30 November 2015

Dear Parents,

**Year 3, 2016**

This year, once again, the College has attempted to make the ordering of school supplies easier for parents by enlisting the services of OfficeMax BACK TO SCHOOL stationery supplier, and by ordering required text materials (and Online Learning Resources) to arrive direct to the College.

1. **Office Max Back to School Recommended Stationery Packs for 2016.**

   In preparation for the 2016 academic year, please find enclosed a “Recommended Stationery Order” Pack from OfficeMax. OfficeMax offers a very convenient ordering service which allows you to order all, or some of your stationery requirements, for your student’s needs for the coming academic year. They also offer Prince of Peace families a reliable delivery service.

   Please read through the instructions in the enclosed order pack should you wish to avail of this convenient service. Orders placed prior to or on 10 December 2015 will be delivered free of charge. Orders placed from 11 December to 19 December 2015 will incur a delivery fee of $9.95 and orders after this date a delivery fee of $19.95 will be charged.

   If you have any questions regarding the procedure for ordering please do not hesitate to contact Jenell Molkentin jmolkentin@princeofpeace.qld.edu.au

2. **Text Materials and Online Learning Resources for 2016**

   The College continues to be mindful of best practices in education, new programs which provide a pathway towards full implementation of the Australian Curriculum, and an alignment of classroom resources Prep – Year 6. In keeping with this, Prince of Peace is moving towards a consistent approach to work book material (and online resources) which support the best student outcomes for learning, whilst at the same time providing alignment and consistency between and across year levels.

   The Prep – Year 6 Campus will purchase all required student work books and online learning subscriptions this year for our families in readiness for the 2016 academic year. These items will be made available to the students on the first day of the 2016 school year. The costing for these materials will be included on your Term 1 School Fees.
In Year 3 this will include:

- Mathletics online subscription
- Write for Queensland – Book 3
- NIV New Adventure Bible (for new students to Prince of Peace in 2016))
- Craigsscore Music Book

3. Preparation and Labelling procedures

It is important that all items are clearly marked with the students name before being brought to school.

Books may be covered in contact, plastic sleeves, or paper as desired, ensuring it will be easily identifiable by your child. Please label all books in the top right hand corner with your student’s name.

All stationery should be sent to school on the first day. All spare items will be kept at school for when your child requires them. In the unlikely event that there are leftover items at the end of the year, they will be returned home.

We look forward to an exciting 2016 academic year of learning.

Kind regards

[Signature]

Katrina Valencia
Head of Campus P-6
Prince of Peace Lutheran College (Junior Campus) 2016 Requirements for Year 3

The attached order form lists items selected by Prince of Peace Lutheran College as being required for Year 3 in 2016. To ensure delivery prior to Term 1, 2016 place your order by Wednesday 9th December 2015.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school, Prince of Peace Lutheran College.
2. Enter your school password: 4607TJC
3. Enter Student’s Name and select their Year Level: Year 3
4. Select the quantities of items you wish to order, then click ‘Add Items to Cart’.
5. Review the items in your shopping cart and proceed by selecting ‘Order Online’. If you wish to add another student’s order select ‘Add another Student’ and repeat steps 3 – 5 for that student.
6. Enter your contact details, delivery address and payment details. Click ‘Place Order’ to complete your order.

Payment methods available online are PAYPAL, VISA® OR MASTERCARD®. Your card will be charged immediately at the time of placing your order. An order confirmation will be sent to your specified email address.

IMPORTANT INFORMATION REGARDING YOUR ORDER

DELIVERY SERVICE
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the driver will attempt to find a safe place to leave your goods. In the event the driver determines a safe place to leave, a card will be left and your goods will be taken to the local Post Office for collection. Please note that PO boxes are NOT allowed.

DELIVERY FEE
Orders placed on or before Thursday, 10 December 2015 will be delivered FREE of charge.
Orders placed on Friday, 11 December 2015 to Saturday, 12 December will incur a $9.95 incl GST delivery fee.
Orders placed on Saturday, 12 December and beyond will incur a $19.90 incl GST delivery fee.

DELIVERY GUARANTEE
Orders placed on or before Tuesday, 1 December 2015 will be delivered on or before Thursday, 10 December 2015.
Orders placed between Wednesday, 2 December 2015 and Wednesday, 9 December 2015 will be delivered before the beginning of Term 3, 2016.

SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER
OfficeMax has now made it possible to add multiple students (at the same school) to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 days after you have received your goods. Please note that missing items will be sent directly to you via Australia Post.

PRODUCT SUBSTITUTION
If a product is unavailable at the time of packing your order, the product may be substituted with a similar product of the same or greater value.

BACK-ORDERED ITEMS
If a product is unavailable and cannot be substituted, the product will be placed on back order. Back ordered items will be sent to the address of your initial order free of charge when OfficeMax receives the product from the supplier.

Please contact OfficeMax on 1800 004 427 with any queries
For full terms & conditions and other important information regarding your order, please visit our FAQ page at www.officemaxschools.com.au
Prince Of Peace Lutheran College Primary
2016 Requirements for Year 3
Password: 48DM7C

Parent Message: PLEASE PURCHASE THESE ITEMS FROM THE COLLEGE UNIFORM SHOP - HOMEWORK SAFETY BAG & LIBRARY BAG

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**TOTAL** 80.60

Please contact OfficeMax on 1800 004 427 with any queries.

For full terms conditions and other important information regarding your order, please visit our FAQ page at www.officemaxschools.com.au