Please see the attached ordering information from OfficeMax Stationery and the Equipment List for your child’s Year Level for next year. Please carefully read all of the information you are given.

Use this link for a fast, simple and secure way to place your order online:

Please follow these easy steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Data to Enter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type in the College Access Key</td>
<td>W4AH1R</td>
<td></td>
</tr>
</tbody>
</table>
| 2    | Type your child’s details | • First Name  
• Last Name, and  
• Select Year Level | Scroll down on the year level box to find the correct year level, then click to select |
| 3    | Click on the Subject Boxes from the selection below for your child’s subjects under the Purple Year 11 Box, and remember to click the Year 11 Stationery as well | • Year 11 Stationery and Subject choices for your child from the list below (according to the subject list your child has been given by the College) | All of the Subject Boxes will turn to orange and have a tick next to them after you select them |

3A YEAR 11 SUBJECTS
Please take care to select the correct course your child is doing – particularly in AIT, English & Mathematics (e.g. ATAR, General, Applications, etc)
• Applied Information Technology ATAR Text Books
• Applied Information Technology GENERAL Text Books
• Art
• Biblical Life & Worldview and Biblical Life & Worldview Retain from Previous Year
• Certificate II Outdoor Recreation/Sport Recreation
• Chemistry and Chemistry Text Books
• English ATAR and English ATAR Text Books
• English FOUNDATION
• English GENERAL and English GENERAL Text Books
• Human Biology ATAR and Human Biology ATAR Text Books
• Materials Design & Technology
• Mathematics APPLICATIONS and Mathematics APPLICATIONS Text Books
• Mathematics ESSENTIALS and Mathematics ESSENTIALS Text Books
• Mathematics METHODS and Mathematics METHODS Text Books
• Mathematics SPECIALIST and Mathematics SPECIALIST Text Books
• Media Production & Analysis and Media Production & Analysis Text Books
• Music
• Outdoor Education and Outdoor Education Text Books
• Physical Education Studies ATAR and Physical Education Studies ATAR Text Books
• Physics and Physics Text Books

5 Scroll down to the bottom of the Page – click on View Requirements List (orange box) | The Stationery List for Year 11 will now appear |

6 Select the items you need in each subject area for your child | Please see Step 6A and 6B below |

6A To change the number of items required | To reduce items:  
Click on the “-” symbol to:  
a) remove items from the list if you don’t require them, or  
b) reduce number of items  
To increase items:  
Click on the “+” symbol | Perhaps you have items left from previous school years which you can recycle (e.g. glue sticks or pencils), or you might want extra items for your child – just click the “-“ or “+” symbols until the correct number of items appear |

... continued over page
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Data to Enter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B</td>
<td>To remove an item</td>
<td>Click on the trash can symbol to remove any item/s your child won’t need</td>
<td>Items will appear at the bottom of the page or click on &quot;Products&quot; at the top of the page.</td>
</tr>
<tr>
<td>7</td>
<td>If there are any other stationery items you would like to order for your family (not on equipment list/s), please order them now</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Review and check the items and number of items being ordered</td>
<td>Click “Continue to BYOD” at the bottom of the page</td>
<td>Parents can purchase iPad devices with various Insurance options from OfficeMax [optional]</td>
</tr>
<tr>
<td>9</td>
<td>Parents can purchase iPad devices with various Insurance options from OfficeMax [optional]</td>
<td>Select any of the iPad options you would like to purchase through Office Max, or go to the next step</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>To proceed to payment</td>
<td>Click “Shopping Cart” at the bottom of the page</td>
<td>Your child’s name will be at the top, with Requirements List, and the Number of Items Ordered (e.g. 52) with the Total Cost.</td>
</tr>
<tr>
<td>11</td>
<td>A summary page will appear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>If you only have one child in the College</td>
<td>Click on “Checkout” and fill in your delivery and payment details</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>If you have several children in the College</td>
<td>Click on “+ Add Another Student” and repeat the process from Step 1 for each additional child</td>
<td>Please note instructions vary for students from Years 7 to 12 – please check the Equipment List for each different Year Level.</td>
</tr>
</tbody>
</table>

Payment methods available online are VISA, MASTERCARD, AMEX or PAYPAL. Your card will be charged immediately at the time of placing the order and an order confirmation will be sent to your specified email address.

