



SAINT KENTIGERN



December 2023


Dear Parents and Caregivers

Back to School Stationery for 2024

Saint Kentigern College has teamed up with OfficeMax to make Stationery ordering for 2024 easy.

- Order online (details below) or by phoning Office Max **0800 724 440**.
- Free Delivery - for orders over \$70. You can choose delivery to home or work at a time that suits you.
- Please order your stationery by **16 January 2024** to ensure delivery for the first day of school.

HOW TO ORDER – follow the steps below, 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 ([click here](#)) and select the  icon. Click on the section called 'Subjects for 2024'. This will open a PDF file containing confirmed subjects for 2024. **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 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 only need to 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.
- It is recommended to 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 724 440** 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 7** and **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 laptop computer, 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, please contact OfficeMax direct on **0800 724 440**.

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, other than those items already on the list.

Years 11, 12 and 13 students please note **NCEA results** will be available **via** your **NZQA login** from **17 January 2024**.

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

Yours sincerely



Angee Robertson
DEPUTY PRINCIPAL, CURRICULUM