7 December 2015

Radford College Junior School
2016 Stationery Packs

Dear Parents and Caregivers,

Office Max will once again be our supplier of Stationery Packs for the 2016 school year. Below are some questions and answers to assist you in understanding the ordering process.

What is a Stationery Pack?
Each year level has a list of stationery supplies (Stationery Pack) that are required for the 2016 school year. These are the classroom supplies that are ordered in bulk for your child and delivered directly to Radford College classrooms at the start of 2016.

Parents do not need to purchase anything from the bulk order page of the Stationery Pack, this is done for you automatically. The cost of the bulk order page of the Stationery Pack will be debited automatically to your Term 1 school account. You do not pay Office Max for these supplies.

What is a carry over item?
PreK to Year 3 have no carry over items only Years 4-6 do. The pages that follow the attached Stationery List have log in instructions and a list of required items that your child may already own based on previous years at Radford College. Please note that if you order before 10 Dec 2015 you will pay NO delivery charges. After this date you will pay a $19.95 delivery fee.

What do I need to do now?
Years 4-6 - Check the carry over items page of the attached Stationery List with your child to find out what items may need replacing for 2016. Parents are responsible for checking the carry over list and ordering directly from Office Max any materials that their child may need to replace ready for 2016.

What is the deadline for ordering and paying for carry over items?
The deadline for purchasing carry over items and paying no delivery fee from Office Max is 10 December, 2015. This will allow you time to check what resources your child brings home with them at the end of the school year in their bag to find out what may need to be replaced.

If you order carry over items after this date your order will be home delivered and will attract a $19.90 fee. You can also save on delivery by adding multiple students to a single order.

Can I source carry over items from an alternate supplier?
Items on the Yr 4-6 carry over list may be purchased by you from another supplier if you wish.

Library Bag
All students from PreK to Year 6 require a Radford Library Bag. These are available at the Radford Uniform Shop.

Yours sincerely,

Paul Southwell
Head of Junior School