



SAINT KENTIGERN



15 December 2022


Dear Parents and Caregivers

Back to School Stationery for 2023

Saint Kentigern College has teamed up with OfficeMax to make Stationery ordering for 2023 easy.

- Order online (details below) or by phoning Office Max 0800 426 473.
- **Free Delivery** - for orders over \$60. Choose delivery to home or work at a time that suits you. **Please order your stationery by Friday 13 January to ensure delivery for the first day of school.**

HOW TO ORDER – follow these steps and then order via the link as the final step:

- Subject lists are available via the OLE. You will need to log in to the OLE via the parent portal and select the  icon. Click on the section called 'Subjects for 2023'. This will open a PDF file containing confirmed subjects for 2023. **PLEASE NOTE** – if your child has had a recent subject change, this will not show on the OLE portal. However, confirmation of the change can be assured if they have been in contact with Hannah Williams or Angee Robertson.
- Our school stationery lists are online at www.myschool.co.nz. Simply follow the prompts as instructed. You will need to do this for each student attending the College.
- Students in Year 8 and 9 will need to order for both Semester 1 and 2 options (these are the subjects you selected online following the Course Selection Process).
- Year 7 students need only choose a core/compulsory stationery pack.
- Your order will be delivered to the address you specify. If items are out of stock when you place your order they will be put on backorder and delivered to you as soon as they arrive. This will be shown on your delivery docket.
- Print a copy of your order form and retain it for your records. The order number is required should you need to return items e.g. course changes following NCEA results.
- Incorrect items can only be returned by contacting OfficeMax Customer Service on 0800 426 473 or myschool.co.nz. Returned items must be in new condition. You will need to quote the order number from your printed order form. Returned goods will not be accepted more than three months after purchase.
- Workbooks are unable to be purchased online. These will be distributed in class and charged to your College account.

Students in Year 8 should bring **ALL** their stationery on the first day. All other students are expected to have purchased their stationery but for the first day they are only required to bring in their computer notebook, a lined refill, pencils, and pens. Once students receive their timetables they will know what to bring in each day.

If you have any problems with your order then you must phone OfficeMax direct on 0800 426 473 (Please do not contact Mungos or the College reception).

Mungos will continue to stock basic items such as pens, pencils, refill etc, but will not be stocking any specialist stationery items or work/textbooks (unless noted on the list).

Year 11, 12 and 13 students please note NCEA results will be available via your NZQA login from 17 January 2023.

We hope that this system will make the start of the year simple and efficient.

Yours sincerely

A handwritten signature in blue ink that reads "Angee Robertson". The signature is written in a cursive style with a large initial 'A'.

Angee Robertson
Deputy Principal, Curriculum