

Thursday 21st November, 2019

Dear Parent / Guardian,

**RE: 2020 SCHOOL STATIONERY ORDERING
– PAYMENT BY CREDIT/DEBIT CARD OR SECURE INTERNET BANKING ONLY**

To make going Back to School easy for you, we have teamed up with OfficeMax MySchool again to have our stationery requirements loaded onto the website: myschool.co.nz/tetotara
We've found this is the easiest way for you to purchase your child's requirements. Simply select your child's Year Level in 2020 and follow the instructions on the website.

Buying through OfficeMax MySchool also earns School Rewards for our school which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need. **OfficeMax MySchool make Back to School easy for you with:**

- **Order the easy way** - online at myschool.co.nz OR at the OfficeMax store located at cnr of Victoria Street & Princes Street, Hamilton OR Freephone 0800 724 440.
- **Price Match Promise** - find a lower price and OfficeMax will match it. Conditions apply, see myschool.co.nz for details.
- **Free Delivery - for orders over \$46.00 inc GST** Choose delivery to your home or workplace. Receive your order during the holidays, straight to your door at a time that suits you. See myschool.co.nz for delivery windows.
- **Save valuable holiday time** - avoid busy shopping malls and traffic queues by shopping online from the comfort of your home so your child starts the year with the correct stationery supplies.
- **Multiple Payment Options** - including secure internet banking, credit/debit card and cash in your local OfficeMax store.

Note: The Student ID field is NOT required, please leave this blank. If you have a 5-year-old new entrant child starting in Term 1, 2020 your child will be classified as a Year 1.

Note: All orders must be received prior to Thursday 23rd January, 2020 to ensure delivery before school starts on Monday 3rd February, 2020. Please purchase your child's stationery during the summer school holidays so that they have it on the first day of Term 1, 2020.

If you do not have access to the internet, you can purchase stationery direct through **OfficeMax (cnr Victoria St & Princes St, Hamilton) Ph: (07) 838-8612**. Please advise them that you are from Te Totara Primary School and the year level your child/ren will be in 2020. They will have hard copies of all our stationery lists available at the OfficeMax shop from Monday 25th November onwards.

Regards,
Anne Fraser
Principal

INSTRUCTIONS FOR ORDERING STUDENT STATIONERY: Credit/Debit Card or Secure Internet Banking Only



1. Type in myschool.co.nz/tetotara Click “start”
2. Enter your child’s First Name, Last Name and select the appropriate Year Level for 2020 from the drop-down box (do not enter any details under Student ID).
3. ✓ Stationery under the year level you have chosen. A green “View Requirements List” will appear at the bottom right of the page. Click this.
This will bring up the stationery list for your child’s year level in 2020. **ALL items shown on this screen are compulsory to purchase, unless indicated by a note applicable the item on the order screen.**
4. Scroll down to the bottom of the page and click on “Go straight to shopping cart” OR.....
5. If you have another child at Te Totara Primary School and need to purchase stationery for them, click on “+ Add Another Student”, select “from the same school”, this will bring you back to the screen where you can enter your next child’s First Name, Last Name and Year Level for 2020 (do not enter any details under Student ID). ✓ Stationery under the year level you have chosen. A green “View Requirements List” will appear at the bottom right of the page. Click this. Click “Go to Shopping Cart” then “Checkout” and follow the instructions for payment and delivery details. Compulsory fields are indicated by an (*). Click “✓ Confirm, next to payment details”. Complete Part 2 Payment Details, select method of payment as instructed, click “Complete & Make Payment”.
6. If you do not have access to the internet or you would prefer to purchase your stationery directly from the OfficeMax shop, their details are: OfficeMax, cnr Victoria & Princes Street, Hamilton Ph: (07) 838-8604. They will hold copies of our stationery lists; just advise them which Year Level your child/ren will be in 2020.
7. These special “Back to School” prices on offer will be available from Monday 25th November 2019 through to the end of February 2020.

Please note:

All orders must be received prior to Thursday 23rd January, 2020 to ensure delivery is received before school starts on Monday 3rd February, 2020.

Order your child’s stationery online at myschool.co.nz
in December... and you decide when you pay.



The OfficeMax team have done all the hard work for you! Your school’s stationery lists are already online at myschool.co.nz

Order online between 1–31 December 2019 then choose when you pay – and when we deliver... no holiday worries and no back to school hurries! Plus, you’ll get a free gift* with your order.



Three easy options

1. Pay & receive in December*
2. Pay in December, receive in January 2020*
3. Pay[†] & receive in January 2020*

* School donations and charges will be charged when you place your order.



Order in December and:



myschool.co.nz