19 October 2026

Dear Parents and Carers,

Thank you for your support as we prepare for the 2027 school year. Enclosed with this letter you will find the stationery order form from COS, along with your child's booklist.

Why we use COS

St Andrew's has chosen COS as our preferred stationery provider for several reasons:

- **Chosen by our teachers.** Every item on the booklist has been selected by our teachers to suit the learning needs of each year level.
- **Continuity of products.** COS supplies the same quality products each year, so teachers can plan with confidence and students use consistent materials.
- **Easy ordering and delivery.** Families can order online using the enclosed form, and stationery is delivered ready for the start of the year.

If you choose another supplier

If you choose another supplier, we kindly ask that the lined workbooks match those on the booklist exactly.

In particular, please check that each lined workbook has:

- **A PP cover.** PP means a lightweight, semi-transparent plastic cover. Teachers will glue subject title pages under the covers, which helps students to stay organised.
- **A red side margin** on each page.
- **The correct dotted thirds** for your child's year level. The ruling is matched to each student's age and stage of handwriting development, and is noted beside each workbook on the booklist.

Workbook checks

At the start of the year, teachers will check every workbook to make sure it has the correct lines and margins. Books that don't match the booklist may need to be replaced.

We know this may seem like a small detail, but the right ruling makes a real difference. Consistent margins and accurately sized dotted thirds help children form letters correctly, space their writing evenly and take pride in neat, well-presented bookwork.

Supplied by the school

These books are ordered by the school and charged through the 2027 school levy in your fees:

- **Prep to Year 2:** InitiaLit Handwriting book and My Faith Take Home Reading Journal.
- **Year 2:** InitiaLit Spelling workbook (in addition to the above).
- **Years 3 to 6:** My Faith School Diary.
- **Prep** (or new students to school) Library Bag.

Thank you for your continued support in helping your child have a positive start to the year. If you have any questions about the booklist or ordering, please don't hesitate to contact the school office.

Warm regards,

Amy Taylor

Teaching and Learning Leader

ST ANDREWS PRIMARY SCHOOL CLAYTON SOUTH - BTS PARENT PORTAL

REQUIREMENTS FOR YEAR 4, 2027

Please order at parent.cos.net.au

COS will be supplying your 2027 stationery packs. COS is a 100% Australian Family Owned & Operated school supplier. We've selected the list of items your child needs to start the year and worked with COS so you can order everything you need in one go and it will be delivered directly to your home before school starts.

The items listed on the following page have been selected as being required for Year 4 in 2027. To ensure delivery prior to Term 1, 2027, please place your order by 3rd January 2027.

2027 Requirements for Online Ordering
Listed below are the easy steps for placing your online order available from

Ready to order?
For a fast, simple, and secure way to place your order visit parent.cos.net.au and follow these steps:

1. Click https://parent.cos.net.au/school/st-andrews or scan below QR code to enter COS Parent Portal
Or enter your school access code at parent.cos.net.au: 252878

2. Select the Year level required for 2027
3. Review product selection based on your requirements
   (Please note, items may have been marked as either mandatory or optional by your school)
4. Add your Pack to the shopping cart
5. Enter your Child's Details and Delivery Address
6. Enter in your credit card & PayPal details and then submit your order

You will receive an email order confirmation and can also request order tracking sent to your mobile.

IMPORTANT INFORMATION REGARDING YOUR ORDER

Please be advised that the transport industry and Australia post have informed us to the possibility of delays occurring during the months of December and January. To ensure that your School Packs arrive in time for the start of the school term, we strongly recommend sending your order as early as possible and adhering to the dates provided below. While COS will continue to expedite deliveries beyond these dates, it may become challenging to guarantee their arrival before the commencement of the school term.

Delivery Service: All orders will be dispatched via Australia Post. Please note that specific delivery times cannot be requested. Should no one be available to receive the delivery, the goods will be taken to the nearest post office for collection and a notification card will be placed in your mailbox.

Delivery Guarantee: Orders placed before 6th December, will be delivered to your home by 24th December. Orders placed before 3rd January will be delivered to your home prior to the commencement of Term 1, 2027. Orders placed after this date cannot be guaranteed to arrive on time.

Requirements for YEAR 4, 2027

Delivery Charges: All orders over $66 (incl. GST) and placed before 1st December are eligible for FREE delivery!

Order value	Order Date	Delivery Fee (Single Pack)	Delivery Fee (Multiple packs)
Over $66 (incl. GST)	Prior to 1st Dec	FREE	FREE
Under $66 (incl. GST)	Prior to 1st Dec	$14.95 (incl. GST) per pack	$10.95 (incl. GST) per pack
Any	After 1st Dec	$14.95 (incl. GST) per pack	$10.95 (incl. GST) per pack

Please note: Some bulky items may be sent directly to your school. The $66 minimum applies to stationery only; contributions and levies are excluded.

Requirements for YEAR 4, 2027

Subject	Code	COS Description	UOM	Qty	Price inc GST
	ADHE4080	COS Glue Stick Disappearing Purple 36g	Each	6	$12.21
	BTS00079	COS Wooden Ruler 300mm	Each	1	$0.66
	BTS00080	COS Eraser Large	Each	4	$1.67
	BTS01001	COS BTS Student Pack Drawstring Bag Green	Each	1	$0.00
	HIGH8421	COS Stubby Highlighter	Box4	1	$3.82
	BTS00007	COS Document Wallet PP Button A4	Each	2	$1.72
	SHAR1062	Staedtler Barrel Pencil Sharpener Double	Each	1	$7.14
	EXER9325	COS Book A4 PP 14mm DT 70gsm 64pg	Each	12	$17.69
	EXER9333	COS Graph A4 PP 10mm Grid 70gsm 96p	Each	2	$3.61
	HEAD4691	EDU Headphone On-Ear with Volume Control	Each	1	$8.38
	MARK7920	COS Broad Colour Markers	Box12	1	$5.14
	PENC2036	COS Hexagonal HB Pencils	Box20	1	$4.11
	PENC4310	COS Hexagonal Colour Pencils	Box12	2	$4.53
	BTS00081	COS Hexagonal Correction Pencil	Each	8	$3.70
	BTS00149	Facial Tissue 2 Ply 200Sheet	Each	1	$2.78
	BTS0202	COS Kitchen Hand Towel Roll	Each	1	$1.77
	BTS03190	COS Whiteboard Triangular Marker 2mm	Each	8	$11.97
	CASE1118	COS Mesh Pouch A3 490x345 New	Each	1	$4.64
	DISY3168	Display Book A4 20P Refill Clear Front	Each	1	$2.05
Choose one	SCIS1098	COS R/H Kids Safety Scissors 158mm Orange	Each	1	$1.67
Choose one	SCIS1099	COS L/H Kids Safety Scissors 158mm	Each	1	$1.67

Pack Price including GST $100.93

Please contact COS with any queries regarding the Parent Portal