



# BUNDABERG STATE HIGH SCHOOL

## Student Resource Scheme

### Annual Parent Information Letter – Year 12

Dear Parent/Carer

This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports student's 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, computer or musical equipment for personal use, and many 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, Bundaberg State High School operates an SRS for 2025.

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 scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association.

#### How do I participate in the scheme?

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.

#### New Students

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. Payment of the participation fee implies acceptance of the SRS including the terms and conditions, irrespective of whether or not the signed form has been returned. If no participation form is received by **6 March 2025**, 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 students

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.qed.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 of time (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 a cohort group of students (e.g. a year level), and
2. A fee determined by the subjects selected by the individual student.

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

## The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	\$160
Years 11 to 12	\$348

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

\* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Elective curriculum subject fees are listed in the Schedule of Fees on the school's website.

Parents will be charged a pro rata participation fee for a student who enrolls after the first week of school, calculated on a 40-week school year basis. If a student is transferring from another Queensland school after the last Friday in February, it will be necessary to also charge a pro-rata amount of the Government Textbook & Resource Allowance, as the previous school would have already received the payment.

## 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

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

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

SRS payments can be made by QParent/BPOINT, EFTPOS (Credit/Debit Card), Cash, Centrepay.

- 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](http://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions. If assistance is required with setting up a plan, please complete the 'Centrepay Deduction Authority' form attached.

### BPOINT IS THE PREFERRED PAYMENT METHOD

**TAX INVOICE**

Invoice Number: 17587  
 Invoice Date: 7-Nov-2014  
 Invoice Ref: 2015L4L  
 BPOINT ID: 244299  
 Order Number: 4015186

Item Description      Quantity      Item Price      Inv. Amount  
 Laptop for Learning Program 2015 Fee      1.00      260.00      260.00  
 GST TOTAL:      0.00  
 INVOICE TOTAL:      260.00

Full payment of Student Resource Scheme fees are required to participate in this program.

**Online Card Payment**

CRN: 0001234000  
 Invoice No. 17587  
 This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

**BPOINT Receivables Solution**

Supported by the CommonwealthBank

**Make a BPOINT Payment**

Bill Code: 1002534 (Department of Education)  
 Customer Reference Number: 0001234000  
 Invoice Number: 17587  
 Student Name: Ryan Bond  
 Amount (AUD): 260  
 Select your payment option: MasterCard, VISA, masterpass

## Pro-Rata Refunds

If a student leaves during the school year, a pro rata refund is given to the parent of the student who has paid the SRS fee and returned the completed 'Student Clearance/Request for Refund' form. The pro rata refund is calculated on the fees paid, less the cost of consumed materials and the replacement cost of scheme items that are lost, negligently damaged or not returned. While every effort is made to process refunds in a timely manner, it may take up to six weeks.

### The Student Resource Scheme does not include:

- Voluntary financial contributions to supplement the instruction, administration and facilities for the education of the student at school
- Resources funded by the state through grant funding to provide a core educational service including student internet access during class time
- School extra-curricular activities or products such as incentive day excursions, camps, senior formal and senior jersey
- Personal requirements (e.g., Stationery, writing materials, drawing sets, graphics calculators, scientific calculators & protective clothing) as outlined in the Stationery List
- Excessive printing (students will be allocated a nominal amount and will pay a top-up fee once this is used)
- Excursions, camps, performances
- Education service from outside providers (e.g., VET courses)

## Notes

Before a student can be considered for participation in an extra-curricular School activity, a parent is expected to have:

- Fully paid all outstanding fees or
- Paid the SRS and other outstanding fees up to and including the week in which the activity takes place or
- Made regular on-going payments towards these fees, as previously arranged with the Principal or Business Manager
- Been exempted by the principal from paying all or part of these fees

A student, whose parent has joined the SRS but not paid the participation fee, will continue to be provided with instruction, administration and facilities for their education while in the classroom, but will not be able to take the resources home. The student will not be considered for participation in extra-curricular activities.

Students who have elected to study practical and non-compulsory subjects, and who have not paid the elective curriculum subject fee will take part in learning opportunities, subject to course vacancies. However, these students will not be entitled to take the finished product home at the completion of the task.

**School policy endorsed by the P&C is that prior to any excursions, camps, Senior Jerseys, trips etc. all SRS and subject fee payments should be finalised, or if on an agreed Payment Plan, payments are up to date. Exceptions will be by negotiation with the Principal only.**

## Invoicing and Payment of Fees

**SRS:** will be invoiced November 2024 and payment is required or a payment plan must be in place by 03/02/2025 to ensure students have access to all textbooks and resources to begin the year

**Instrumental Music Fees:** will be invoiced week 2 2025 and payment is required or a payment plan must be in place by the 07/03/2025

***Please return the completed SRS Participation Agreement Form including payment plan paperwork, if required, to the School Cashier window by Friday, 7 February 2025***

CASHIER HOURS FOR 2025	
Wednesday 22 January 2025	8.00am – 1.30pm
Thursday 23 January 2025	10.00am – 1.30pm
Friday 24 January 2025	8.00am – 1.30pm
<b>School days: Wed, Thurs, Fri</b>	<b>8.00am – 1.30pm</b>

## Contact Us

For all queries regarding the SRS and its inclusions, or to discuss payment options, please contact Accounts Receivable on 4154 5307.

The Cashier window is situated on the rotunda side of the Main Administration building, just down from the Visitor Reception entrance.

## Resource Scheme – Part A

<b>PART A: STUDENT RESOURCE SCHEME</b>		These fees apply to all Year 12 students
<b>All Subject Areas</b>	Inclusive of core curriculum learning resources: <ul style="list-style-type: none"> <li>• teacher prepared materials for distribution,</li> <li>• photocopying of class resources,</li> <li>• textbooks (hardcopy and online, class set of books, novels, eBooks, eLearning platforms (e.g. ClickView, Jacaranda), atlas, dictionary, thesaurus</li> <li>• general classroom consumables</li> <li>• personal printing allowance</li> <li>• Student online programs including but not limited to: Education Perfect</li> <li>• PPE and supplies for experiments</li> </ul>	\$348.00
<b>TOTAL PART A</b>		<b>\$348.00</b>
<b>TEXTBOOK &amp; RESOURCE ALLOWANCE</b>		<b>\$348.00</b>
<b>TOTAL PAYABLE TO SCHOOL</b>	<b>FEE APPLIES TO ALL YEAR 12 STUDENTS→</b>	<b>\$ NIL</b>

## Resource Scheme – Part B

<b>PART B: ELECTIVE SUBJECT FEES</b>		These fees apply only to students enrolled
Building and Construction Skills	BSK	\$25.00
Drama in Practice	DRP	\$15.00
Engineering Skills	ESK	\$15.00
Furnishing Skills	FUR	\$30.00
Visual Art in Practice	VAP	\$75.00

## Resource Scheme – Part C

<b>PART C: CERTIFICATE PROGRAMS</b>		These fees apply only to students enrolled
Certificate III in Health Support		\$499.00

## Resource Scheme – Part D

<b>PART D: INSTRUMENTAL MUSIC</b>		These fees apply only to students enrolled
<b>PERFORMING ARTS</b>	Instrument Hire	\$40.00
	Music Library	\$20.00
	Instrumental Music Program Fee	\$60.00

\*All fees are approximate at time of print and subject to change without notice