Parent/caregivers are directly responsible for providing resources and learning materials for their children while attending school. You are invited to participate in the Student Resource Scheme for 2017. Operating under the policy and guidelines of the Department of Education and Training FNMPR-018: Student Resources Scheme, the scheme is supported and approved annually by the school's Parents and Citizens Association (P&C), is managed by the school and operates in accordance with section 51 of the Education (General Provision) Act 2006.

The scheme is designed to reduce the costs of supplying resources to parents through bulk purchasing. This includes IXL Maths and Reading Eggs that would privately cost approximately $178.95 per student.

The scheme is optional and you are under no obligation to join. However, a parent who does not wish to contribute to this scheme is responsible for providing the student with all necessary items and to cover the cost of activities for engaging in the curriculum.

**Prep – Year 6:** **$65.00 per student**

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**The scheme includes consumable supplies and resources that are appropriate to the student's year level such as:**

**Reprographics:** Reproduced student workbooks and class materials which complement and/or substitute textbooks. All photocopying of worksheets and textbook alternative materials, transparencies, some laminating of special teaching aids.

**School Textbooks:** Dictionaries, atlases, thesauruses and calculators (a set of these are available for use by all classes throughout the school appropriate to the year level of the children concerned).

**Computer Supplies:** Programs and online learning sites.

**Other text material:** Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants.

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**The textbook and resource scheme does not include:**

- Voluntary contributions to supplement the instruction, administration and facilities provided at the school; and
- School activities, such as school excursions, camps, sport, individual music instrumental program or other extra curricular competitions and performances.

Before a student can be considered for any of the above school activities, a parent who has joined the scheme is expected to have:

- Fully paid the fees; or
- Paid the fees up to and including the term in which the school activity takes place; or
- Have made regular on-going payments towards the fees, as previously arranged with the Principal.

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If you wish to join the scheme you are required to complete the attached Participation Agreement Form. Please note this is a generic form for all Queensland primary and secondary schools. Please return this form with your payment to the school Administration office.

**Benefits of the Scheme**

- Greater flexibility by the school to provide resources that are matched to specific student learning needs.
- Savings to parents made possible because the school is able to buy in bulk.
- Resources are managed by the school.

**Arrangements for payments**

Payments can be made at the school office or sent to school with your child. Payments can be made by cash, cheque or Eftpos between 8.00am and 10.30am Wednesday, Thursday & Friday. An official receipt will be provided.

Thank you for your support of this scheme designed to ensure all students have the necessary equipment for their learning.

Garth Callaghan
Principal
**Participation**

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ Yes I wish to participate in the Student Resource Scheme in _2017_(Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in _2017_(Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
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<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
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**Parent Details**

Name:  

Parent Signature:  Date:  

**Payment Arrangement**

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_____; Term 2: $_____; Term 3: $_____; or as negotiated with the school:  

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: Position:  

**Payment Method**

I wish to make payment by:  

☐ QParent/BPOINT*  ☐ BPAY**  ☐ EFTPOS (Credit/Debit Card)  

☐ Centrepay Deduction***  ☐ Cheque  ☐ Cash

* Online through QParents/BPOINT or see your school's website

When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office
Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and accountable manner. The information may only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other party or purpose unless you have given your written permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and other resources, and/or the purchase of consumables for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Bermuda Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and other resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.

11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the textbook and Resource Allowance for each of their eligible children.

12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens’ Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens’ Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school’s Student Resource Scheme. This option is made available to each parent annually by the school.

Current allowance rates are available from:

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card, MasterCard, Visa), Direct Debit, Cheque, Cash or another secure manner. Express fees may be accepted by the school; cheque, or cash.

16. Payment may be made through the CParents portal using a credit card. Payment will be direct debited from the CParents portal to BPONTP where relevant outstanding invoice information may be selected.

17. When paying by BPONTP, please use the Customer Reference Number (CRN(140,647),(162,675)) that has been printed on the invoice received from the school. If unsure of your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as allowed by the Principal.

19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the parent. The fee paid must be noted on the receipt. The receipt must be retained as evidence by the parent. In the event that methods of payment other than cash may be used, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible claims.

Parent Experience Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrally deducted is a payment option offered by the school. All discussions will be held in the strictest confidence.

21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.

22. Any concessions given to the participation fee will be at the discretion of the principal.

Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not a signed form has been returned.

24. For the purposes of the scheme, a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.

25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.

26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and other resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student.

27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.

28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery actions for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.

29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 20 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.

30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.

31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity, but not from graduations and formals.

32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.

33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is lost or damaged, parents will be responsible for payment to the scheme for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

34. Textbooks and other resources provided for temporary use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an item is lost or damaged, parents will be responsible for payment to the scheme for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List otherwise advised by the school.

36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40 week school year basis.

37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumable materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40 week school year basis.

38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be leased to students whose parents choose not to participate in the scheme.

Uncontrolled copy. Refer to Department of Education and Training Policy and Procedure Register at http://ptr.det.qld.gov.au to ensure you have the most current version of this document. Page 2 of 2