



KHS Stationery 2012

Parents/Caregivers may purchase general school stationery from any retailer of their choice, however specific workbooks may not be available from all outlets and you are encouraged to source these items from our recommended suppliers, **Kaiapoi Take Note** or **OfficeMax/School Supplies**.

On-line and mail order are also available, see details below.

If purchasing elsewhere, please ensure you obtain the correct item as per the ISBN number listed. Where specified for a subject, homework/workbooks are a compulsory requirement for your student's individual use as part of their personal stationery. It is not necessary to purchase textbooks - these are issued at school for students to use during class time.

A note on the Stationery List will indicate where a book is available only through the school (at start of the year).

Personal shoppers: **Kaiapoi Take Note**, 115 Williams St, Kaiapoi
OfficeMax, cnr Tuam & Durham Sts, Christchurch

or

Order on-line:

1. Go to www.myschool.co.nz and enter "Kaiapoi High School" (*ref no.4083710*).
2. Select preferred shopping method "order using Quick & Easy grid".
3. Select Subject/Year level required.
4. If you want to view what you have ordered, then click "Save & Continue". (At this point you may add any additional items you require or remove any items automatically listed that you may already own)
5. When you have finished ordering, click "Add these items to cart".
6. Check your order by clicking "View Cart", then "Continue to Checkout" and follow instructions.
7. If any item is not available when you place your order, that item will be placed on backorder and delivered to you as stocks arrive. It will be indicated on your delivery docket.
8. Print a copy of your order and retain it for your records. Note the order number. This is required in case you need to return items (e.g. a course change).

or

Mail Order: Download the order form from www.myschool.co.nz, complete it and post to: School Supplies Direct, Freepost 17019, P.O. Box 16670, Christchurch, with your cheque (or credit card details).

Notes:

- Orders are delivered by courier to your home or a designated address.
- Freight is charged on orders totalling less than \$57.50. Why not combine orders with a friend to save time and money?
- Returning an incorrect item? Please contact the customer service team ph 0800 724 440. Returns must be in good condition, within 3 months of purchase, and you will need to quote your order number.