

Thursday 26th November, 2020

Dear Parent / Guardian,

**RE: 2021 SCHOOL STATIONERY ORDERING
– PAYMENT BY CREDIT/DEBIT CARD OR INTERNET BANKING**

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 2021 and follow the instructions on the website.

If you have a 5-year-old new entrant child starting in Term 1, 2021 your child will be classified as a Year 1.

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/tetotara OR call the OfficeMax My School Team on Freephone 0800 724 440 from Monday to Friday 8.30am - 5.00pm.
- **Price Match Promise** - * Find a lower price and OfficeMax will match it. ***Terms & 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** - pay now by internet banking, credit/debit card or pay in 6 weekly, interest-free installments with Laybuy*
* **Terms & Conditions apply**, see myschool.co.nz for details

Note: The Student ID field is NOT required, please leave this blank.

Note: All orders must be received prior to Friday 15th January, 2021 to ensure delivery before school starts on Wednesday 3rd February, 2021.

Please purchase your child's stationery during the summer school holidays so that they have it on the first day of Term 1, 2021.

If you do not have access to the internet, please contact the School Office on 07 853-0039.

Regards,

Anne Fraser
Principal

INSTRUCTIONS FOR ORDERING STUDENT STATIONERY: Credit/Debit Card or Account2Account Internet Banking



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 2021 from the drop-down box (do not enter any details under Student ID).
3. A green “Stationery ✓” tab will appear under the year level that you have chosen. A “View Requirements List” green tab 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 2021. **ALL items shown on this screen are compulsory to purchase, unless indicated by a “Note” applicable to 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 2021 (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. These special “Back to School” prices on offer will be available from Monday 23rd November 2020 through to the end of February 2021.

If you do not have access to the internet please contact the School Office on 07 853-0039.

Please note:

All orders must be received prior to Friday 15th January, 2021 to ensure delivery is received before school starts on Wednesday 3rd February, 2021.

OfficeMax
MySCHOOL

Got five minutes?

Your child’s back to school class list is ready to shop now at myschool.co.nz or call us Mon to Fri, 8.30am - 5pm.

myschool.co.nz 0800 724 440

Get **school ready** faster