



STUDENT RESOURCE SCHEME INFORMATION BOOKLET

2021

The following document provides information on our **STUDENT RESOURCE SCHEME (SRS)** for 2021.

Tewantin State School operates an SRS to assist parents with the cost and resourcing of additional educational requirements that provide enhanced learning opportunities. The scheme is **NOT** used to raise funds for other purposes. The scheme is supported and approved by the school's P & C Association and operates under the policy and guidelines of The Department of Education (DoE).

The SRS is voluntary, however, please be aware that materials acquired under this scheme are not funded by school grants. The purpose of the scheme is to provide the Parent/Caregiver with a cost effective and more economical alternative to purchasing required resources and consumables through reduced prices gained from the school's bulk purchasing processes. **If you do not wish to join the scheme you are responsible for providing your child with the year level class requisites as detailed in the SRS booklet.**

In return for a contribution of **\$70.00** per year, some examples of what your child will receive (but not limited to) include the following items:

- Class sets of workbooks, worksheets, reference materials and teacher prepared booklets
- Class sets of writing and drawing materials; chalk, stationery, project materials, whiteboards
- Materials where the instruction is extended through providing practical learning experiences involving consumables such as; cooking ingredients, art and science materials.
- Art materials such as paint, brushes, clay and other specialist supplies
- ICT equipment hire of specialised equipment such as drones, 3D printers and robotic kits
- Student reference materials such as books and software
- Annual subscriptions to online programs - Mathletics, Reading Eggs / Reading Express & Education Queensland Online Library.
- Classroom consumables

The **SRS agreement form** must be completed for **ALL** enrolled students indicating participation or non-participation in the scheme. If you are **NOT participating it will be your responsibility to purchase all the resources provided by this scheme.** By indicating participation on the form you are agreeing to participate for the duration of your child's enrolment and pay the annual participation fee (invoices will be automatically issued). If you wish to opt out of the scheme in any year simply complete a new participation agreement form before the invoice due date.

Thank you in anticipation of your contribution towards this valuable scheme.



Dear Parents/Carers

Parents are asked to provide resources for their child/children in two ways.

- 1 The Book List and
- 2 The Student Resource Scheme.

Our Student Resource Scheme will operate once again during 2021 offering parents who elect to participate in the scheme an economical alternative to the purchase of learning resources for their child throughout the school year.

The scheme is supported by the P&C and managed by the school and operates within the policy and guidelines of the Department of Education (DoE) and in accordance with section 51 of the Education (General Provisions) Act 2006. DoE encourages schools to operate a scheme as a service to parents.

Participation in the scheme is voluntary and those Parents/Carers who join the scheme are asked to pay a fee in return for their child's access to materials and resources managed by the scheme. **Parents/carers who do not wish to participate in the scheme are responsible for providing their child with all the items that would otherwise be provided to the student by the scheme as detailed in the *Year Level Requirements List*.**

Under the scheme, books and resource materials are purchased in advance to secure discounts through bulk buying and to ensure students have the resources to start the year/term.

The provision of this scheme ensures that well resourced learning by our students remains our key focus. The ongoing provision of high quality resources to ensure student outcomes are maximised is an annual budgeting challenge. This scheme creates an opportunity for every family to support the learning of their children in the most economical fashion.

I look forward to your support to ensure every student starts day one in 2021 prepared and resourced for the academic challenges of the new year.

Regards

Rob Jennings
Principal

Student Resource Scheme Terms and Conditions 2021

This package will assist you in making an informed decision regarding your financial commitments and ensure your student is equipped to commence school in 2021. After reading the information below, please complete the Student Resource Scheme Application Form and submit to the school office.

BOOK LIST ITEMS

These are to be purchased by individual parents /carers prior to the first day of school in 2021. An option to purchase Book List packs is arranged by the P&C Association for your convenience. Parents have the option of ordering a Book List Pack from the P&C's preferred supplier or collecting a list and purchasing the items independently.

STUDENT RESOURCE SCHEME

Parents/Carers of students are directly responsible for providing stationery and other items for their children whilst attending school and these are itemised on the Book List. Additionally, the Student Resource Scheme enables parents to enter into an arrangement with the school for the use of books and other equipment (including consumables) in return for a specified fee. **The scheme is designed to reduce the costs of parents supplying these resources themselves.**

The Tewanin State School Student Resource Scheme operates under the policy and guidelines of DoE (FNM-PR-018: Student Resource Scheme).

