

PARENT PAYMENT AND ORDERING OPTIONS

The Uniform Shop accepts cash, EFTPOS, MasterCard, Visa and cheques payable to 'Tara Clothing Shop'. Junior School students are able to come to the Uniform Shop at lunchtime to purchase items. A letter from their parent giving permission must be given to their Class Teacher beforehand. Senior School students can come any time the Uniform Shop is open to make a purchase. Payment by credit card will be accepted over the telephone.

Parents may order directly from the Uniform Shop via the online ordering system. Online orders are available to be delivered to students in the Junior School via the Junior School office and will be delivered after 10.30am on Tuesdays and Wednesdays and after 12 noon on Thursdays and Fridays. Please note that orders received after these delivery times will be processed and delivered on the next available day. Please note that Uniform Shop purchases will not be added to tuition accounts. Prices may be subject to change at any time.

ONLINE ORDERING

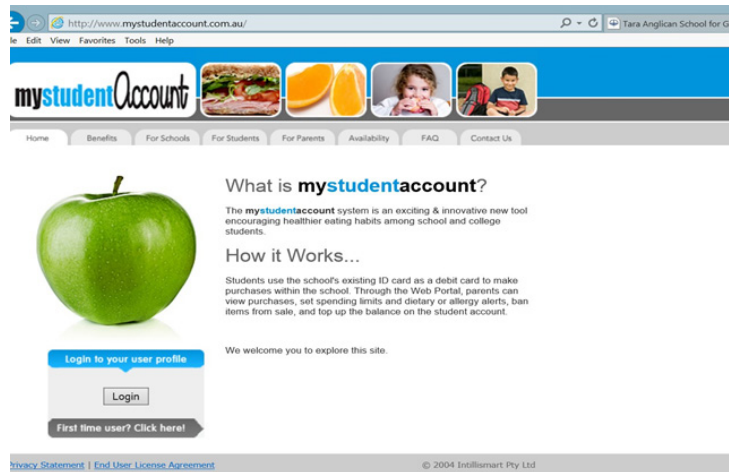
Please follow the steps below to order uniforms online.

1. Go to: www.mystudentaccount.com.au and click on "Web Portal Login"
2. Click: "First Time User" read and click "I Agree to Terms" and then Next.
3. Enter: Parent Email address & the password you wish to use, plus requested parent details.
4. Click: "Next" to complete Profile Setup. Open your email to click the Activation Link.
5. Click: Return to www.mystudentaccount.com.au and click "Web Portal Login"
6. Login: Email and password then click Login
7. Click: "Add/Edit Accounts" to add your student or students to your profile.
8. Enter: An Account Nickname (Description) at top.
9. Enter: Start typing full School name. After 5 characters select school from search list provided.
10. Enter: Student ID Number - located on your Fee Statements or call the school for assistance.
11. Enter: Enter first and last Name as School has recorded as well as Date of Birth.
12. Note: Leave Account Reference Number search option fields Blank. (Not required)
13. Click: "Add New" to add Student to profile. Repeat process to add all your students.
14. Click: "Account List" to return to main page.

Note: The Account Activation Email from webmaster@mystudentaccount.com.au will provide a record of the password used at signup as well as Activation Link to complete the Parent Profile Setup and allow you to login to your Profile. If you do not receive this email within 30 minutes check your Junk or Spam folders. If still not found contact support on 1300 369 783 for Manual Activation.

