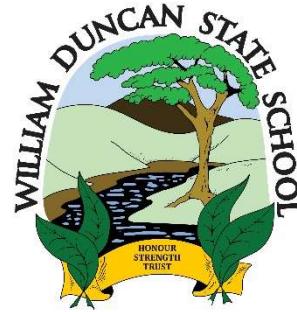


# William Duncan State School

## Student Resource Scheme

### Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2026 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, equipment for personal use, and items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, William Duncan State School operates an SRS for 2026.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The financial impact on parents and whether the school can absorb any of the cost has been considered before determining the SRS fee.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held November 2025.

#### SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **7/02/2026**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school.....*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

For more detailed information about the SRS can be found on the Department's website:  
<https://ppr.qld.qld.gov.au/pp/student-resource-scheme-srs-procedure>.

For general information on school fees and charges please see the 'parents and carers' site on [School fees and charges](#).

#### Resource Inclusions

All resources included in the SRS are detailed in the attached **SRS Resource list**. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

## Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period (e.g. textbooks, musical instruments, laptops).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A general fee for all students or a cohort group plus additional fees for individual subject inclusions.

Please refer to the **SRS Resource list** for the associated costings.

## Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

## Payment Arrangement

A few payment options including a single payment for the full year's fee are available. An instalment plan can also be negotiated with the Principal.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. Only as a last resort, a Principal may use discretion to exclude a student from optional, non-curricular activities where a parent has an outstanding debt with the school. (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

## Payment Method

Our SRS preferred payment method can be made by QParent/BPOINT. Other options include BPAY, EFTPOS (Credit/Debit Card), Centrepay deductions.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- 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 the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](https://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact our Finance Officer **Tricia Trinder** on 55814888 or [ttrin12@eq.edu.au](mailto:ttrin12@eq.edu.au)

# William Duncan State School

## SRS Fee Payment Arrangement Form



### Section 1: Student Details

Student Name	
Student ID	
Year Level	

### Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Student Resource Scheme	\$200	<input type="checkbox"/>
BYO - Student Resources	Please contact office	<input type="checkbox"/>

### Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee <b>Full payment paid by Friday 7 March 2026</b>	Instalment 1:	\$200	<input type="checkbox"/>
2. First Term instalment of \$100 then an approved payment plan <b>as negotiated with the Principal to be finalised by 27 June 2025</b>	Instalment 1:	\$100	<input type="checkbox"/>
3. Centrepay (fortnightly payments)	Please contact the Finance Officer to set up payments	Min. \$15 p/f	<input type="checkbox"/>

### Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

**Please note: You will need to complete the consent in QParents in addition to this form.**

***Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.***

### Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	