couriered to your home or a designated address **free of charge for online orders over \$57.50** (GST incl).

Alternatives:

Obtain a mail order form by following steps 1-5. In shopping cart, the Mail Order button opens a form you can print and

- take (or the printed list supplied) to the OfficeMax store cnr Tuam & Durham Streets
- mail to OfficeMax MySchool, Freepost 17019, P O Box 16670, Chch (no stamp required).
- Free-fax to 0800 367 724

Once your stationery arrives:

- Please name everything.
- Refill pads can be divided up between subjects, leaving some at home/in locker for restocking ringbinders in the year.
- Any problems call School Supplies Direct on 0800 724 440, *not* the school. Incorrect items can only be returned after contacting the customer service team. Returned items must be in good condition and within 3 months of purchase. You will need to quote your order number.

You are of course free to purchase from other suppliers, but we trust these simple and efficient systems will benefit you. It will also benefit your children. We receive 10% cash back from School Supplies Direct which will be used to purchase school resources.

Should you purchase from Warehouse Stationery, please use their voucher.

Richard Vanderpyl
Principal
Middleton Grange School

