At the end of the school year, students currently in Years 7 - 12 will be able to sell some of the books they no longer require to students who will be entering Years 7 - 12 in 2013.

Friends of Pembroke Community conduct the Secondhand Book Sales as a voluntary service to parents.

N.B. Please read the procedure for purchasing day. Changes have been made in an attempt to significantly speed up the procedure however, please allow plenty of time if purchasing during the busiest time, between 8.00 am and 9.00 am.

TIMES, DATES AND CONDITIONS

THURSDAY - DECEMBER 6

Year 7 - 12 students may bring in books for sale from 8.00 am to 1.00 pm on Thursday December 6, 2012 to the Kensington Community Leisure Centre (KCLC), Kings Campus.

Please note the following conditions relating to the acceptance of books for re-sale:

1. Books must be clearly identifiable as to owner.
2. Only the latest editions which are on second hand sale lists will be accepted for sale.
3. Books must be in good order.
4. Friends of Pembroke Community will determine which books are in suitable condition for resale.
5. If your books are sold, your return, minus a 20% handling fee, will be credited to your school account.
6. Any unsold books will be available for collection on Friday December 7, 2012, from the KCLC from 12.00 - 1.30pm.
7. Any books not collected on the Friday will be donated to charity.

DISCLAIMER
While we do our best to provide efficient service and good security, Pembroke School is not responsible for the loss or damage of any books brought in for secondhand sale.

PURCHASE OF SECONDHAND BOOKS

FRIDAY - DECEMBER 7, 2012

Students entering Years 7 - 12 in 2013 may buy secondhand books between 7.30 am and 1.00 pm, Friday December 7 2012, in the Kensington Community Leisure Centre, Kings Campus.

Books will be organised on relevant year level tables and pick lists for the year level texts will be available at the door.

Books may be purchased by Cash, Cheque or Credit Card (Visa or Mastercard only which will incur a 1% surcharge). Preference for cash or cheque payments; there may be a delay for credit card processing.
SECONDHAND BOOK SALE

YEARS 7 - 12

Friday December 7, 2012

KENSINGTON COMMUNITY LEISURE CENTRE

KINGS CAMPUS, THE PARADE

7.30 am - 1.00 pm

PROCEDURE FOR PURCHASING SECONDHAND BOOKS

1. Students / Parents collect ‘pick list’ for relevant year level at entry to sale.

2. Students / Parents make selections of secondhand books required from the relevant year level table. (Plastic carry bags will be available).

3. Students / Parents join the PAYMENT queue to have their purchases processed.

4. Staff record details of the selected books and the purchaser on a Books to Buy sheet and calculate the total price payable.

5. Payment is either by cash, cheque or credit card. (N.B. Only Visa or Mastercard will be accepted and will incur a 1% surcharge. There may be significant processing delays at peak times if using card facilities.)

6. Staff note and sign receipt on base of Books to Buy sheet. The duplicate copy of this sheet is retained by Students / Parents.

7. PAYMENT FOR ANY BOOKS SOLD IS CREDITED TO THE STUDENT’S SCHOOL ACCOUNT.

Friends of Pembroke Community Committee