



Spencer Park Primary School Book Club Procedure

Bookclub will be conducted at the discretion of the Bookclub Organiser.

Children placing orders must do so by:

- placing order forms and cheque made out to Scholastic Australia into an envelope OR credit card payments can be made online.
- the envelope to have on the front the student's name (first and surname), room number and amount of money contained within.
- each class should collect envelopes and then have these delivered to the office on a daily basis.
- cash payments are to be kept to a minimum.

A closing date for orders will be given. On that day orders should be in to the office by 3.15pm. Late orders cannot be accepted.

When books are available they will be given to the class with the order forms attached to each individual order. Any student who has a concern about their order, (eg incorrect books or no books) should contact the Bookclub Organiser, Keithlea Mackenzie on 6821 3000 Tuesday, Wednesday & Thursday.