

November 2022

Dear Parents/Caregivers

### **PURCHASING STUDENT TEXTBOOKS & STATIONERY FOR 2023**

I am writing regarding the options open to you for making the required textbook and stationery purchases for your child/ren in preparation for the 2023 school year.

Students in Reception – Year 5 will receive their books and stationery on Tuesday 31 January (first day of school) with the cost (\$135 per child) charged to your fee account.

Students in Year 6 will be provided some of their stationery items on the first day of school with the cost of \$45 per child being charged to your fee account. Additional items for Year 6 students are also required and can be purchased through Lighthouse Books. (Items such as rulers etc from this year can be used again in 2023.)

Families will be required to purchase Year 7-12 student textbooks and stationery independently; these should be ordered through Lighthouse Books. **Please find attached the Lighthouse Books flyer with instructions.** New items range from \$15 - \$75 per subject.

- Year 7 and 8 students require all listed textbooks and stationery.
- Year 9 to 12 students will only require textbooks and stationery for selected subjects.

Some Year 9 to 12 specialist subjects also attract a material charge. A letter outlining these charges will be forwarded to Year 9 -12 families in coming weeks. These charges will be included on your fee account at the start of Semesters One and Two.

*Please note that listed stationery can be purchased through either Lighthouse Books or alternative stationery suppliers.*

Yours sincerely

**Scott McGregor**  
Deputy Principal - Operations

## Booklist information for parents from Lighthouse Books

### Book Lists – Please order early

1. Online ordering will commence on the 14/11/22.
2. All booklist enquiries should be directed to Lighthouse Books at [booklist@lighthousebooks.com.au](mailto:booklist@lighthousebooks.com.au). Please include the school, student's name, and year level.
3. Hardcopy booklists can be downloaded from the website or are available upon request. Phone 8340 2356.

### Ordering On-line

- Go to [lighthousebooks.com.au](http://lighthousebooks.com.au) and follow the instructions.
- You will be asked to create a new account (register). We will send you a verification email to the address you provided. Please click on the link in the email to complete your account registration. Then login using your email and password.
- To start an order, click on the **Orders** in the top menu.
- Then enter your school code and click **submit**. **Your School Code is SBWEQ**
- The school's name and a list of year levels will be displayed. Select the correct year level.
- Enter your students first and last name, then click **Add Student**.
- Select the required subjects and click **Save**. Some subjects are compulsory and cannot be un-ticked.
- On the next page, select the items your student requires. All items are set to the quantity recommended by your school. If you do not need something, set its quantity to zero. Click **Save** to continue.
- Next you can select some optional items. These are not required by your school. Click **Continue**.
- Please review your order carefully. If you need to make changes, click on **Edit this order**.
- If you have more than one student to order for, click **Accept and Add Another Student** otherwise click **Accept and Checkout**.
- Enter your delivery address and optional contact details (no PO Box deliveries and no pickup available).
- At the checkout page, you can pay by Credit card or Bpay.
- Please note orders will not be processed until payment is received and processed.
- All items listed must be brought to school on the first day.

We acknowledge that students may already have some stationery items listed and so not all items are marked compulsory. Please help us supply your exact needs by ordering carefully and accurately. For alterations to your order simply email [booklist@lighthousebooks.com.au](mailto:booklist@lighthousebooks.com.au) with your instructions. Orders lodged and paid for from mid November 2022 will be delivered to your nominated address during December and early January 2023. Stationery is not returnable.

### Payment Details

1. Payments can be made by credit card at the time of ordering on-line. You will receive a receipt from eWay (our card processing provider).
2. If you select the Bpay option, please use the Biller Code and Reference number provided. **IMPORTANT:** The reference number will be different from last year. If you have previously paid by Bpay and use last years reference number, your payment may not be processed correctly.
3. No other payment options are available and Unpaid orders will not be processed.

### Late Orders

Please note changes to applicable dates. Please order early to ensure delivery prior to school starting.

1. Orders received at Lighthouse Books after 16/12/22 will be treated as late orders. Excluding new enrolments. (Students that are not in the database)
2. Late orders (after the 16/12/22 will be charged an additional Service Fee of \$12.95, to cover costs of additional ordering, packaging, and distribution during this peak period.
3. Please order early and save.

You can view our full terms and conditions on our [web site](#).



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