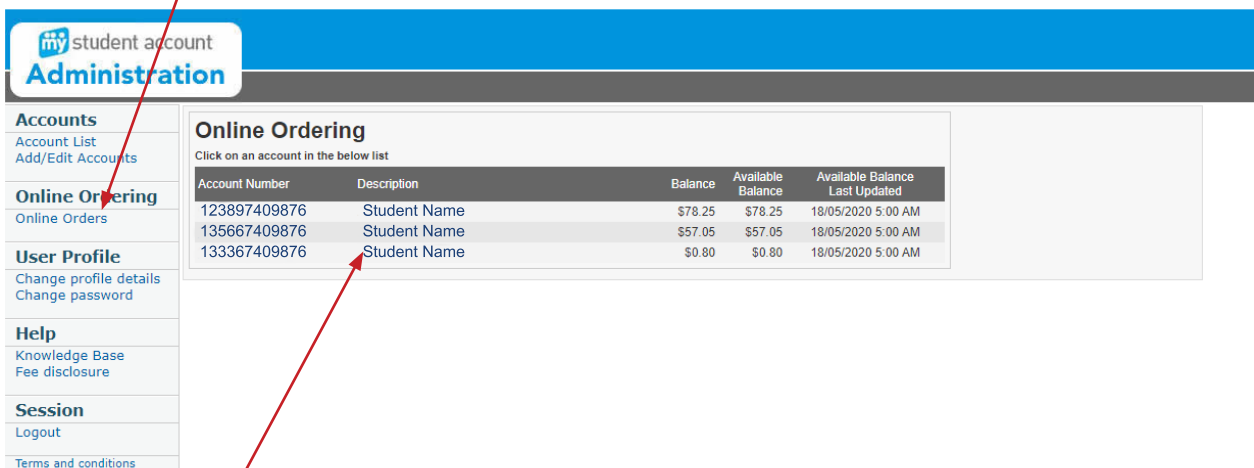
Step 1

Logon to the My Student Account website with your user name and password.



Step 2

Select Online Orders

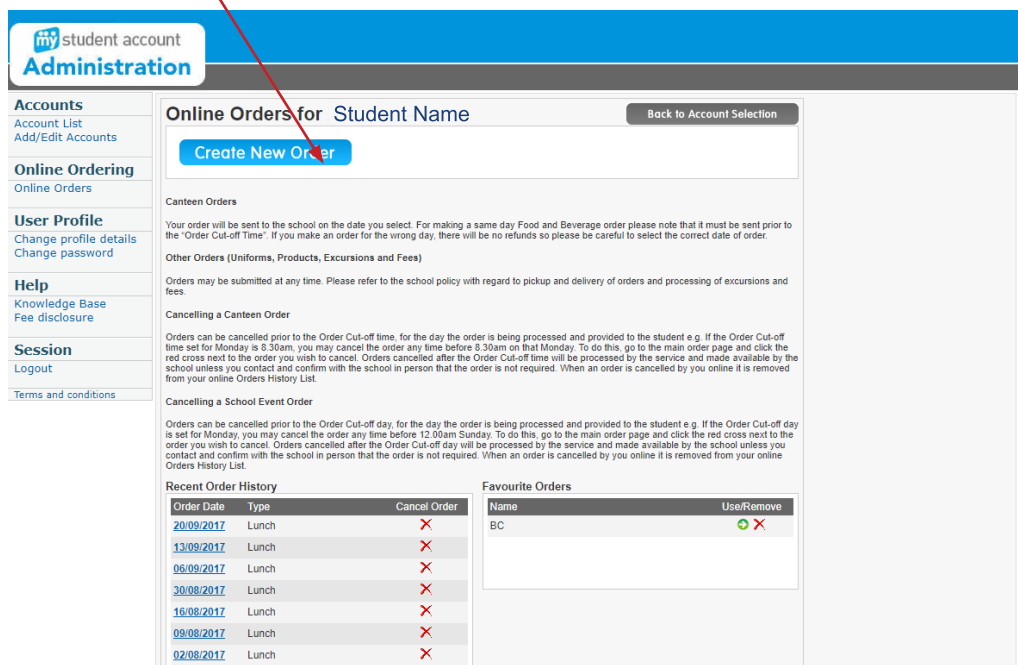


Step 3

Select your daughter's account

Step 4

Select Create New Order



my student account Administration

- Accounts
 - Account List
 - Add/Edit Accounts
- Online Ordering
 - Online Orders
- User Profile
 - Change profile details
 - Change password
- Help
 - Knowledge Base
 - Fee disclosure
- Session
 - Logout
- Terms and conditions

Currently Available Menus

Select from the list below noting the same day Order Cutoff Time.

