Dear Parents and Caregivers

At Lane Cove Public School, most of the resources required for student learning each year are supplied by the school, however families are asked to purchase a few additional items. Lane Cove Public School has again arranged for families to order these school resources for the following year (2017) as a student pack through the online ordering system with the educational store, Dominie.

Student pack items are priced below the recommended retail price and will be available for purchase online between 17 November 2016 and 9 December 2016. Parents are asked to order student packs before 9 December 2016.

If you have more than one child at school, please order separately for each child. The packs will be delivered to Lane Cove Public School and distributed to students early in Term 1 2017. Online payment is by credit card only. If you have questions about the ordering process or payment options please call Dominie on 9938 8686. If you have a query and you have already placed your order, please have the order number from your confirmation email on hand when you contact Dominie.

If you experience difficulty in making payment by the nominated date, please contact Ms Ackroyd to make alternate arrangements.

Gemma Ackroyd
Principal
11 November 2016

ONLINE ORDERING INSTRUCTIONS To order online, please follow the steps listed below. If you have more than one child at school, please click “Purchase Another Student Pre-Pack” on the payment page to ensure each child receives a pack. Each child needs a separate order.

2. Go to LOG IN (top left hand side of page).
3. If you ordered resources last year, you are an existing user. If you do not remember your password, please scroll to the bottom of the page for a password reset email. If you have not ordered before, register as a new user by entering your details. You will be asked to create a password.
4. Click on Back to school (top right hand side of page).
5. Click on Student Pre-Pack.
6. Enter school code AMS and click on Continue.
7. When asked Are you sure you want to purchase... click YES.
8. Select your child’s 2017 grade from the drop down list (i.e. Year 1. Year 4 etc) and click on Continue at the bottom of the page.
9. Click on Checkout (do not alter the number of items pre-listed).
10. Complete your child’s details and payment information on this page (NB there is no delivery fee).
11. Click pay by credit card and fill in required details.

The order is now complete. Packs will be delivered to school and distributed to students early Term 1 2017.