December 2016

Dear Parent / Caregiver

PREP - STUDENT RESOURCE SCHEME 2017

In 2017 Petrie State School will be continuing with the Student Resource Scheme (SRS). This scheme operates under the policy and guidelines of the Department Education, Training and Employment. The scheme, while 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 Provisions) Act 2006.

The scheme is voluntary and you are under no obligation to join. However, please be aware that books, 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 responsible for providing your child with the items that are listed on the attached sheet.

The provision of this scheme ensures that well resourced learning by our students remains our key focus. The scheme is not a fundraiser for the school. Its purpose is to provide a cost effective alternative to purchasing textbooks, resources and consumables from elsewhere, at reduced prices gained from the school’s bulk purchasing processes. Fees are paid directly into your child’s classroom account to fund essential resources and materials used in his/her classroom. Items provided by the scheme are as follows:

<table>
<thead>
<tr>
<th>Requirements List (goods or services provided by the scheme)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Headphones with microphone</td>
<td>$ 10.00*</td>
</tr>
<tr>
<td>Library Bag (with school logo)</td>
<td>$ 10.00*</td>
</tr>
<tr>
<td>Consumables (writing and drawing pencils, scrapbooks etc)</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Consumable art and craft supplies (including paint, cardboard and embellishments).</td>
<td>$ 20.00**</td>
</tr>
<tr>
<td>Reprographics - class worksheets and teacher-prepared material which compliment textbooks in key learning areas.</td>
<td>$ 15.00**</td>
</tr>
<tr>
<td><strong>Total Participation Fee</strong></td>
<td>$ 90.00</td>
</tr>
</tbody>
</table>

*GST included  **Non participants will be invoiced for these items only.

During your interview you would have been asked to complete the attached Participation Agreement Form stating whether you wished to join or not. If you did not complete the form during your interview or are unsure, please complete the Participation Agreement Form and return it to the school office by Tuesday 31 January 2017. There are 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 did NOT elect to join the scheme you will only be invoiced for the Reprographics and Consumable Arts & Crafts after the 31 January 2017. It will be your responsibility to purchase the other books and resources as required prior to school starting (see the attached booklist list).
If you DID elect to join the scheme, an invoice will be sent home after the 31 January 2017 and payment can be made via the following options:

1. BPPoint - Visa or Mastercard payment via www.BPOINT.com.au/payments/dete (details on invoice)
2. Centrepay – bill paying service provided through Centrelink. Forms have been attached.
3. Direct Deposit - BSB: 064–164
   Account Number: 00090557
   Account Name: Petrie State School General Account
   Reference: SRS and your student’s ID number (next to their name on the invoice)
4. Cash, Cheque or EFTPOS - cashier window, every day (except Wednesday) between 8.00 and 9.00am
5. Envelope - clearly labelled - Student’s name, SRS, amount enclosed and placed in payment slot

Thank you in anticipation of your contribution towards this valuable scheme. Please contact the school office on 3285 0333 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

[Signature]

Angeline Kropp
Principal
BOOKLIST FOR PREP NON-PARTICIPANTS IN 2017

Parents will be required to replenish items as they are used by their child. Requests will be sent home when required.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Estimated Cost per item</th>
<th>Amount</th>
<th>Cost per line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Purchased Items</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Headphones with microphone</td>
<td>$ 10.00</td>
<td>1</td>
<td>$ 10.00</td>
</tr>
<tr>
<td></td>
<td>Library Bag (with school logo)</td>
<td>$ 10.00</td>
<td>1</td>
<td>$ 10.00</td>
</tr>
<tr>
<td></td>
<td><strong>Consumables (writing, drawing, scrapbooks etc)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pencils coloured (12 pack)</td>
<td>$ 3.00</td>
<td>4</td>
<td>$ 12.00</td>
</tr>
<tr>
<td></td>
<td>Pencil HB (20 pack)</td>
<td>$ 6.50</td>
<td>2</td>
<td>$ 13.00</td>
</tr>
<tr>
<td></td>
<td>Felt markers</td>
<td>$ 4.50</td>
<td>2</td>
<td>$ 9.00</td>
</tr>
<tr>
<td></td>
<td>Crayons - wind up</td>
<td>$ 4.00</td>
<td>2</td>
<td>$ 8.00</td>
</tr>
<tr>
<td></td>
<td>Scissors</td>
<td>$ 1.50</td>
<td>1</td>
<td>$ 1.50</td>
</tr>
<tr>
<td></td>
<td>Eraser</td>
<td>$ 1.00</td>
<td>2</td>
<td>$ 2.00</td>
</tr>
<tr>
<td></td>
<td>Glue Sticks</td>
<td>$ 3.00</td>
<td>10</td>
<td>$ 30.00</td>
</tr>
<tr>
<td></td>
<td>Scrapbook 72 page</td>
<td>$ 1.00</td>
<td>5</td>
<td>$ 5.00</td>
</tr>
<tr>
<td></td>
<td>Polypropylene wallet</td>
<td>$ 1.50</td>
<td>2</td>
<td>$ 3.00</td>
</tr>
<tr>
<td></td>
<td>Display folder (Blue)</td>
<td>$ 1.50</td>
<td>2</td>
<td>$ 3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Consumable Art and Craft Supplies (paid to the school)</strong></td>
<td></td>
<td></td>
<td>$ 20.00</td>
</tr>
<tr>
<td></td>
<td>Cardboard, coloured card, paint, paint brushes, glitter, google eyes, pipe cleaners, feathers, matchsticks, pom poms, paddle pop sticks etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repographics - photocopying (paid to the school)</td>
<td></td>
<td></td>
<td>$ 15.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$ 141.50</td>
</tr>
</tbody>
</table>
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>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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 non-curricular 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, to enable the school to administer the Student Resource Scheme efficiently, ethically and securely. The information will only be accessed by school employees administering the scheme. Some of this information may be given to or accessed by other people for purposes of debt recovery. Your information will not be given to any other person or agency unless you have given 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 are 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/or other resources, and/or the purchase of consumables and materials for the student.
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 reduced prices, 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 completion 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 10 or of secondary education age to be paid the value of the textbooks 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 textbooks that would otherwise be provided to the student by the school 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 in support of 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 http://education.qld.gov.au/finance/allowance/grants/tumlarkem/tumlarkem-page.html.

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 QParents portal using a credit card. Payment will be directed from the QParents portal to BPPOINT where relevant outstanding invoice 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. Change or payments made by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the student’s file should be retained by the parent for future reference and possible tax purposes.

Parent Experiencing 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. Contact details are provided in 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 the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of their 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/or 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’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 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 action for the unpaid 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 24 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 extra curricula school activity.
32. The scheme provides 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 not returned, the parent will be responsible for payment to the scheme of 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 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 item is lost or negligently damaged, parents will be responsible for payment to the scheme of 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 or 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 during the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed 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 issued to students whose parents choose not to participate in the scheme.