November, 2015
Dear Parents/Guardians

School Textbooks – for Years 9, 10 and 11 in 2016
As the year draws to a close, it is time to inform you about text book requirements for 2016.

To this end, please find attached the ordering instructions for textbook requirements for students entering Years 9, 10 and 11 in 2016.

In some cases, Heads of Faculty have determined that there will be no specific textbook required, and in other cases the Faculty will keep a library of books from which to draw resources as they are needed.

For those areas which require it, you will be asked to purchase the textbook resources. Yorke Educational has an easy-to-use online ordering website, and it is simply a matter of following the attached instructions to order your books. The books you order will be delivered to the School free of charge at the beginning of the new academic year, provided you order by December 18 this year. Heads of Faculty and class teachers will be issuing information about book requirements before the end of term.

Please note that second hand books can be obtained by searching The Sustainable School Shop online book trading system, or through your own friendship networks. This site is also useful when selling good quality second hand books. (Information attached)
Contact details for the Sustainable School Shop:
Tel - 1300 683 337
Web - www.sustainableschoolshop.com.au

Courses for which textbooks are required are listed below:

**Year 9, 2016:** Commerce, Information Technology, Languages (French/German/Japanese) Mathematics, Photography and Digital Media, Science, Visual Arts,

**Year 10, 2016:** Commerce, Drama, English, Geography, History, Information Technology, Languages (French/German/Japanese), Mathematics, Science (New students only), Visual Arts (if the book has not already been purchased in Year 9),


Courses not listed above do not require textbook purchases to be made.
The website will be "live" from Monday, 30 November 2015.

Any questions regarding individual course requirements are best directed via email to the respective Head of Faculty. Any questions regarding this process should be directed to the Assistant to the Senior Secondary School (Years 10, 11 and 12) Mrs Lesley Kennedy on 49 310 702, or to Mrs Jennifer Long in the Secondary School (Year 9) on 49 310 760.

Yours faithfully

Mr Greg Robinson
Head of Senior Secondary School
Hunter Valley Grammar School

Textbook List for 2016 – Online Ordering Instructions

Order your textbooks online by Friday, 18th December

IMPORTANT

Please read carefully

Textbooks must be ordered by the due date as they are specialised and are printed according to demand. This order, together with those placed by other schools determines how many textbooks will be printed.

To guarantee receipt of your textbooks on time, you must order by the due date. If you place a late order or choose to wait to purchase textbooks you are competing with other late orders from many other schools and may have to wait up to six weeks for another print run to be available.

To order your textbooks

You have two options to order your textbooks.

Option 1: COLLECT BOOK PACK FROM THE SCHOOL (no delivery charge)
Order online at www.yorkebooks.com.au by Friday 18th December 2015 and book packs will be available for collection during Week 1, Term 1, 2016
Orders after Friday 18th December will be post out only

OR

Option 2: POST (delivery charge applies)
Order online at www.yorkebooks.com.au and your book pack will be posted to your nominated address, postage charge $10.00 applies.

Textbook distribution

- Textbooks will be distributed at the School during Week 1, Term 1, 2016

Prepacked textbooks CANNOT be picked up from Yorke Educational Centre.

Subject Changes
If subject choices change after textbook distribution refunds will be gladly arranged via Yorke Educational Centre, as long as books are in new condition, uncovered and unnamed. Please retain your receipt for any returns or exchanges.

ALL book orders and delivery enquires should be directed to Yorke Educational Centre.
Buy and Sell second-hand **Textbooks**

Simply
- Register on the Sustainable School Shop website

**second-hand textbook trading system**
- List Wanted & For Sale Ads (Browsers tell each other what they require and what they have to sell).
- The school's booklists are loaded into the system to make the Ad listing process easy, fast and accurate.
- Our Ad Matching service shows you
  - Exactly the right items to buy
  - Who has the most items you need
  - The cheapest items
- Assistance is provided to accurately price items.
- Buyers contact Sellers, and arrange where and when to transact.
- Excellent email and telephone helplines are provided:
  1300 683 337

**Cost**
- Browse and search the for sale ads for free
- Single items can be advertised for $1.00
- Annual subscriptions $19.95 (includes Ad Matching)

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<th>Also Buy &amp; Sell</th>
<th>Pricing Guide</th>
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<tbody>
<tr>
<td>Calculators</td>
<td>Like New 70%</td>
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<tr>
<td>Sporting Items</td>
<td>Excellent 60%</td>
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<td>Musical items</td>
<td>Very Good 50%</td>
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<tr>
<td>Electronics &amp; DVD’s</td>
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<td>Stationery</td>
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**ABN 55 114 136 211**

**helpful tips**
- Be patient many new items are listed each day
- Listing Wanted and For Sale Ads gets results
- Our unique Ad Matching Service shows you who to transact with, and will save you lots of time
- Be realistic when pricing items
- Telephoning sellers provides a quicker response as many people do not regularly check their emails
- Pre-arrange who to transact with if your items are still being used and write the availability date in your Ad
- Respect other browsers and remember to Delist your Ads promptly when no longer needed
- Meet somewhere convenient to transact, don’t make special trips and just fit it in to your normal activities