

# BUNDABERG STATE HIGH SCHOOL

## Student Resource Scheme

### Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2022 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 a SRS for 2022. 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.

#### 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 is for the duration of your child's enrolment at the school. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If a participation form is not received by **3 December 2021** indicating non participation, the school will take the view that the parent has chosen to opt in the SRS. The parent is required to provide the educational resources listed in the SRS for their child by the start of the school year if non participation is indicated.

#### 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. The amounts change yearly and are current at November 2021. 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>).

#### The SRS Participation Fee

The SRS flat fee payable for the year is summarised in the table below. This also includes the TRA component which has been deducted to reduce the SRS fee payable by families. Elective curriculum subject fees are listed in the Schedule of Fees on the website. **Separate invoices for the SRS flat fee and each elective curriculum subject fee will be generated in November 2021.**

Year Level	Total Fee for Scheme	TRA	Parent Contribution	Elective Curriculum Subject
7 - 8	\$410	\$130	\$280	Fees not applicable
9	\$330	\$130	\$200	Fees if applicable (See <a href="#">Elective Curriculum Subjects 2022</a> )
10	\$320	\$130	\$190	
11	\$301	\$281	\$ 20	
12	\$281	\$281	-	

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.

## Resource Inclusions

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

<https://bundabergshs.eq.edu.au/support-and-resources/payments>

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. ID Card, 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).
  - 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 school's 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 on the school's website 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

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 upon completion of the [SRS Fee Payment Arrangement Form](#), which is on the website.

- |  |                      |   |
|--|----------------------|---|
| <input type="checkbox"/> <b>Option 1</b>                 | <b>SRS:</b>          | <b>Payment in full by 3 December 2021</b>   |
|  | <b>Subject Fees:</b> | <b>Payment in full by 3 December 2021</b>   |
| <input type="checkbox"/> <b>Option 2</b>                 | <b>SRS:</b>          | <b>Deposit \$50 by 3 December 2021, 2nd Instalment by 29 April 2022, Final Instalment by 22 July 2022</b> |
|  | <b>Subject Fees:</b> | <b>Payment in full by 3 December 2021</b>   |
| <input type="checkbox"/> <b>Option 3</b>                 | <b>SRS:</b>          | <b>Deposit \$50 by 3 December 2021 with regular payments finalised by 16 Sept 2022</b>                    |
|  | <b>Subject Fees:</b> | <b>Deposit of \$50 by 3 December 2021, fully paid by 1 April 2022</b>                                     |
| <input type="checkbox"/> <b>Option 4<br/>(Centrepay)</b> | <b>SRS:</b>          | <b>Deposit \$50 by 3 December 2021 with regular payments finalised by 16 Sept 2022</b>                    |
|  | <b>Subject Fees:</b> | <b>Fully paid by 1 April 2022</b>   |

Any unpaid invoices, will be managed according to the department's [Debt Management Procedure](#) and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

**Payment Method – (BPOINT is the preferred method)**

	ONLINE		IN PERSON	OVER THE PHONE
	Single Payment	Payment Plan	Single & Instalments	Single Payment
<b>CREDIT CARD</b> Mastercard & Visa only	<a href="#">BPOINT Web Link</a> • See below	<a href="#">BPOINT eDDR –</a> • Contact Cashier for initial setup	Wednesday to Friday 7.30am – 1.30pm (Minimum payment \$10)	<a href="#">BPOINT IVR</a> - call <b>1300 631 073</b> • Need CRN & Invoice No from invoice (See below)
<b>DEBIT CARD</b>	X	<a href="#">BPOINT eDDR –</a> • Contact Cashier for initial setup	Wednesday to Friday 7.30am – 1.30pm (Minimum payment \$10)	<a href="#">BPOINT IVR</a> - call <b>1300 631 073</b> • Need CRN & Invoice No from invoice (See below)
<b>CENTREPAY</b> (Min \$20 per transfer)	Parent can establish deduction. Go to <a href="http://humanservices.gov.au/centrepay">humanservices.gov.au/centrepay</a> BSHS CRN: 555-072-472-L Student EQ ID from invoice as reference		Complete <a href="#">Centrepay Form</a> at Cashier window and BSHS will lodge on parent behalf.	X
<b>BANK ACCOUNT</b> *BPAY – unable to choose invoice – system allocates	BPAY* • Biller code & CRN from invoice	<a href="#">BPOINT eDDR –</a> • Contact Cashier for initial setup	X	X
<b>CASH</b>	X	X	Wednesday to Friday 7.30am – 1.30pm	X

**BPOINT Web Link**

Simply click on the hyperlinked **BPOINT** Web Link at the bottom of the invoice to open a pre-populated BPOINT screen for payments via Visa & MasterCard branded credit cards.

**CENTREPAY**

When all SRS & elective subject fees have been paid, the school will cancel the Centrepay deductions. Overpayment will be held as credit on the student’s account to offset future invoices.

**PLEASE NOTE**

Payment can be made via **BPOINT, BPAY and Centrepay** once invoices are generated

Cashier Closed between **6 December 2021 and 18 January 2022**

## Pro-Rata Refunds

The School will make a pro rata refund to the parent of a student who, having paid the SRS fee, completes a 'Clearance' Request and leaves the School during the year. 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 6 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 (eg 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, which may include:

- a. Theme Parks
- b. Non curricula activities
- c. Incentive Days
- d. School Socials
- e. Senior Jersey
- f. District, Wide Bay & State/National representative School Sport

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.**

## Contact Us

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

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

***Please complete the SRS Participation Agreement Form  
and the SRS Fee Payment Arrangement Form (if applicable) and  
return both to the Cashier window by 3 December 2021***

### CASHIER HOURS FOR 2022

Wednesday 19 <sup>th</sup> & Thursday 20 <sup>th</sup> January	10.30am – 1.30pm
Friday 21 <sup>st</sup> January	7.30am – 1.30pm
School days:- Wed, Thur, Fri	7.30am – 1.30pm