Menu Name	Order Cut-off Time*
1 Tara Junior School - MONDAY Special	08:00 AM
2 Tara Junior School - TUESDAY Special	08:00 AM
3 Tara Junior School - WEDNESDAY Special	08:00 AM
4 Tara Junior School - THURSDAY Special	08:00 AM
5 Tara Junior School - FRIDAY TREATS Menu <i>Tara Junior School - Friday only Treats Menu</i>	08:00 AM
Clothing Shop Online Orders <i>Clothing Shop Online Orders</i>	
Tara Junior School - EVERY DAY LUNCH Menu	08:00 AM

The above list represents menus and services currently available from your school. If no menus are visible you will need to contact your school to request this service.
Available menus include: Canteen Ordering, Uniform Shop Ordering, Trips and Excursions Ordering and Fees Ordering and Payments.

[Cancel Order](#)

Step 5

Select Clothing Shop Online Orders. Click on the drop down menu to select the category of clothing. Choose your items then select the green arrow to add them to your order. Once all items have been selected click next.

my student account Administration

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New Order for Student Name

Menu: <<Select from all items list>>

Accessories

- 1 x Art Smock - \$24.00
- 1 x Cash's Nametapes 12 dozen - \$54.00
- 1 x Cash's Nametapes 2 dozen - \$25.00
- 1 x Cash's Nametapes 8 dozen - \$46.00
- 1 x Cash's Nametapes 4 dozen - \$38.00

[Back](#)

Your Selected Order

Order Total: \$0.00
Account Balance: \$78.25

[Cancel Order](#)

Step 6

Submit your order and enter your payment details.

my student account Administration

- Accounts
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Online Order for Student Name

Order Details

Order Supply Date: Mon, 18 May 2020
Order Type:

Item Name	Qty	Unit Price	Total Price
School Badge	1	\$18.00	\$18.00
			1 order's @ \$18.00
			TOTAL: \$18.00

[Back](#) [Submit Order](#)

[Cancel Order](#)

Opening Hours and Online Deliveries

The Uniform Shop is open Tuesday to Friday and all on-line orders will be delivered with 48 hours of receiving the order provided the item is in stock. Please note orders received between Friday and Monday will be delivered on the following Wednesday.

For Junior School students, the Uniform Shop Staff will take your order to Junior School reception where it will be passed onto the class teacher for delivery to the student.

For Senior School students, the Uniform Shop Staff will email the student and a parent to advise the order is ready to be picked up during the clothing shop opening hours.

Exchange Rules

The Uniform Shop will exchange items if necessary provided all tags are still attached to the item and the item has not been used within 14 days of the original purchase date.

Enquiries

For all Uniform Shop enquiries please contact us via email uniform@tara.nsw.edu.au

SECOND HAND UNIFORM SHOP

Good quality second hand garments are also sold within our Uniform Shop. The Second Hand Uniform Shop is run by the Parents and Friends Association and is available when the Uniform Shop is open. Every Tuesday during Term time from 12:00noon – 4:00pm we have parent volunteers in the Uniform Shop to assist families. Garments that are laundered / dry cleaned, labelled and in good condition are always welcome.

Conditions and Drop-Off Information

The Secondhand Uniform Shop is managed by Kathryn Dickinson and volunteers. This is an essential support service to our parents of the school. As parents, we understand how quickly our daughter's grow. A range of near-new uniforms and some sports uniforms are available to purchase all year. We have options for the sale of uniforms, please see the form below. The Secondhand Uniform Shop is always looking for volunteers to join the support team. This activity is a great way to connect with the school and to build friendships. The Secondhand Uniform Shop operates within the Tara Uniform Shop.

Donate or Sell

To donate or sell uniforms please complete the attached form.

Contact Us

Please contact Kathryn Dickinson the Secondhand Uniform Shop Coordinator, to become involved or for more information please email us at 2ndhanduniforms@tara.nsw.edu.au

**PARENTS & FRIENDS ASSOCIATION
SECONDHAND UNIFORM SHOP
2021 TERMS AND CONDITIONS**

Office Use:
FAMILY SURNAME:
CODE: USF NUMBER:

The Secondhand Uniform Shop is a service provided by the Parents & Friends Association (P&F) and staffed by Kathryn Dickinson and parent volunteers.

