



## WILLIAM DUNCAN STATE SCHOOL STUDENT RESOURCE SCHEME - 2020

Dear Parent/Caregiver

You are invited to join the **Student Resource Scheme for 2020**. From 1 January 2020, the scheme is operated under the policy and guidelines of the Department of Education Student Resource Scheme (SRS). 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 50(2) of the Education (General Provision) Act 2006.

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

Parents/caregivers are directly responsible for providing textbooks and other resources for their children while attending school. Our Student Resource Scheme enables parents to contract with our school for the use of textbooks and other equipment and to purchase consumables and materials for their children in return for the set fee of **\$160.00 in 2020**. It is designed to reduce the costs of supplying textbooks and other resources to parents through bulk purchasing.

**The scheme includes all consumable supplies that students use during the school year (items relative to the particular year level), such as:**

<b>Stationery:</b>	Exercise books, work books, all pads, pencils, rubbers, rulers, colouring pencils, glue, scissors, etc.
<b>Reprographics:</b>	All photocopying of worksheets and textbook alternative materials, some laminating of special teaching aids.
<b>Art materials:</b>	Art and craft supplies in excess of what is provided by school grants.
<b>School Textbooks:</b>	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).
<b>Computer Supplies:</b>	Software/apps and headphones.
<b>Other text material and accessories</b>	These are chosen by individual teachers as an adjunct to the program planned for their classroom.

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

- School activities, such as school excursions, incursions, camps, sport, music instrumental program or other extra-curricular competitions and performances.

**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 the form to the school office by 11 December 2019.**

**If you do not elect to join the scheme you are also required to return the *Participation Agreement Form*,** indicating your intentions, **to the school office by 11 December 2019.** It will then be the responsibility of the parent/caregiver to purchase all the books, resources and consumables required to support your child. (A list will be available for you to collect from the school office.)

### The following conditions apply to the scheme:

- All fees received by the school will be banked in the school's general account, which is subject to audit.
- If a student starts at the school after the first term the fee is reduced on a pro-rata basis.
- If a student leaves the school having paid the full fee, a pro-rata refund will be made.
- Materials provided under the classroom material scheme cannot be issued to students whose parents/caregivers choose not to participate.
- **Parents/caregivers who do not wish to participate in the scheme should inform the school office. These parents/caregivers MUST provide all necessary resources for their children as detailed on the year level requisite lists, which are available from the office.**

### Student Resource Scheme costs:

The total cost of the Student Resource Scheme for the **2020 year is \$160.00.**

**Invoices will be sent out via email in January 2020. The invoice will then be due and payable within 30 days.**

(On or before 21 February 2020)

### Arrangements for payments:

Please contact the office on 5581 4888 should you have any questions regarding the scheme or to make an appointment with the Principal or Deputy Principal if you are suffering genuine financial hardship. All discussions will be held in confidence.

Our most preferred method of payment is via BPoint. This can be paid securely by using the link on the bottom left corner of your invoice.

Payment can be made in instalments as detailed below or as arranged with the office.

<b>\$60.00</b>	By Friday 21 February 2020
<b>\$50.00</b>	By the end of first week of Term 2
<b>\$50.00</b>	By the end of first week of Term 3

Centrepay is a consistent method of payment. Collect a form from the office to have fortnightly payments taken from your Centrelink account.

For your convenience, payments can also be made by Bpoint payment or internet banking. Please see payment details below.

#### PAYING BY BPOINT:

**Dial – 1300 631 073 or Via Internet - [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete)**

You will be directed to the BPoint interactive Voice Response to make your payment by credit card.

1. Ensure you have your child's invoice with you.
2. Refer to the biller code and customer reference number
3. You will then be prompted to enter your credit card to complete the payment
4. At the end of the call you will be provided with a unique payment receipt number.

#### PAYING BY INTERNET BANKING:

##### Internet Banking

##### Payment to:

William Duncan State School General A/C

BSB: 064-430 CBA Southport

A/C No: 00091086

**Reference: Student Name** (This reference number and item code must be used)

**Item Code: 20srs**

### Finance window day changes:

The finance window is open for payments on Mondays, Tuesdays and Wednesdays between 8:00am and 10:00am. Payment may be made by cash, cheque and eftpos. **No payment will be accepted on any other day.**



Primary schools only

2020 Student Resource Scheme

Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed a 2020 SRS for the provision of educational resources associated with your child's education. For more information regarding the SRS please see www.williamduncanss.eq.edu.au

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

**Yes**

I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued.

I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

**I wish to make payment each year by:**

A single payment for the full year's fee

Term instalments (paid over the first 3 terms)

An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other periodical payment method) (please contact the Finance Officer to arrange)

I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

**No**

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year.

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Details

I agree to the above made selection, until such point as I inform the school otherwise

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Parent name : \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Terms and Conditions of the Student Resource Scheme

## Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

## Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

## The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

## Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

## Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

## Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part-participation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management procedure. In such cases, the Principal may:
  - withdraw the student's participation in the SRS
  - require the return of items provided by the SRS
  - withhold the provision of any further items under the SRS
  - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
  - exclude the student from optional, non-curricular activities and/or
  - initiate debt recovery action.

## Parents NOT participating in the SRS

21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
22. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

## Operating the SRS

25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
36. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt