



SAINT KENTIGERN COLLEGE

Dear Parents and Caregivers

STATIONERY ORDERING PROCESS 2013

From 1 December 2012 all stationery lists will be available on Family Link. Stationery can be purchased online or by mail order with OfficeMax. The stationery will be delivered by courier to your home or a designated address. Goods are couriered to you free of charge for online orders over \$57.50. Stationery can also be purchased from any OfficeMax retail outlet.

If you wish to order your stationery online you will need to do so by **18 January 2013**. The OfficeMax website will close after this date to ensure orders can be delivered to you by the first day of school.

Students in Years 7 and 8 should bring **ALL** of 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. There are a few items that are not available online for some senior classes. Where this applies there is a note online and on the stationery list.

Mungo's will not be stocking any specialist stationery items (unless noted on the list) or work/text books but will continue to provide some basic items – pens, pencils, refill etc.

How to Order

- Go to <http://www.myschool.co.nz> to view the online instruction video. This video is very helpful if it is your first time ordering through the OfficeMax website
- Go to <http://www.myschool.co.nz/MySchool/kentigern> to order from the school stationery lists
- It is not necessary to enter the Student ID when ordering
- Students in Years 8 and 9 will need to order for **both** Semester 1 and 2 options. (These are the subjects you selected online following the Term 3 Course Selection Process. If you have forgotten what option choices were made a list is available on the 'Portfolio' page in Family Link. Click on the PDF icon next to 'Options 2013' below the student photograph
- **Please note that Boys and Girls in Years 7 and 8 have different Core/Compulsory Stationery lists**
- If a subject box is not highlighted then it is either unavailable at that year level, items are included in the Core/Compulsory Stationery pack or there are no stationery requirements for that subject
- During the ordering process you will have the option to select a 'Mail Order Form' or to 'Order Online'
- Your order will be delivered to the address you specify. **If items of stock are not available when you place your order then these items 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 and retain it for your records. Note the order number. This is required in case you need to return items (for example a course change following NCEA results).

Ordering Requirements

- Orders must be placed by **18 January 2013** to ensure deliver in time for the start of Term 1
- If you have any problems with your order then you must phone OfficeMax direct on **0800 724 440** (*Please do not contact Mungo's or the College reception*)
- If you are asked for a participating school reference number it is: **4083125**
- Please take care when placing your order. Any changes will be your responsibility. We recommend that you check your order carefully before you approve payment
- Incorrect items can only be returned through first contacting the OfficeMax customer service on 0800 724 440. 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. They will be distributed in class and charged to your College account.

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

Kind regards



R G Stead
HEAD OF STUDIES



S W Cole
HEAD OF COLLEGE