Dear Parents/Carers,

Attached to this note are the order forms with basic stationery requirements for your student for 2017. The packs are provided to the school by OfficeMax. OfficeMax is the Whole of Government Stationery supplier for all ACT schools and directorates.

The executive and teaching staff have looked extensively at the list to make sure that the pack order contains only necessary items to ensure that the cost to you has been trimmed and is kept to the minimum amount.

You are not obliged to purchase the packs from OfficeMax. **All packs purchased through OfficeMax will be delivered to Turner School and distributed to the student’s class teacher.** If you choose to source the items from another supplier you will need to make sure that you pass all of the items listed on the Basic Requirements List (specific to your students’ year level) to the student’s class teacher at the beginning of the year. **Our Preschool Requirements are not done through OfficeMax and that will be a separate note.**

There are some items on the list (for example the handwriting text) that can only be sourced through OfficeMax.

Ordering of the basic stationery requirements has specific deadlines that are listed on the first page of the order form.

- On or before 4 December 2016 will not incur a delivery charge.
- After 4 December 2016 and on or before 18 December 2016 will incur a delivery fee of $5.95
- Orders placed after 18 December 2016 will be delivered to a nominated address (The nominated address for all deliveries is Turner School, 32 Condamine Street, Turner ACT 2612)

**There will not be a ‘School Collection Day’ for payment of orders.** All payments are online by credit card.

**If you do not have access to the internet for online ordering of the basic stationery requirements or credit card facilities for payment online please contact Deb Parr, the Business Manager on 62056622 to organise an alternative method for sourcing the basic stationery requirements for your student.**

In reference to the USB Drive device listed on the requirements for students:

If your student had a USB Drive device during 2016 this may be used for 2017 as well. Please make sure that your student starts the year with this device. Alternatively you can purchase a new one for 2017.

If you are experiencing any financial difficulty in providing the stationery requirements for your child please call the school on 62056622 and ask to speak to Deb Parr or Jo Padgham to arrange support from the student support fund. We will ensure that every child has the supplies and equipment they need at Turner School.

Jo Padgham  
Principal

Deb Parr  
Business Manager

18 November 2016