BOOK CLUB – 2016 Term 4

ORDERS MUST BE MADE ONLINE OR RETURNED TO YOUR TEACHER BY **Monday 24th October, 2016**

**NO LATE ORDERS ACCEPTED**

**ONE CATALOGUE FOR ALL CLASSES** Prep through 6
Class groups are indicated and colour-coded as before, but *any child may order any book(s) from the catalogue*

**THREE WAYS TO ORDER:** CREDIT CARD (LOOP), CASH, OR CHEQUE

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*If you are paying by credit card (LOOP)*

We are enrolled in scholastic’s Linked Online Ordering & Payment (LOOP) system. For families ordering by credit card LOOP is the closest thing scholastic has to the kind of online ordering you are used to. The only real difference is that the books get delivered to your child’s classroom as before, not to your home.

2. In the upper right corner of the screen, click on Parent Payments. On the next screen under Book Clubs, click on Pay Now.
3. Select state (VIC) and School (Glen Iris Primary School). Close the popup telling you GIPS is enrolled in LOOP, and you will be redirected to the LOOP instruction page. **Follow the instructions.**
4. **When order is completed, you’re done. No need to fill out and return the order form!**
5. Under Help on the top menu, you can also access a video on how to order using LOOP.
6. And if you like, you can download the LOOP app for iOS or Android devices.

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*If you are paying by cash or check,* fill out the order form in the catalogue

**BEFORE YOU RETURN YOUR FORM PLEASE CHECK THE FOLLOWING DETAILS:**

1. Child’s Name, Class and Phone Number are filled in on top of the form
2. Check that the Quantity and Amount Due columns add up
3. In the ‘Total Qty’ box, fill in the number of items you have ordered
4. In the Total Cost box, enter the total amount for your order
5. In the Payment To School box, enter the amount you are paying for that catalogue.
6. Please ensure correct payment is included as *no change will be given*.
7. If paying by cash please ensure the envelope ends are taped up. **Orders with coins missing will be returned and not processed,** including coins in your payment.

**FAMILIES WITH SIBLINGS NOTE:** PLEASE SUBMIT A SEPARATE PAYMENT AND ORDER FORM FOR EACH CHILD - NOT ONE FOR EACH FAMILY

**AND PLEASE** check your child’s order if letting them fill it out by themselves.

**YOUR PURCHASES GENERATE REWARD POINTS THAT OUR TEACHERS AND THE SCHOOL USE TO BUY LIBRARY & CURRICULUM MATERIALS.**

THANKS,

Flip Connell- 0429 480 775