



# MANLY VALE PUBLIC SCHOOL



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December 2019

Dear Parents/Caregivers

## 2020 Back to School Stationery

Each school year, parents are asked to provide some essential stationery items for their children. This year, we have joined in partnership with Humphreys Office Supplies to provide all of these stationery items straight into the classroom to alleviate the stress and headaches that Back to School can cause. Humphreys will be contributing a 5% fundraising donation back to the school.

The packs have been specifically designed by the teachers to suit each year group. We request that your child does not bring any additional stationery items to school (e.g. Smiggle items) as these can be a distraction. The new items can be purchased from Humphreys via the school (at sale prices) and they will be available for your child to use in class upon receipt of payment.

To order:

1. Go to [www.booklists.com.au/humphreys](http://www.booklists.com.au/humphreys)
2. Enter your school code in the top left corner – **MVPS2020**
3. Select the year level of your child.
4. Enter all your details at the bottom of the order form as it requires.
5. After clicking "Place Order", you will be taken to the next screen which gives you the option to purchase another stationery pack. If this is necessary, please click "Add another booklist" and repeat steps 3 and 4 for all necessary year groups.
6. After doing this, click "Proceed to payment options". This will take you to another screen in which there is an option to click "Pay now."
7. 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. You may also pay with your card if you wish to. We accept MasterCard or Visa.
8. 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.

If you wish to use this service, we would appreciate your cooperation by placing your order using the above steps by no later than **5pm Sunday, 19 January 2020**. This will ensure that your child's stationery pack is **delivered to the school** by Week 1, Term 1.

The K-6 classes usually amalgamate the stationery resources and use them in class sets so items won't need to be individually labelled. Please note that you are not obliged to purchase the items that your child will require through the school's partnership with Humphreys. However buying them individually may be more expensive (even at Humphreys) and you will need to ensure that all items purchased are the same brand as detailed on the lists as they have been specifically chosen by the school. Packs are made to order and not readily available at Humphreys Manly or Balgowlah.

If you have any queries, please don't hesitate to contact Humphreys at [booklists@humphreys.com.au](mailto:booklists@humphreys.com.au)

Thank you for your cooperation

**Tina Lee - Principal**