The fee is approved and supported by the P&C Association and is managed by the school. The Scheme is voluntary. **However**, please be aware that books, materials and consumables required under this scheme are *not funded by education grants to the school*. 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 scheme as detailed in the year level requirements list and the list below**, to enable your child to engage with the curriculum.

Parents wishing to join the scheme for the duration of their child's enrolment will sign the Participation Agreement Form and pay the annual fee. Parents not wishing to participate in the scheme are also required sign the Participation Agreement Form indicating their preference.

BENEFITS OF THE SCHEME

- The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
- The scheme also ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.
- 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.
- The scheme ensures that students have the required resources for their education when they commence school.

ITEMS PROVIDED BY THE SCHEME

- Class sets of workbooks, worksheets, reference materials and teacher prepared booklets
- Class sets of writing and drawing materials; chalk, stationery, project materials, whiteboards
- Materials where the instruction is extended through providing practical learning experiences involving consumables such as; cooking ingredients, art and science materials.
- Art materials such as paint, brushes, clay and other specialist supplies

- ICT equipment hire of specialised equipment such as drones, 3D printers and robotic kits
- Student reference materials such as books and software
- Annual subscriptions to online programs - Maths Seeds / Mathletics, Reading Eggs / Reading Express / Word Flyers & Education Queensland Online Library.
- Classroom consumables

All items provided for temporary student use by the scheme remain the property of the school and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Items provided for temporary student use shall be kept in good condition by the student. Where an issued item is lost or negligently damaged or not returned, the parent may be invoiced and required to pay the replacement cost of the item.

ITEMS SPECIFICALLY EXCLUDED FROM THIS SCHEME

- Year Level Book List Pack
- Swimming /Surf Skills program – lessons provided by qualified instructors.
- school activities such as school excursions, camps, performances and enrichment activities.
- State, Regional, District Sporting Trials (if applicable)
- Year 6 Graduation
- Instrumental Music Program and Strings Program.

2021 STUDENT RESOURCE SCHEME FEE: \$70.00 per student

Every effort has been made to contain costs to parents while ensuring that adequate resources are available for student use. The Student Resource Scheme represents excellent value and provides substantial savings to parents of students.

PARTICIPATION IN THE SCHEME

All parents/carers, **regardless of whether they wish to join the scheme or not**, will need to sign the application form indicating that they have read the *Terms and Conditions* outlined in this document and understood the contract conditions outlined on the Participation Form.

If a student leaves the school during the school year, upon application a pro-rata refund will be made on the basis of a 40 week year.

As per the DoE policy and guidelines FNM-PR-018:Student Resource Scheme, before a student can be considered for participation in an optional school activity, a parent who has joined the scheme is expected to have:

- fully paid the student resource scheme participation fee or
- paid the student resource scheme participation fee up to and including the term in which the school activity take place or
- made regular on-going payments towards the student resource scheme annual participation fee, as previously arranged with the Principal or Business Manager or
- been exempted by the Principal from paying all or part of the Student Resource Scheme participation fee.

NON PAYMENT

While it is voluntary to join the Student Resource Scheme, participating parents/carers have entered into an agreement to pay certain fees in exchange for the use of textbooks and resources. There is therefore an obligation on participants to make these payments or provide their own books and resources. Anyone who joins the scheme but fails to pay the full contribution may be excluded from the scheme at the discretion of the Principal.

NON PARTICIPATION IN THE SCHEME

The school will provide a comprehensive list of all items that are covered under the Student Resource Scheme, applicable to your student, prior to the commencement of the 2021 school year. It is the responsibility of non-participants of the scheme to purchase all the books and resources provided by the scheme by the first day of the school year.

NB: If you do not wish to participate in the Student Resource Scheme you will be required to provide items from the Year level lists for your child/children throughout the school year as directed by the classroom teacher. The year level lists are not exhaustive and additional items may be required.

PAYMENT METHODS AND OPTIONS

Parents are asked to indicate on the Application Form the preferred method of payment. Payment can be made by:

- B-Point (link provided on bottom left hand corner of emailed invoice)
- credit card
- cash
- cheque

A receipt will be provided for each of these payment methods. We ask that parents file their receipts in case reference to the receipt is required in the future. Parents paying via B-Point will receive a system generated receipt at the time payment is made.