**DELIVERY FEE**

Orders placed on or before 10 December 2015 will have free delivery, and delivery is guaranteed before Term 1 2016. After this date, all OfficeMax orders will incur a fee of $6.95 (incl. GST) and delivery cannot be guaranteed by OfficeMax prior to the start of the school year in 2016. Therefore, please don’t delay in completing online orders.

Text books will need to be ordered through OfficeMax online. Stationery items such as pens, pencils etc. can be purchased from OfficeMax online, or parents may shop locally if they prefer (or use stationery left over from the year before). If shopping locally, please ensure the correct items are purchased, as written on the Equipment List.

**NOTES**

Stationery items and text books should be labelled at home during the holidays.

Students should bring their iPad or MacBook to school with them on the first day of Term 1 in 2016, along with their pencil case and paper to write on.

Levies will be charged along with School Fees at the beginning of the school year which will cover some text books (to be supplied by teachers) along with associated costs for subjects, camps, excursions etc. Levy and School Fee information for 2016 will be provided to parents separately.

**STATIONERY - GENERAL**

Please take the time to:

- Read extra notes which appear under Subject Headings on the paper copy of the Equipment List, or in black text boxes on the online version of the Equipment List;
- Check the “Retain from Previous Years” stationery requirements to ensure your child still has these item/s from the previous year; for some reason they don’t – please purchase new items.
- Purchase only what your child needs for general stationery items – there may be items you can recycle from the previous year.
TEXT BOOKS / iBOOKS / eBOOKS:

Paper copies of some text books may be supplied to your child by their teacher/s, and a levy charged with School Fees in 2016.

Some of the Year 11 and 12 text books will be electronic, and levies will be charged along with School Fees for these items. Teachers will give log on information to students during the first week of Term 1, 2016 for accessing these books.

IPADS, MacBOOKS & APPS

Students in Years 9 to 12 must have either an Apple iPad OR an Apple MacBook, and bring it with them to class every day. Devices can be ordered through OfficeMax online (BYOD), who also offer various Insurance options. This service is completely optional, and parents are welcome to purchase devices from local suppliers.

Please refer to the Information Technology Booklet which can be viewed at the College website www.scc.wa.edu.au (under Student Services). The Booklet gives information on iPad and MacBook specifications, College expectations for student use of devices and other Apple related information which will be useful to parents and students.

Please also see the 2016 Apps List for iPad & MacBook (sent to parents with Equipment Lists) and ensure that your child’s iPad has all of the required Apps installed at the beginning of the new school year. There may be additional Apps required by teachers during the course of the year.

PHYSICAL EDUCATION STUDIES:

Secondary Students must have College bathers (navy one-piece for girls, and navy skins for boys) and a rashie in their College House colour. These items are compulsory for physical education activities from Years 7-12. Items can be purchased from the College Uniform Shop. Students may wear school sports shorts over their bathers if they wish.

CERTIFICATE II OUTDOOR RECREATION/SPORT RECREATION:

Parents will need to purchase/supply separately: Wetsuit, Mountain Bike and Helmet, Bicycle Repair Kit Rain jacket.

Optional (but recommended): Lightweight roll mat, Hiking boots (optional - sturdy shoes required). A levy will be added to School Fees for a text book.

OUTDOOR EDUCATION:

Parents will need to purchase/supply separately: Wetsuit, Mountain Bike and Helmet, Bicycle Repair Kit, Rain Jacket.

Optional (but recommended): Lightweight roll mat, Hiking boots (optional - sturdy shoes required).

ITEMS AVAILABLE FROM THE COLLEGE

The following items are available for purchase from the Fees Officer in the Front Office:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencil case, navy with College logo (optional)</td>
<td>7.00</td>
</tr>
<tr>
<td>Ovensafe Dish, Pyrex 1.5 litre (for Secondary Food Tech students, Years 7-10)</td>
<td>13.50</td>
</tr>
</tbody>
</table>