

### How to Order:

- The online ordering portal for 2021 booklists will open for orders to be placed from **12 November 2020** onwards.
- All orders are to be placed online at [www.lamontbooks.com.au](http://www.lamontbooks.com.au)
- To order, select 'Textbooks and Stationery' and 'Berwick PS'

### Delivery / Collection Options:

There are two options for receiving your order:

#### **Option 1: Free Postage until 14 December**

- **FREE** postage for orders over \$70 placed on or before **14 December 2020**.
- **Payment is required** at the time your order is placed.
- Orders placed **after 14 December 2020** can still be posted but will attract a postage fee of \$9.50 for orders under \$100 and \$15 for orders over \$100.

#### **Option 2: Click and Collect from Lamont in Hallam**

- Click and Collect orders are to be placed online for collection from the Lamont Office at **6 Technology Circuit, Hallam** during our opening hours. See the Lamont website for current opening hours.
- You will receive a text message with collection instructions once your order is ready to be picked up.
- **Payment is required** at the time your order is placed.
- If you wish to collect from our office during January you will need to place a Click and Collect order online. There are no over the counter sales during January - all items must be pre-ordered via Click and Collect. You will receive a text message once it is packed and ready for collection.

**School Collection:** Please note that due to COVID-19 the school has decided that there will **not be a collection day at school** for the 2020/2021 Back to School season. If you wish to collect your order, please place a Click and Collect order for collection from Lamont in Hallam.

**COVID-19 Restrictions:** Due to COVID-19, the arrangements in the Lamont office may change during the Back to School season to comply with restrictions. Please refer to our [website](http://www.lamontbooks.com.au) for current operating arrangements before attending our office.

## **ADDITIONAL ORDERING INFORMATION:**

### **PLACING AN ORDER:**

- **(NEW)** next to an item indicates that the item is a new textbook to the school for the 2021 school year or that the item is a workbook.
- All orders are to be placed online. Go to [www.lamontbooks.com.au](http://www.lamontbooks.com.au), select "Textbooks and Stationery" and choose your school from the list. Booklists **cannot** be handed in to school.
- If you require assistance to place an order, we have computers set up at our store and staff who can assist you with placing an order. Please note that if you attend our store during January you will not receive any items on the spot - orders will be delivered or available for collection at a later date. Please refer to our website for current opening arrangements.

### **PAYMENT OPTIONS:**

- **Online payment methods:** PayPal, credit card (Visa or Mastercard only) or direct deposit (see below for instructions)
- **Direct deposit:** You **must** include your order number as the payment reference. If you do not, we may be unable to match your payment to your order. This may result in substantial delays.
- We **do not** accept cheques (except from authorised welfare agencies by prior arrangement).

### **DELIVERY INFORMATION:**

- You can place orders for multiple students in one transaction provided the delivery address is the same. This minimises postage charges as only one postage charge will be applied to the entire order.
- For 2020/21 most orders in metropolitan Melbourne and surrounds will be delivered by Lamont staff. You will receive an email when your order has been packed, and a text message with tracking once your order is on the way. Please include any delivery instructions with your order.
- Some orders may be sent via Australia Post to your nominated address. If nobody is available to sign for the parcel a card will be left by Australia Post for the parcel to be collected from the Post Office. You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- If you are going to be away and there will be no one to receive the delivery, please provide the relevant dates that you will be away in the comments section when placing your order and we will do our best to accommodate these requests.
- Oversized items cannot be delivered in the post. These items will be distributed to students at school.

**PRODUCT SUBSTITUTION:** If a stationery item is unavailable it may be substituted with an equivalent item of the same or greater value.

### **BACKORDERED ITEMS:**

- **Home Delivery:** If an item is unavailable it may be placed on backorder. Backordered items will be sent out once available at no additional charge. You will receive another email notifying you that a parcel has been sent.

### **SCHOOL COLLECTION:**

- Please note that due to the situation with COVID-19, Berwick PS will not be holding a school book collection date for the 2020/21 Back to School season. All orders are to be home delivered or you can Click and Collect from the Lamont office in Hallam.

### **REFUNDS:**

- Items may be returned for a refund or exchange at any time **up to 15 February or two weeks from date of purchase** (whichever is later). Items must be in new condition and proof of purchase is required.
- Refunds or exchanges will only be made after this time on items that are faulty, or in other cases at the sole and absolute discretion of Lamont Books.
- Electronic books, digital items, DVD's and calculators are firm sale. **NO** refunds or exchanges are available on these items.

