



**Pittwater House**

## From the Head of Junior School

24 November 2017

Dear Parents and Guardians,

### **RE: Purchase of K-6 Text Books and Stationery for 2018 Students**

The text books for 2018 Junior classes are now available for purchase from our supplier **Campion Books**. Instructions on how to order are detailed below.

To ensure your child has the resources required to begin their classes orders should be placed by **close of business Friday 15<sup>th</sup> December 2017**. Orders placed after this date may not be delivered in time for the commencement of classes.

**Please note:** the password **DY AQ** is required to access our online booklist.

We would like to thank you in advance for helping us minimise class disruption by ensuring your child has the resources required before term commences.

Yours sincerely

**Ruth Achurch**

Head of Junior School

## Text Book Ordering Instructions

1. Go to the website [www.campion.com.au](http://www.campion.com.au)
2. Click “**ORDER HERE**” in the box that says “**Online ordering for Parents and Students**”
3. You can set up an online ordering account or select ‘Continue without an account’.
4. In the NSW dropdown list select ‘**Pittwater House**’
5. Enter the Resource List Code **DY AQ** and click ‘**Continue**’
6. Click on Relevant Year Group (2018 Resource List)
7. The order form will open, tick the boxes next to the books you wish to purchase then click ‘Continue’. Select Delivery Option. Complete the Parent/Guardian details. Enter the delivery address. Complete all student details then review your order.
8. Once you have reviewed your order, you can ‘**Review and pay**’.
9. Proceed to the payment screen, enter credit card details and then click the ‘**Complete and Pay**’ button.