PAYMENT OPTIONS

Option 1: Full payment prior to the commencement of the school year or upon enrolment.

Option 2: Instalments per child.

- 1st instalment – Term 1 2021: \$30 – 5 February 2021
- 2nd instalment – Term 2 2021: \$20 – 23 April 2021
- 3rd instalment – Term 3 2021: \$20 – 16 July 2021

Option 3: Negotiated individual payment plans. If you select this option, please make an appointment to meet with our Business Manager at the Office or email info@tewantinss.eq.edu.au

FINANCIAL DIFFICULTY

Anyone experiencing financial difficulty at the time and wishing to pay the fees over an extended period should phone the school to arrange an appointment with the Business Manager. It is our intention to encourage all families to join the Scheme and enjoy the benefits to your child.

STUDENT RESOURCE SCHEME BREAKDOWN PREP – YEAR 3

This list outlines the resources your child will access as part of the Student Resource Scheme and payment of \$70.00. Please note that costs are indicative as at Term 1, 2021

SUBJECT	ITEMS	COST IF NOT PARTICIPATING IN SCHEME
Online Subscriptions	<ul style="list-style-type: none"> Reading Eggs Mathletics 	<ul style="list-style-type: none"> \$95.00 \$99.00
Technology (ICT's)	<ul style="list-style-type: none"> Software programs Licencing Access to school laptops and Ipads School based Apps Tech support 	<ul style="list-style-type: none"> \$100.00
Technology (STEM)	<ul style="list-style-type: none"> Beebots Drones Hardware – wood, nails, glue Consumables (batteries etc) 	<ul style="list-style-type: none"> \$50.00
Science	<ul style="list-style-type: none"> Science equipment 	<ul style="list-style-type: none"> \$10.00
Health & Physical Education	<ul style="list-style-type: none"> Equipment 	<ul style="list-style-type: none"> \$25.00
The Arts - Art - Music - Dance - Drama	<ul style="list-style-type: none"> Stationery, writing and drawing sets Art consumables and resources Event days activities / consumables. Eg; Under 8's Day, Easter Hat Parade Music, costumes, props, sound equipment and musical instruments 	<ul style="list-style-type: none"> \$15.00 \$10.00 \$10.00 \$5.00
Miscellaneous Consumables for all subject areas	<ul style="list-style-type: none"> Photocopying Classroom and Course Consumables 	<ul style="list-style-type: none"> \$20.00 \$50.00
Administration	Administration of scheme	<ul style="list-style-type: none"> \$15.00
	Total Value =	In excess of \$500.00

*NB: Parents who do not wish to participate in the Student Resource Scheme (\$70.00) will be required to provide items from the list above for their child throughout the school year as directed by the classroom teacher. This is not an exhaustive list and additional items may be required.

STUDENT RESOURCE SCHEME BREAKDOWN YEAR 4 – YEAR 6

This list outlines the resources your child will access as part of the Student Resource Scheme and payment of \$70.00. Please note that costs are indicative as at Term 1, 2021

SUBJECT	ITEMS	COST IF NOT PARTICIPATING IN SCHEME
Online Subscriptions	<ul style="list-style-type: none"> Reading Eggs Mathletics 	<ul style="list-style-type: none"> \$79.95 \$99.00
Technology (ICT's)	<ul style="list-style-type: none"> Software programs Licencing Access to school laptops and I pads School based Apps Tech support 	<ul style="list-style-type: none"> \$100.00
Technology (STEM)	<ul style="list-style-type: none"> Beebots Drones Hardware – wood, nails, glue 	<ul style="list-style-type: none"> \$50.00
Science	<ul style="list-style-type: none"> Science equipment 	<ul style="list-style-type: none"> \$10.00
Health & Physical Education	<ul style="list-style-type: none"> Equipment 	<ul style="list-style-type: none"> \$25.00
The Arts - Art - Music - Dance - Drama	<ul style="list-style-type: none"> Stationery, writing and drawing sets Art consumables and resources Event days activities / consumables. Eg; Under 8's Day, Easter Hat Parade Music, costumes, props, sound equipment and musical instruments 	<ul style="list-style-type: none"> \$15.00 \$10.00 \$10.00 \$5.00
Miscellaneous Consumables for all subject areas	<ul style="list-style-type: none"> Photocopying Classroom and Course Consumables 	<ul style="list-style-type: none"> \$20.00 \$50.00
Administration	Administration of scheme	<ul style="list-style-type: none"> \$15.00
	Total Value =	In excess of \$480.00

*NB: Parents who do not wish to participate in the Student Resource Scheme (\$70.00) will be required to provide items from the list above for their child throughout the school year as directed by the classroom teacher. This is not an exhaustive list and additional items may be required.