**PRICING:** Booklist prices are correct at time of printing but may be subject to change.

**MISSING ITEMS:** Any claims for missing items must be made within **14 days** of receipt of your order. No claims may be made after this time.

### **OFFICE HOURS AND CONTACT DETAILS:**

- During December our office hours are 8.30am - 4.30pm, Monday - Friday. From mid-January, our office hours are 8.30am - 5.00 pm, Monday - Friday. We also open some Saturdays in January/February. We are closed on public holidays, and over the Christmas period. Please check our [website](#) for current office hours and Christmas closure information.
- The remainder of the year our office hours are 8.30am - 4.00pm, Monday - Friday.
- Office Location: 6 Technology Circuit, Hallam. Phone: 8787 1700. Email: [textbooks@lamontbooks.com.au](mailto:textbooks@lamontbooks.com.au)
- **COVID-19:** Please note due to COVID-19 restrictions our operations and opening hours may be changed. Please refer to our website for current operating information before attending our office.

# Grade Prep 2021 Booklist

The official supplier to:  
**Berwick Primary School**

This is an information list only. All orders are to be placed online at:  
**[www.lamontbooks.com.au](http://www.lamontbooks.com.au)**

## **BOOKS AND ACCESSORIES REQUIRED BY ALL STUDENTS:**

- \$9.50 Berwick Primary School Diary (To be supplied at school)
- \$6.00 Plastic Book Tub (To be Supplied at School) - *Compulsory item for all students*
- \$10.00 Bulk Class Supplies Prep - These items will be supplied at school
- \$9.95 Thrass Desk Chart
- \$13.75 Take Note Music Level 1 Student Book
- \$14.95 PM Handwriting for Victoria F
- \$19.95 Shintaro Multi Media Headphones with In-line Microphone 1 plug
- \$3.00 Scissors Sizzle Right Handed 130mm - (Micador) OR
- \$3.00 Scissors Sizzle Left Handed 130mm
- \$6.40 Pencil Case Large wetsuit material - *Or to be supplied from home. If bringing your own, please ensure that it is at least A4 in size.*

## **STATIONERY REQUIRED BY ALL STUDENTS:**

*Stationery items can EITHER be purchased as a complete Stationery Pack or individually.*

**OPTION 1:** *Save 10% off the full price of the items by ordering the complete pack:*

**\$75.20 Berwick Primary Prep Stationery Pack**

**OPTION 2:** *Alternatively, if you would prefer NOT to purchase the complete pack you can purchase these items individually below:*

- \$4.70 Oil Pastels 12's - 1 Required (Micador)
- \$6.50 Magnetic Whiteboard 25 x 21cm
- \$8.20 Faber Castell Connector Whiteboard Markers 4 pack
- \$1.50 Highlighter Yellow (Faber-Castell) - 1 Required
- \$0.70 Pencils Triangular 2B Junior Grip - 6 Required
- \$7.95 Marker Pen Connector 14 - 1 Required
- \$1.20 Whiteboard Eraser Mini Magnetic - 1 Required
- \$3.55 Bostik Glue Stick White 35g - 4 Required
- \$4.50 Pencil Coloured 12's Triangular Junior Bic - 1 Required
- \$5.50 Crayons Triangular 12's BIC - 1 Required

***The following items, which are included in the pack, are essential for classroom uniformity and are not to be substituted with another type or brand:***

- \$2.10 Book Scrap Mega Best Buddies 64pg - 5 required.
- \$2.50 Story Book 330mm x 240mm Top 1/2 Plain Bottom half 18mm Ruled 64 page - 3 Required
- \$2.50 Story Book 330mm x 240mm Top 1/2 Plain Bottom half 24mm Ruled 64 page - 1 Required (Used for Readers Notebook)
- \$2.55 Protext PP Project Book plain/ 24mm Dotted Thirds 64pg - Used for Spanish
- \$1.10 Student Note Book Buff A5 64 page Plain
- \$1.00 Scrapbook Cover Clear - 1 Required

## **BULK ITEMS SUPPLIED AT SCHOOL**

*These items vary at each year level but may include the following:*

*Tissues*

*Adhesive tape*

*Cellophane*

*Crepe paper*

*Kinder squares*

*Copy paper, A4 & A3*

*Coloured cover paper, A4 & A3*

*Flash cards*

*Sentence cards*

*Student ID badges*

*Paint*

*Bulky news print*

*PVA glue*

*Plastic pockets for learning portfolios*

*Sunscreen*

*A1 & A2 Coloured Display Paper*