

December 2023

Dear Parents and Carers

## **2024 Stationery List – 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 5 business days for delivery.
- Humphreys will donate 7.5% of all sales to the school.
- To receive your order before return to school, it is recommended to order by Sunday 21 January 2024.

**Please ensure your child has their stationery with them when they come to school on Thursday 1 February 2024.**



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


**David Shuster**  
Principal



## BALGOWLAH HEIGHTS STATIONERY REQUIREMENTS YEAR 2 | 2024

Qty	Description	Image	Code (for optional Humphreys ordering)
12	Triangular School Pencil B		<u>order 1 pack of 12</u> 12-116527-HB
1	Fine black Felt Tip Pen (eg: Sharpie)		522077
1	Highlighter Classic Yellow		522508
1	Highlighter Classic Green		522513
4	Glue Stick		523669
1	Pencil Sharpener (2-hole tub)		514180
2	School Eraser		STD-526C20
1	Scissors 17cm safety		508996
2	Clear Plastic Rulers (30cm/300mm)		678682
4	Whiteboard Markers (red, blue, green, black)		<u>order 1 pack of 4</u> 522335
1	Set of Coloured Pencils		678671
1	Long Pencil Case (eg: 30 x 17cm)		NPM-NP9889
1	Clear Mesh A4 Homework Folder		506316
1	Display Book A4 20 pockets – sealed not refill		NP9623
1	Display Book (black) A3 20 pockets (eg. Protex)		506310
2	A4 Document Pocket Wallet (clear ) with button		506297
2	Sketch Pad/Cartridge Pad A4 (50 pages)		PSC5A4
2	Mini Whiteboard erasers		STD-653

**To be purchased if not already held from previous year or sibling**

Qty	Description	Image	Code (for optional Humphreys ordering)
1	Headset with volume control		520222
1	Art smock		02103
1	Clipfolder PVC A4		495847
1	Set of Coloured Textas (not connectors)		527821



**HUMPHREYS 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. Deliveries can be made to a home or work address with a \$7 delivery fee.

**To guarantee delivery before school starts, orders should be placed by 5pm Sunday 21 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 – **BHPS2024**
3. Select the year level your child is starting in 2024
4. Enter all your details (delivery can be to a home or work address).
5. If you don't need to purchase all the items, you can adjust the quantities of any the items at this stage (for years 2 to 6).
6. After clicking "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 3-5 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 5 business days after the order has been placed for the stationery pack to be delivered** (there will be no deliveries between 22nd December 2023 and 2nd January 2024).

**Unfortunately, online order pickups are NOT permitted from Humphreys Balgowlah or Manly stores,** however all items will be available to shop in store at retail prices in January at Humphreys Balgowlah (Monday to Friday 8:30am-4:30pm).

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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)**