These lists outline the resources your child will access as part of the Student Resource Scheme and payment of \$70. Please note that costs are indicative as at Term 1, 2021.

Student Resource Scheme

Frequently Asked Questions

1. Does the Student Resource Scheme include my child's stationery requirements?

Parents are required to provide resources in two ways – 1) The Book List and 2) The Student Resource Scheme. All students will supply their own personal stationery items as outlined in the year level Book List.

2. Isn't education free?

All schools operate within the policy and guidelines of the Department of Education and in accordance with section 51 of the Education (General Provisions) Act 2006. DoE encourages schools to operate a scheme as a service to parents. Whilst schools receive funding from the government to operate the school, student resource expenses extend beyond the budget. Parents therefore are asked to support their child's learning by either providing the resource item itself or participating in the scheme.

3. Why Pay 2021 Book and Student Resource Scheme Fees by January 2021?

We ask for all parent/carers to pay fees at the start of the 2021 school year, so that student learning materials and books may be purchased early and discounts secured, through early payment and bulk ordering. All students will then have the opportunity of accessing their resources when they commence school.

4. Do I have to participate in the Student Resource Scheme?

Participation in the scheme is voluntary. If parents choose not to participate in the Scheme they will be required to provide the resources listed in the scheme for their child when required throughout the year. A list for your child's year level is available for the office.

5. What happens if I am experiencing financial difficulty?

Anyone experiencing financial difficulty at this time and wishing to pay the Student Resource Scheme over an extended time period should phone the school and speak with our Business Manager on 5335 8888. It is our intention to encourage all families to join the Scheme and enjoy its benefits.

Please contact the school to make an appointment with the Principal or Business Manager should you have any questions regarding the Scheme.

Tewantin State School

Student Resource Scheme Contract

✓ **YES, I would like to join the Scheme.**

- The Student Resource Scheme provides this package for a set fee. It is not available in part.
- All book and Resource Scheme monies received by the school will be banked in the school's general account which is subject to annual audit.
- Students will supply their own personal stationery items as outlined in the stationery list.
- Books/resources issued to a student must be handled with due and reasonable care during the year, so that the books will be returned in a condition as near as possible to that when issued.
- Failure to finalise scheme payments can mean exclusion from joining the Scheme next year.
- For students enrolling part way through the school year, the fee is reduced on a pro rata basis.
- Should a student leave prior to the end of the school year, a pro rata refund will be issued. The refund is based on the full fee less the cost of consumed materials and the cost of replacing lost or damaged texts.
- All books/resources provided under the Scheme remain the property of the school.

X **NO, I do NOT wish to join the Scheme.**

Should you decide not to join the Scheme, you must complete the relevant section below indicating that you have read the contract conditions and have decided NOT to join the Scheme with the following understandings:

- I (parent/carer) understand that my student will NOT be issued with any textbooks or resources purchased through this Scheme.
- I understand that it will be necessary for me to purchase/provide materials and resources required for each learning area to enable my student to complete his/her course of study.
- I understand that the following list of items are paid for and supplied to students from the Scheme and that I may need to purchase these items and subsequent additional items as directed by the class teacher.
 - ★ ICT access, software, online programs, internet use and printing (designated amount).
 - ★ All printed materials issued by teachers.
 - ★ Books, resources for all subjects
 - ★ Art & craft supplies
 - ★ Cooking items and materials for science and technology
- I understand I will have to source my own subscription to Mathletics, Reading Eggs & Reading Eggspress

**PLEASE COMPLETE THE PARTICIPATION AGREEMENT FORM ON THE FOLLOWING PAGE
AND RETURN IT TO SCHOOL OFFICE BY 5 FEBRUARY 2021.**

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 SRS for Prep to Year 6
For more information regarding the SRS please see www.tewantinss.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 Vanessa Banik 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: _____

School use only:

Negotiated instalments: _____ Approved by: _____

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 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.