PLEASE NOTE:

Items will not be accepted for sale if they are not clean, are stained, damaged or not on the current uniform list.

For health and other reasons, we are unable to accept for sale: hats, caps, swim wear, leggings and zooties.

Do not leave these items for volunteers to handle as they are not suitable for charity.

It is assumed that by leaving clothing items, you understand the conditions of acceptance and terms of the selling process.

- Secondhand items will not be returned to you if deemed unfit for sale.
- Any Secondhand item purchased cannot be exchanged or refunded.
- Once accepted, items are priced at 50% of the new uniform cost.
- Any item deemed unfit for sale will be directed to charity, if appropriate.

If you have questions, please email Kathryn at 2ndhanduniforms@tara.nsw.edu.au.

Please tick sale option:

Donation to Tara

Sold on Consignment*. 50% transferred to the nominated account and 50% directed to Tara via the P&F.

I have read and agree to the terms and conditions as outlined.

Signature: _____

PLEASE PRINT DETAILS:	Drop off date:
Name of person dropping off items:	Family Name: (Print)
Parent's Name:	Parent Email:
Daughter's Year: If left Tara, what year?	Parent mobile number:
Please provide bank EFT details:	Account Name:
BSB:	Account Number:

*** IF ITEMS ON CONSIGNMENT - PLEASE LIST EACH ITEM OVER THE PAGE**



TARA
Anglican School for Girls

Tara Blues Sewing Instructions



- The Tara Blue is sewn around the lower left sleeve of the School blazer
- The Tara Blue may be hand or machine sewn
- The first Blue is to be sewn 3cm from the edge of the left hand cuff
- Pin the ribbon in place, left sleeve, 3cm from the cuff edge
- Cut the ribbon to size allowing 2cm longer than the width of the sleeve fold the overlap ribbon on to the seam
- Stitch by machine or hand using blue cotton
- Sew on each side of the ribbon using fine back stitch (as close to edge as possible) or hemming stitch (on the edge)

PROVIDER COPY



SENIOR BLAZERS EMBROIDERY OF POCKETS AND STITCHING BLUES

NAME		YEAR	
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MOBILE		HOME PHONE	
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EMBROIDERY AWARDS LETTERING:

Number of lines:	
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BLUE RIBBONS STITCHING ON SLEEVE:

Number of lines:	
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TARA OFFICE COPY



CHECKLIST	Blazer is named	<input type="checkbox"/>	Awards Attached	<input type="checkbox"/>
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NAME		YEAR	
------	--	------	--

MOBILE		HOME PHONE	
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EMBROIDERY AWARDS LETTERING:

COST @ \$24 (1st line each time for unpicking and tacking up side seam) AND \$8.50 additional lines

Number of lines:	
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BLUE RIBBONS STITCHING ON SLEEVE:

COST @ \$11 per Blue

Number of lines:	
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COST

Lines	\$	Blues	\$	TOTAL	\$	Paid Yes <input type="checkbox"/>
						No <input type="checkbox"/>

STUDENT COPY

UNIFORM SHOP: 8838 2646



NAME		YEAR	
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Senior Blazers have awards stitched directly onto the blazer lower RIGHT SIDE and Blues on LEFT SLEEVE.

Blazers must be handed in to the Uniform Shop by Thursday lunchtime and the approximate return date will be given to you. Blazers MUST BE CLEARLY NAMED, awards attached and contact details checked. Note charge of \$24 for first line each time for unpicking and tacking up side seam. Consider accumulating your awards and have several done at once (if appropriate). BLAZER EXEMPTION CARD must be returned when Blazer is collected.

Number of Lines		Blue ribbon stitchings	
Paid	Signature		
PICKUP DATE		/ /20	



TARA
Anglican School for Girls

Masons Drive,
North Parramatta
NSW 2151

(02) 9630 6655
uniformshop@tara.nsw.edu.au