



Hunter Valley
Grammar School

Junior School Stationery and Equipment Guidelines

All 2019 stationery requirements are available as a pack from local supplier, Stuart and Dunn, at competitive prices. Packs are delivered direct to School for no added fee. Please place orders prior to Friday January 18, 2019.

In addition to the stationery packs, all K-4 students are expected to have HVGS Library Bags, available from the HVGS [Uniform Shop](#).

Instructions for ordering a stationery pack

URL: <https://stuartanddunn.officechoice.com.au/>

Username: hvgs@officechoice.com.au

Password: hvgs

Please order for each child separately, to ensure efficient delivery.

- 1) Navigate to <https://stuartanddunn.officechoice.com.au/> and click “Login/Register” in the top right-hand corner, use the details above to log in.
- 2) Hover over the “HVGS” in the grey menu bar and select the relevant stage.
- 3) Make any adjustments to quantities that are relevant. If students already have perpetual equipment (rulers, pencil cases, paint smocks, headphone etc.), or still have left-over supplies from last year, or if there is enough space remaining in last year’s Visual Arts journal, **these can be deleted from the order**. The wireless mouse for Stage 3 students is optional and can be deleted if desired.
- 4) Click “Add to Order” at the bottom of the page.
- 5) This will take you to the cart, where the order can be reviewed and confirmed. Click “Proceed to Checkout”.

- 6) In the “Customer Reference” field, **please input your child’s name**, so that the pack will be delivered to your child. The delivery address will be pre-populated with the School’s address (otherwise, simply insert “HVGS” in the top field, with the postcode “2323”. Please leave “BTSHVGS” as in the “Name” field.)
- 7) Parents’ details are to be entered at the bottom of the screen. These details will *not* be used for marketing.
- 8) Proceed to payment.

For parents who do *not* wish to utilise Stuart and Dunn’s service Stationery requirements are listed below.

Stage 1 Stationery Requirements

- Bostik Blu Stick 35gm X 6
- Staedtler Noris Club Maxi Coloured Pencils 10 Assorted X 1
- Staedtler School Pencil Eraser X 1
- Faber-Castell Wave Sharpener Wave Pencil Double Hole X 1
- Micador Large Oil Pastels Water Soluble X 1
- Quill Visual Art Diary A4 120 Page 110 GSM X 1
- Sheet Protectors A4 Light Weight Pack Of 100
- A4 Button Document Wallet Clear X 4
- Slimpick Document Wallet Red
- Art Smock
- 3.5mm Jack Headphones Lightweight Stereo
- HVGS Library Bag

Stage 2 Stationery Requirements

- Bostik Blu Stick 35gm X 3
- Staedtler 110 Tradition Pencil HB X 10
- Staedtler Noris Coloured Pencils 12 Assorted
- Faber-Castell Wave Sharpener Wave Pencil Double Hole X 1
- Staedtler School Pencil Eraser X 1
- Micador Clear Plastic Ruler 30cm X 1

- Sheffield 170mm Office Scissors X 1
- Quill Visual Art Diary A4 120 Page 110 GSM X 1
- Manilla Document Wallet, Foolscap Blue X 4
- Sheet Protectors A4 Light Weight Pack Of 100
- Art Smock
- 3.5mm Jack Headphones Lightweight Stereo
- Texta Nylorite Markers Assorted Wallet 12 X 1
- HVGS Library Bag

Stage 3 Stationery Requirements

- Bostik Blu Stick 35gm X 2
- Staedtler 110 Tradition Pencil HB X 6
- Staedtler Noris Coloured Pencils 12 Assorted
- Faber-Castell Wave Sharpener Wave Pencil Double Hole
- Staedtler School Pencil Eraser X 2
- Staedtler Ballpoint Pen Stick 430m Black, X 3
- Staedtler Ballpoint Pen Stick 430m Blue X 3
- Staedtler Ballpoint Stick 430m Red X 3
- Texta Nylorite Markers Assorted Wallet of 12
- Micador Eco Highlighter Assorted 4 colours
- Micador Clear Plastic Ruler 30cm
- Sheffield 170mm Office Scissors
- Large, Zip-Up Pencil Case
- Micador Protractor 180 Degrees X 1
- Steadtler School Compass Set With Universal Adaptor And Small Pencil X 1
- Quill Visual Art Diary A4 120 Page 110 GSM X 1
- Sheet Protectors A4 Light Weight Pack Of 100
- Art Smock
- 3.5mm Jack Headphones Lightweight Stereo
- (Optional) Kensington Value Mouse Wireless Mouse For Life X 1