26th February 2015

**Book Club Ordering**

Dear Parents,

Today you have received our first Book club order for the year. Scholastic Book club has set up a new parent online ordering system LOOP (Linked Online Ordering and Payment Platform for Parents).

The LOOP system is linked with Sacred Heart. You are able to add each child's name and then select their teacher. You will need to have your book club brochure with you when you order to ensure you are selecting the correct books.

Your order will come packed individually for each child and you can order for multiple children with one payment.

The website for online ordering is:


At the top right hand side of the screen in red, is Parent Payments. Click this link and select Book club Pay Now. This will take you to another screen where you will need to enter your state and Sacred Heart (please note: there are many Sacred Heart Schools listed, please ensure that you select Westmead).

A smaller screen will inform you that Sacred Heart is offering you the LOOP system and redirect you to a new page.

Click in the section CLICK HERE TO ORDER NOW.

The first time you order using this system I would strongly encourage parents to view the video tutorial located in the help area. This will walk you through the LOOP process step by step. If you do need additional assistance, please don't hesitate to contact the school office.

You are also more than welcome to order Book club by sending in either cash or cheque (made payable to Scholastic Australia) in an envelope with the order form to the school office.

Yours sincerely

Miss Mary Harb
PRINCIPAL