

13 December 2019

Dear Parents and Carers

## **2020 Stationery Lists – Years 1 to 6**

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 <https://humphreys.officechoice.com.au/> 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 – delivery is free for orders of \$50 or more, or a \$5.45 charge for orders less than \$50.
- Humphreys will deliver items 2-3 business days after the order is placed.
- Humphreys will donate 7.5% of all sales to the school.
- You can start ordering on Monday 16 December.
- To receive orders by Friday 24 January, orders need to be placed by Monday 20 January.

**Please ensure your child has their stationery with them when they come to school on Wednesday 29 January 2020.**

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, Gabrielle Kilpatrick, at [bhpsstationery@gmail.com](mailto:bhpsstationery@gmail.com) or 0435-557-047 or the School.

**David Shuster**  
Principal

## HUMPHREY'S OFFICE SUPPLIES ONLINE ORDERING INSTRUCTIONS

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

Orders can be placed from Monday 16 December. **To receive orders ahead of return to school (ie: by Friday 24<sup>th</sup> January), orders should be placed by Monday 20<sup>th</sup> January.**

1. Go to <https://humphreys.officechoice.com.au/>
2. Click on 'Login/Register' in the top right-hand corner.
3. Then click on 'Register First' at the bottom of the page.
4. Enter all your details, create your password and create profile.
5. In the top right-hand corner type the required product code in the 'Product Search' bar and hit enter.
6. Click on the relevant product that matches what you need.
7. On the right-hand side, enter your required quantity then click 'Add to Cart'.
8. Repeat steps 5-8 for any other products that you require.
9. To check out, click on the shopping cart in the top right-hand corner under the 'Login/Register' link.
10. Here, you will be taken to the order overview where you can add a note and adjust the quantities.
11. Once you have completed adding all your products, click on 'Continue to Checkout' in the bottom right hand corner.
12. Edit your contact details if necessary.
13. In the 'Order Notes' box, please state if it is **OK for the parcel to be left at your front door or any other special instructions.**
14. Enter your payment details. We accept Visa and Mastercard. Note: for orders under \$50 (inc. GST), a \$5.45 delivery fee will apply.
15. Click on 'Process Payment'.

**Please allow 2-3 days for delivery.**





There will be no deliveries being made between the 24<sup>th</sup> of December and the 2<sup>nd</sup> of January.

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



## BALGOWLAH HEIGHTS STATIONERY REQUIREMENTS YEAR 5 2020

(to be purchased if not already held from previous year or sibling)

Qty	Description	Image	Code (for optional Humphreys ordering)
4	School Pencil HB		501646
1	Fine Black Felt Tip Pen		522077
4	Blue Pens		<u>order 1 pack of 10</u> (5 blue / 3 black / 2 red) 43235MS1PB
3	Black Pens		
2	Red Pens		
1	Highlighter Classic Yellow		522508
1	Highlighter Classic Green		522513
4	Glue Stick		WAY-30803336
1	Pencil Sharpener (2-hole tub)		514180
1	School Eraser		STD-526C20
1	Scissors 17cm safety		514281
1	Clear Plastic Ruler (30cm/300mm)		678682
4	Whiteboard Markers (red, blue, green, black)		<u>order 1 pack of 4</u> 522335
1	Set of Coloured Textas		679464
1	Set of Coloured Pencils		678671
1	Long Pencil Case (300mm x 170mm)		NPM-NP9889
1	Clear Mesh A4 Homework Folder		506316
1	Display Book A4 20 pockets		2007099
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
1	Clipfolder PVC A4		495847
1	Australian School Dictionary & Thesaurus (4 <sup>th</sup> Edition)		308698
1	Headset with volume control		520222
1	Calculator (scientific)		520473
1	Protractor		522669
1	USB 16GB		MIC-MTEUSB16