



Students in Year 3 and 4 are required to have their own stationery for the school year. Parents/carers are asked to purchase the following items for their child to use while at school. These items will stay at school throughout the year. To simplify the process for parents, we have partnered with Maxim Office Group who have created a stationery pack tailored for Marsden Park Anglican College students. Please follow this link to order directly through Maxim - <http://www.maxim.booklists.com.au> and use the access code **MPAC**. Orders must be placed by the 15<sup>th</sup> December 2024 and any orders placed after this date will incur a late processing fee of \$15. Orders placed by the due date will be available to pick up from the College on 28<sup>th</sup> January between 9am and 2pm. Orders placed after the due date will not be delivered until February. Please note that you will need to purchase items such as the pencil case, art shirt and headphones separately.

While our supplier provides a convenient service, you are welcome to personally select and purchase the required stationery items from your own supplier.

<b>Exercise Books</b> <b>Years 3 and 4</b>
3 x 128 page A4 exercise books ❖ 2x Literacy ❖ Homework ❖
4 x 64 page A4 exercise books ❖ Writing ❖ History/Geography ❖ Science ❖ PDH
2 x 96 page A4 10mm grid books ❖ Mathematics
1 x 64 page 18mm dotted thirds book ❖ Handwriting

<b>Additional Items</b>
10 HB pencils 2 erasers 1 pkt coloured pencils 1 30cm plastic ruler - with mm marking (not metal or bendable) 2 highlighters 1 pencil sharpener (enclosed barrel) 1 pair of scissors 4 glue sticks 4 black whiteboard markers 1 standard size pencil case (no larger than 26x14cm) 3 boxes of tissues 1 set small headphones (not wireless) 1 art shirt

#### **Additional information**

- Please do not send any items that are not listed eg glitter pens and textas. These will be sent home.
- Please cover all books in contact (appropriate for school), and send to school ready to be used on the first day.
- Please label books with your child's name, class and subject. This should be on the top right outside cover of the book.
- Please label all stationery items.
- Pencil cases larger than the requested size will be sent home to be replaced as we have limited space to store large pencil cases.
- Please replace stationery items as needed.

**Catherine Bust**  
**Head of Junior School**

## HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

### Marsden Park Anglican College

Dear Parents,

Many thanks for supporting **Marsden Park Anglican College** with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2025. Packs will be delivered to the school for collection.

Please note:

**Orders must be placed by the 15<sup>th</sup> of December 2024 to ensure delivery is on time, ready for collection from the school.**

**Any orders after this date will incur a late order processing fee of \$15 and will be delivered in February.**

For collection date information, please contact the school office on (02) 8806 6300

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **MPAC**  
*\*Please note this is case sensitive. Please enter the code as displayed in screen.*
3. Select the year level required for order ***This is the year your child is going into for 2025.***
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,  
Maxim Office Group Pty Ltd