

Open from **Monday 3 November 2025**
to **Friday 12 December 2025**

*Student stationery items will be delivered to their classroom
ready for their first day of school in 2026*

ORDER & PAY ONLINE

1. **Go to Ross Office Website** <https://booklist.officebrands.com.au/croydon>

OR Scan QR Code

- Enter School Access Code: RPS2026
- Select: Create an Order

2. **Enter Details**

Separate orders are required for each student but with single payment on completion.

- Enter your child's name and select their year level for **2026** from the drop-down menu.

3. **Create your order**

- Student Stationery items
- Financial Contributions
- When finished, click on Add order to Cart

Review your order; (click on Edit Order if required).

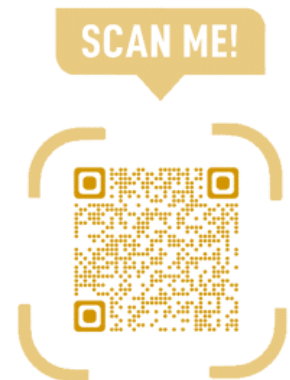
- Select Checkout or Add another Student

4. **Checkout**

- Enter your details.
- Delivery/Collection Details; select Collect at School – delivered to classrooms in 2026
- Click Next.

5. **Select payment type and submit your order**

An order confirmation will be sent to the email address on your order.



IMPORTANT INFORMATION

If you wish to pay via cash or instalments or you are experiencing financial hardship please contact Trudy Turner, Finance Manager on 9874 6381 or email trudy.turner@education.vic.gov.au by Friday 6th December to arrange your financial contributions and student book pack.

**Late orders will be accepted after 12 December 2025 but will incur a \$15 late fee and may not be available for the start of school - Please do not delay.*