November 7, 2016

Dear Parents,

**RE: Improved Process of ordering textbooks for 2017**

Positive news: our process for ordering texts is becoming much easier.

Officemax have assured us that their online booklist ordering will make the process less complicated and students will have access to their textbooks earlier. For your convenience you can purchase all stationery and textbooks required through Officemax, or if you prefer, you can source some items elsewhere. Officemax have assured us they will guide our families and they can be contacted directly without having to go through the College… which is an excellent change. Of course, as always you may call us if you need clarification.

Here in point form is the information that details the changes:

1. **How to access booklists**  
   a. The online booklist will be accessible at officemaxschools.com.au.  
   b. Each year level has a separate booklist including an access key and details on how to access the online booklist.  
   c. These booklists will be sent via tiqbiz and will be listed on our website mcc.vic.edu.au under the ‘Booklist’ link contained in the ‘Quick Links’ section of the homepage.

2. **When to purchase books**  
   a. Please take note of delivery cut-off dates in the booklist information letter.  
   b. Ensure all texts are purchased in time for term 1 2017.  
   c. It is highly recommended VCE students have their books over the Christmas break to complete holiday homework.  
   d. Our 2017 Early-Start program commences on November 28th and runs for the final 2 weeks of term. Textbooks are not compulsory by this date, but they would be helpful nonetheless.

3. **Print vs Digital books**  
   a. Most of the year 7-10 books are digital (eBooks).  
   b. Workbooks are generally supplied in print.  
   c. Some textbooks and novels are only available to purchase in print, not as eBooks.  
   d. Officemax say that eBooks will usually be provided within a day or two after purchase (this excludes digital copies bundled with print versions). Use your student email address (username@mcc.vic.edu.au) when prompted in the ordering process and check emails carefully for details on how to access eBooks. Don’t wait until the first day of term 1 to access your books. Ensure they are set up and ready to go before school starts.  
   e. Most VCE subjects have the option for print or digital books. Many print books come with a digital book also. Students may select their option based on personal preference. Some books are only available in one format, this will be the case when only one option is listed.  
   f. eBooks are generally not refundable, so ensure you purchase for the correct subjects.

4. **VCE students and iPads**  
It is optional for Year 11 & 12 students to bring their iPad in 2017. These devices will no longer be managed by the College, but will need to be connected to our system in order to gain full internet access. This process will be facilitated by the College in 2017. iPads are still required for year 7 to 10. Some subjects only have a digital textbook available in 2017 which will require the use of an iPad.
5. Yr10-12 English & VCE Software Development – Insight Publishing
Year 10-12 English texts are published by a company called Insight. For some reason, through Officemax, Insight texts are only available as print-version, not as eBooks. So, if you want eBooks for the Year 10-12 English texts, you can go directly through Insight at www.insightpublications.com.au. Direct links to each text will be provided on the booklist. The same applies to the VCE Software Development textbook. If you want the eBook version it can be purchased at this website: www.adrianjanson.com.au.

6. Year 9 Humanities
Students will primarily use the Pearson History textbook in 2017. A Jacaranda History textbook, which can be used as a secondary resource, is also listed as part of the bundle for Business, Economics and Geography. This bundle was selected as it is significantly cheaper than purchasing the required texts separately. So the Jacaranda History text is like a bonus for our students.

7. Stationery items
   a. A list of general stationery is provided as part of the 2017 booklist.
   b. Some subjects also list stationery items needed specifically for that subject. Each item has a default quantity, you can adjust these as required prior to finalising your order.
   c. Don’t over-order because items can be retained from previous years, and students can bring their own headphones if preferred.

8. eBooks supplied directly by MCC
We are pleased to be doing away with the previous, cumbersome system, however due to some residual contracts with publishers, certain textbooks are only available as eBooks not supplied by Officemax. These will be supplied directly to students by the College. These texts are not listed on the booklist, however, you should still purchase workbooks and any other required items that are listed for these subjects. Here is a list of those texts. They will be automatically charged to your account in 2017 if your child takes those subjects. See below...

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Subject</th>
<th>Textbook</th>
<th>Cost</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>PE Health</td>
<td>Fit for life</td>
<td>$40</td>
<td>Do purchase workbook from Officemax booklist</td>
</tr>
<tr>
<td>8</td>
<td>PE Health</td>
<td>Fit for life</td>
<td>-</td>
<td>This text can be retained from year 7</td>
</tr>
<tr>
<td>8</td>
<td>Music</td>
<td>Listen to the Music</td>
<td>$40</td>
<td>Do purchase stationery from Officemax booklist</td>
</tr>
<tr>
<td>9</td>
<td>PE Health</td>
<td>Fit for life</td>
<td>$40</td>
<td>Do purchase workbook from Officemax booklist</td>
</tr>
<tr>
<td>10</td>
<td>PE Health</td>
<td>Fit for life</td>
<td>-</td>
<td>This text can be retained from year 9</td>
</tr>
<tr>
<td>10</td>
<td>Bible</td>
<td>Proverbs: The Fountain of Life</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Legal Studies</td>
<td>Legal Dictionary</td>
<td>$24</td>
<td>Do purchase textbook from Officemax booklist</td>
</tr>
<tr>
<td>11</td>
<td>Biology</td>
<td>Biozone Biology Units 1&amp;2 Workbook</td>
<td>$30</td>
<td>Do purchase textbook from Officemax booklist</td>
</tr>
<tr>
<td>12</td>
<td>Biology</td>
<td>Biozone Biology Units 3&amp;4 Workbook</td>
<td>$30</td>
<td>Do purchase textbook from Officemax booklist</td>
</tr>
</tbody>
</table>

9. Films
Some subjects require students to watch specific films. DVDs cannot be sourced through Officemax so these items are not booklisted. Teachers of these subjects will pass details on to students directly.

As always, if you have questions don’t hesitate to email for clarification. My direct email is: sdoherty@mcc.vic.edu.au

Yours sincerely,

Mr S Doherty
eLearning Co-ordinator

Mr D Bendall
Head of Secondary