STATIONERY/EQUIPMENT ORDERING 2016  
YEAR 7

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 Acess 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 ALL of the 14 Subject Boxes under the Purple Year 7 Box | • Art  
   • Biblical Life Worldview  
   • Biblical Life & Worldview Text Books  
   • Design and Technology  
   • Drama  
   • English  
   • Health & Physical Education  
   • Humanities & Social Studies  
   • Indonesian  
   • Mathematics  
   • Music  
   • Outdoor Education  
   • Science  
   • Stationery | All of the Subject Boxes will turn to orange and have a tick next to them |
| 4    | Scroll down to the bottom of the Page – click on View Requirements List (orange box) | | The Stationery List for Year 7 will now appear |
| 5    | Select the items you need in each subject area for your child | | Please see Step 5A and 5B below |
| 5A   | 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 |
| 5B   | To remove an Item | Click on the (trash can) symbol to remove any item/s your child won’t need | |
| 6    | If there are any other stationery items you would like to order for your family (not on equipment list/s), please order them now | | Items will appear at the bottom of the page or click on “Products” at the top of the page |

... continued over page
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<tr>
<td>7</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>8</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>9</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>10</td>
<td>A summary page will appear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</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>Please note instructions vary for students from Years 7 to 12 – please check the Equipment List for each different Year Level</td>
</tr>
<tr>
<td>12</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></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.

Stationery 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 equipment should be labelled at home during the holidays.

Students should bring their iPad 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; if 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.
IPADS & APPS

Students in Years 7 and 8 must have an Apple iPad and bring it 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 iPads 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.

TEXT BOOKS / iBOOKS / eBooks:

Paper copies of some text books will be supplied to your child by their teacher/s, and a levy charged to fee accounts in 2016.

iBooks (see subject information below for Humanities and English) - should be purchased from iTunes (iPad and MacBook). Students will need access to the “iTunes Store” either via a personal or family iTunes account. This may be accessed either by a credit card account (not recommended for students!) or by the use of iTunes cards. iBooks should be downloaded onto student iPad before school starts on 1 February 2016.

eBooks - log in information will be supplied to your child by their teacher during their first week at school in 2016.

HUMANITIES & SOCIAL STUDIES:

Humanities & Social Sciences use the Apple iBook platform for Geography & History textbooks. The History textbooks cost $19.99 each, while the Geography textbooks cost $4.99 for Years 7 and 8.

Each textbook can be downloaded from the iTunes Store by following these links:

Geography: Unit 7a “Water in the World”

Geography: Unit 7b ‘Place and Liveability’

Pearson History 7:

ENGLISH

Please purchase the iBook Pearson English 7, $19.99 from iTunes:

A Pearson Activity Book will be supplied by the teacher, and a levy charged.

HEALTH & PHYSICAL EDUCATION (Swimming):

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. A levy will be charged with School Fees for the use of a Health Workbook.

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>