Dear Parent/Caregiver

You are invited to join the Year 1 Student Resource Scheme (SRS) for 2017. From 1 January 2017, the scheme commenced operation under the policy and guidelines of the Department of Education and Training FNM-PR-018: Student Resources Scheme. The scheme is still supported and approved annually by the school’s Parents and Citizens Association (P & C), is still managed by the school and still operates in accordance with section 51 of the Education (General Provisions) Act 2006.

The scheme is voluntary and you are under no obligation to join. However, please be aware that the materials and consumables required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the schemes as detailed in the list below, to enable your child to engage with the curriculum.

The provision of this scheme ensures that well resourced learning by our students remains our key focus. The scheme is not a fund raiser for the school. Its purpose is to provide you, the parent, with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials. Items provided by the scheme are as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Price</th>
<th>Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Stationery:</td>
<td>47.50</td>
<td>Hire Items: Headphones</td>
<td>3.50</td>
</tr>
<tr>
<td>Admin &amp; Workbook production:</td>
<td>20.00</td>
<td>School Diary:</td>
<td>7.00</td>
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<td></td>
<td></td>
<td>Text Books: Maths &amp; Handwriting</td>
<td>28.00</td>
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Library Bags can be purchased from the office for $3.50 each

**TOTAL PARTICIPATION FEE: Year 1  $106.00**

- **If you wish to join the scheme you are required to complete the attached Participation Agreement Form.** Please read the terms and conditions on the back of the form. Please note this is a generic form for all Queensland primary and secondary schools.

- **If you do not elect to join the scheme you are still required to return the Participation Agreement Form,** indicating your intentions, and make an appointment with the Principal or the Business Services Manager. A detailed list of all requirements will be provided and it will then be the responsibility of the parent to purchase all the books and resources provided by the scheme.

Payment can be made by:
- Cash
- Cheque (made payable to Wamuran State School)
- EFTPOS
- Credit Card

Thank you in anticipation of your contribution towards this valuable scheme. Please contact the office on 5429 9444 should you have any questions regarding the scheme or to make an appointment with the Principal or Business Services Manager if you are suffering genuine financial hardship.

Yours faithfully

Sue Clement

Principal
Student Resource Scheme
Participation Agreement Form

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 _________ (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 _________ (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>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total $_____

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: ____________________________

☐ EFTPOS (Credit/Debit Card)

☐ Cheque ☐ Cash

Uncontrolled copy. Refer to Department of Education and Training Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
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, and the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be used to process and operate the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be used to process and operate the Student Resource Scheme.

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, consumables and materials for the subject.

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

Benefits of the Scheme

4. The purpose of the Scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through the reduced prices gained for the school's bulk purchases to join other schools.

5. The scheme also ensures that students have consistent personal resources for their self-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 school 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 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, enabling 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 opinion. 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 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; American Express where accepted by the school), cheque, or cash.

16. Payment may be made through the Parents portal using a credit card. Payment will be directed from the Parents portal to BPPOINT where the use of existing invoicing information may be selected.

17. When paying by BPPOINT, 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.

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 approved by the Principal.

19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the parent. Where payments are received by other methods, a receipt will be provided on request. All receipts will be stored on the school's accounting system.

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 the individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.

21. The years of pecuniary or financial hardship 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 the signed form has been returned.

24. For the purposes of the scheme, where 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 not to participate in 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/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List, as being provided by the school, when due for the student's use.

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 will generate a reminder notice to the parent in the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action 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 the principal's discretion, 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 school 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 student 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 returned, the parent will be responsible for returning the item in good condition.

34. Textbooks and other resources provided for temporary student 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 issued item is lost or negligently damaged, parents will be responsible for payment to the school for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

35. Textbooks and other resources provided for temporary student 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 issued item is lost or negligently damaged, parents will be responsible for payment to the school for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

36. 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, as negotiated by the school.

37. 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.

38. 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 consumables and materials and the replacement cost of 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.

39. 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 issued to students whose parents choose not to participate in the scheme.