Goal of Book packs to have each student with necessary equipment and items needed week one to commence learning at its full capacity.

**Teacher needs**

They make the list so it is consistent with the teaching and year appropriate.

* Items needed in week one so a great start is made to each child's learning journey.
* Each teacher will have their own plan for classroom, for younger years this may be pencils in cups before child starts day one, it may mean labelling kids coat hooks and written schedules up for children with addition visual needs. A premade list will make this easier for our teachers to create classroom they need to start the journey.

**Parent needs/feedback**

* Knowing their child has received the pack purchased for them
* Being able to have the pack on first day of school, either with books covered or named as parents/students choose
* Financial stress of buying multiple packs before the Christmas holiday period both getting ready for family celebrations and allocating funds to get through the holiday break. Every family unit will look at this differently yet on the whole it is an extra stress causing many of our families to take the list given to another store in January.
* Parents want to see the physical items that were purchased for their child. Some parents want to choose to hold some items at home to then be taken in later in the year (note this does mean some items are forgotten or never make it into the classroom)

**P&C needs/feedback**

* Prefer supplier to pack individual student pack, rather than deliver items in bulk and need volunteers and communication between families during January holidays.
* As per directorate guidelines p&c are not allowed to collect voluntary contributions as we should not know who has paid and who has not either is paid to the school or for supplier to collect money.
* As P&C we need to consider families who can not pay for these packs if we are taking it on ourselves, possibly by ordering a few book packs per year level to be given to teachers to help these children access what the equipment needed.
* We will not start a great trust relationship with our parents if the book pack deal goes wrong. The problems arise in having to collect money term 4, then during holidays need to compile packs for individuals or class groups. It is very important part to the beginning of the year where we can either make or break the relationships with our impact for our school community. This may result in the less fundraising dollars and overall support by volunteers during the year.

**Possible suppliers**

OfficeMax (current supplier as per Directorate contract)

Causing problems across different areas of service

Families paying large amounts for backpacks end of term 4 close to christmas, could buy in january with penalties to both costing to family and student may not receive goods within time needed for back to school.

It is my impression that packs are delivered to schools in large pallets and needed to be collated and sorted by either volunteers or teachers over the january break. In turn this causes stress on both their time and the parents do not know their child has the order which was bought for them. This has caused a lot of stress in our school at Gowrie and as far as i am aware we are not alone.

Cheaper grade products running out faster for teachers, meaning that supplies are not lasting the year that is needed. As well as out of item stock not communicated to person of contact so substitute products are sent in some cases they do not meet requirements previously noted by teachers.

Office Works

Offering a business specialist to sit with teachers to create an online list, which will be available to our families at education prices via online portal. We can distribute a key/password so this list can be accessed by families to purchase either through their online portal or list printed and taken to a store. Orders can be delivered or picked up at store. This list is available from time it is made up until week 3 term one. There are no contracts.

Pros

* Families can buy at education prices either online or in store. Without further consulting fees placed on P&C.
* List made by teachers so they know what to expect in their learning space start of year.
* Items can be delivered to home address so it is up to parents to take in to the school, and cover books before start of year or name tags etc.
* Allows parent to add to order as they need ie; lunch boxes, pencil case child likes and more.

Cons

* We can not add a voluntary contribution to these lists as office works are unable to collect this money on our behalf.
* P&C may need to order several more packs per year group to cover families who are not able to cover these needs at all.
* Teachers will not have the items before school to set up room. For example; pencils in cups or other items to start day one.

Trudi, a consultant

Trudi is offering a consulting to order book packs on P&C behalf. This will mean teachers orders/class need lists need to be made and given to her by term 3, so she can have prices back to us term 4. She will arrange reports of orders and bulk delivery to school.

This option will mean P&C will need to collect the money and orders during term 4. For us the cut off needs to be end of term four or money is impossible to trace and harder to get in touch with families which may have problems with payments/ particular orders. She will not be collecting any individual payments or collating packs for us.

This does place a lot of stress back on to the already stressed P&C, for Gowrie last year only 144 out of possible 300 orders were made online before christmas to chalk, this did allow for a growth to our voluntary payments but as Chalk have closed down it has meant we will not have the payment options chalk gave us.

This option does give a way to possibly make a small profit off the individual packs but costs us in time and stress of delivering to parents.

With last year about $9000 was bought in pre-orders through Chalk, with possibility of twice that amount needed to be topped up by P&C and consultancy fee of $1200. The possible profit (if $15 was added to the individual packs - this is a hypothetical amount amount should be decided by committee first) could be between $2160 and $4500 (if every child orders a pack).

It would allow for us to add voluntary contributions and then give to school.

Kookaburra.com.au

Is an online service which offers four packages. They are based in Mayfield west NSW and do offer money collection and voluntary contributions through one of their packages. However being based in NSW, does mean we will not be able to go into a store during January. Also they will need 3 week window once order made to deliver so payment cut off still 1st week in January.

I spoke to Fiona, they do not have canberra reps at the moment so making the online teacher list through portal would be done over the phone if trouble shooting is needed.

 One package does collate the packs for us, so will be delivered in individual student packs, once purchased parents can choose to send it either to individual homes or delivery to school on specific day. P&C would need to be there that day but only to hand out to families.

Bookpacksonline.com.au

Can offer similar deal to Kookaburra but they are based in Queensland so 3 weeks between order and delivery. They do not have canberra rep either.