

11 December 2020

Dear Parents and Carers

## 2021 Stationery Lists – Year 2

At the start of each school year, parents and carers are requested to purchase stationery items for their child.

The stationery list is attached. You may reuse items left from last year or purchase new ones from your preferred store.

For your convenience, Humphreys Office Supplies are also offering an online ordering and home delivery service via their website [www.booklists.com.au/humphreys](http://www.booklists.com.au/humphreys) Detailed instructions are attached.

- Should you choose to use this service, there will be preselected quality brands for each item, but you will be able to choose which items and quantities you order (you do not need to order the whole list).
- The orders can **only** be delivered to a home or office address (they can not be picked up at Humphreys)
- Please allow 3 business days for delivery.
- Humphreys will donate 7.5% of all sales to the school.
- To receive your order before return to school, please order by Sunday 17 January

**Please ensure your child has their stationery with them when they come to school on Friday 29 January 2021.**



This year the lists do not include work books and exercise books, which will be bulk ordered separately by the school and will be issued to students in their classroom at the start of the school year.

If you have any queries, please contact the Stationery Coordinator by email at [bhpsstationery@gmail.com](mailto:bhpsstationery@gmail.com) or phone 0435-557-047, or the School.


**David Shuster**  
Principal



## BALGOWLAH HEIGHTS STATIONERY REQUIREMENTS YEAR 2 | 2021

Qty	Description	Image	Code (included in Humphrey's list)
12	Triangular School Pencil HB		12-116527-HB box of 12
1	Fine black Felt Tip Pen ( <b>preferably Sharpie</b> )		522186
1	Highlighter Classic Yellow		364LS-1
1	Highlighter Classic Green		364LS-5
4	Glue Stick		WAY-30803336
2	School Eraser		STD-526C20
4	Whiteboard Markers (red, blue, green, black)		<u>order 1 pack of 4</u> 522335
1	Set of Coloured Pencils		678671
1	Set of Coloured Textas ( <b>not connectors</b> )		527821
1	Clear Mesh A4 Homework Folder		506316
1	Display Book A4 20 pockets (not refillable)		HUM-NP9623
1	Display Book (black) A3 20 pockets (eg. Protex)		506310
2	A4 Document Pocket Wallet (clear ) with button		506297
1	Sketch Pad/Cartridge Pad A4 (50 pages)		PSC5A4

### To be purchased if not already held or from a sibling:

Qty	Description	Image	Code
1	Pencil Sharpener (2-hole tub)		514180
1	Scissors 17cm safety		514281
1	Clear Plastic Ruler (30cm/300mm)		678682
1	Long Pencil Case (eg: 300mm x 170mm)		NPM-NP9889
1	Clipfolder PVC A4		495847
1	Headset with volume control		520222
1	Art smock		02103

**HUMPHREY'S STATIONERY & OFFICE SUPPLIES**  
**ONLINE ORDERING INSTRUCTIONS**  
Years 2 to 6

Should you choose to utilise the optional Humphrey's ordering & delivery service, the instructions are below.

To guarantee delivery before school starts, orders should be placed by **Sunday 17<sup>th</sup> January**. You can still order after this date, but it may not arrive before start of school.

1. Go to [www.booklists.com.au/humphreys](http://www.booklists.com.au/humphreys)
2. Enter your school code in the top left corner – **BHPS2021**
3. Select the 2021 year level of your child
4. Enter all your details (delivery can be to a home or work address).
5. For years 2 to 6, each list is automatically populated with items and quantities set by the school. If you don't need to purchase all the items, you can adjust the quantities of any the items at this stage, and add the additional items from the bottom list if needed.
6. Once you have finalized your required quantities, click "Place Order", you will be taken to the next screen which gives you the option to purchase another stationery pack for additional children. If this is necessary, please click "Add another booklist" and repeat steps 3-6 for each child.
7. Once your order is complete, click "Proceed to payment options". This will take you to another screen in which there is an option to click "Pay now."
8. Please proceed to the payment options. You will be taken to the PayPal website.
  - You may login to your PayPal account if you have one.
  - Or you can select "Pay with Card" - we accept MasterCard or Visa.
9. Once payment details are filled in, you will return to the Book List website. Here, you can download a copy of your order(s) through a PDF should you wish.

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**Please allow 3 business days after the order has been placed for the stationery pack to be delivered** (there will be no deliveries between 24th December 2020 and 4th January 2021).

**Unfortunately, pickups are NOT permitted from Humphreys Balgowlah or Manly stores.**

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**If you have any questions in relation to ordering with Humphrey's please email [booklists@humphreys.com.au](mailto:booklists@humphreys.com.au)**