

## Supplies Shop

The St Margaret's Supplies Shop sells new and second-hand uniforms, school text books and stationery as well as school merchandise. A limited supply of toiletries is also available for purchase by boarding and day students.

The Supplies Shop is located through Gate 1, Petrie Street, Ascot. Please note it has moved to the Mayo Building, which is at the rear of the new Circular Drive classrooms.

### Update to COVID-19 Restrictions for the Supplies Shop

To ensure we continue to keep our students, staff and parents safe, we ask that students or parents do not go behind the counter, and practise social distancing by maintaining 1.5m at all times. Students will only be permitted behind the counter to try on uniforms if required.

To make an appointment, please click on the uniform tab to the left or [here](#).

You can also contact the Supplies Shop who will be able to assist you (students and/or parents can make the appointment).

**T:** 61 7 3862 0776 | **E:** [suppliesshop@stmargarets.qld.edu.au](mailto:suppliesshop@stmargarets.qld.edu.au)

Each appointment will be for 15 minutes to ensure all surfaces can be wiped down in between customers.

You are still able to order online via [www.flexischools.com.au](http://www.flexischools.com.au).

### TRADING HOURS (during the term)

Monday	8am - 2pm
Tuesday	8am - 2pm
Wednesday	10am - 5pm
Thursday	8am - 2pm
Friday	8am - 2pm
Public Holidays	Closed

Please note: The Supplies Shop operates extended hours trading during high demand periods, which will be published here when applicable.

### MAKING PURCHASES AT THE SUPPLIES SHOP

Students / parents can purchase items from the Supplies Shop in the following ways:

#### Order Online via [www.flexischools.com.au](http://www.flexischools.com.au)

- Parents / students can place an order online via Flexischools ([www.flexischools.com.au](http://www.flexischools.com.au)). Please click on 'Register' and follow the prompts. Payment can be made via credit card, paypal or direct debit.

#### Delivery and Collection Details

- Orders made by 5pm Monday will be available Wednesday lunchtime
- Orders made by 5pm Wednesday will be available Friday lunchtime

##### Delivery

- Pre-Prep orders will be delivered to the Pre-Prep room
- Prep to Year 3 orders will be delivered to the Primary Reception, available for collection by the student or parent.

##### Collection

- Year 4 - 12 orders are available for collection at the Supplies Shop by the student or parent.

- Mixed orders can be collected at the Supplies Shop by the senior student

### **Student Card Purchases**

Students can visit the Supplies Shop and make payment using their Student Card. This allows parents to budget a pre-loaded amount on their student's ID card for spending at the Supplies Shop. Students can make purchases at the Supplies Shop by swiping their card at the register. Parents can view their student's purchases online and can set daily spending limits on the student's card.

### **HOW TO REGISTER AN ACCOUNT WITH FLEXISCHOOLS**

Go to [www.flexischools.com.au](http://www.flexischools.com.au)

Step 1: Click the 'REGISTER NOW' button

Step 2: Enter your Email Address

Step 3: You will be emailed a link to an online form – follow the link

Step 4: Choose a Name and Password and complete the form

Step 5: Add each of your Student/s name and their year group and link their student ID card number to the account

Step 6: Top-Up the Account – VISA, MasterCard or Direct Deposit.

If you have any questions, Flexischools provide a great help desk on 1300 361 769, or you can contact them via their website ([www.flexischools.com.au](http://www.flexischools.com.au)).

### **EFTPOS / Credit Card**

Parents / students can visit the Supplies Shop in person and pay via EFTPOS or credit card (we accept Visa, MasterCard and Amex).

### **CONTACT DETAILS**

T: 61 7 3862 0776

F: 61 7 3862 4497

E: [suppliesshop@stmargarets.qld.edu.au](mailto:suppliesshop@stmargarets.qld.edu.au)