



# BUNDABERG STATE HIGH SCHOOL

## Student Resource Scheme Annual Parent Information Letter – Year 7

Dear Parent/Carer

This letter contains important information about the **2024 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 2024.

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 payment or participation form is received by **29 February 2024**, 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.

### 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. 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.

## 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 2023. 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	\$146
Years 11 to 12	\$317

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools 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 website.

Parents will be charged a pro rata participation fee for a student who enrolls after the first week of school, calculated on a 41-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 upon completion of the [SRS Fee Payment Arrangement Form](#), which is on the website.

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

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.
- BPoint Direct Debits can be arranged by completing the 'Electronic Direct Debit Request' form attached
- 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

The image displays three components related to BPOINT payments:

- Tax Invoice:** A document titled 'TAX INVOICE' with fields for Invoice Number (17587), Invoice Date (7/24/2016), and Invoice Ref (2015LAL). It lists a student named Ryan Bond and a total amount of \$260.00.
- BPOINT Payment Card:** A card showing the BPOINT logo, VISA and MasterCard logos, and the text 'Online Card Payment'. It includes the CRN: 0001234000 and Invoice No: 17587. A URL is provided: <http://www.bpoint.com.au/payments/dete>.
- BPOINT Online Payment Interface:** A screenshot of the BPOINT website showing a 'Make a BPOINT Payment' form. The form fields are:
  - Bill Code: 1602634 (Department of Education)
  - Customer Reference Number: 0001234000
  - Invoice Number: 17587
  - Student Name: Ryan Bond
  - Amount (AUD): 260
  - Payment Options: VISA, MasterCard, and 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

<b>SRS:</b>	will be invoiced November 2023 and payment is required or a payment plan must be in place by 29/01/2024 to ensure students have access to all textbooks and resources to begin the year
<b>Instrumental Music Fees:</b>	will be invoiced week 2 2024 and payment is required or a payment plan must be in place by the 01/03/2024

## 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, down from the Visitor Reception entrance.

***Please return the completed SRS Participation Agreement Form and the SRS Fee Payment Arrangement Form including payment plan paperwork, if required to the School Cashier window by Monday, 29 January 2024***

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**CASHIER HOURS FOR 2024**

Wednesday 17 January 2024	8:00am – 1:30pm
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Thursday 18 January 2024	10:00am – 1:30pm
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Friday 19 January 2024	8:00am – 1:30pm
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<b>School days: Wed, Thurs, Fri</b>	<b>8:00am – 1:30pm</b>
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## Resource Scheme – Part A

<b>PART A: STUDENT RESOURCE SCHEME</b>		These fees apply to all Year 7 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. Turnitin, ClickView, Jacaranda), atlas, dictionary, thesaurus</li> <li>• general classroom consumables</li> <li>• ID Card</li> <li>• personal printing allowance</li> <li>• administration of the SRS</li> <li>• Student online programs including but not limited to: Education Perfect</li> <li>• PPE and supplies for experiments</li> <li>• District Affiliation Fee</li> </ul>	\$411.00
<b>TOTAL PART A</b>		<b>\$411.00</b>
<b>TEXTBOOK &amp; RESOURCE ALLOWANCE</b>		<b>\$146.00</b>
<b>TOTAL PAYABLE TO SCHOOL</b>	<b>FEE APPLIES TO ALL YEAR 7 STUDENTS→</b>	<b>\$265.00</b>

## Resource Scheme – Part B

<b>PART B: 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*

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

- YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	BUNDABERG STATE HIGH SCHOOL
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

## Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form 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. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

# Terms and Conditions

## Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

## Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. 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.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and 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, the parent is liable to pay this balance of funds. **Non-Participation in the SRS**

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

## The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or
  - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.

23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school. **Payment Arrangements**
28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

## Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. 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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure> Parents'

### Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.









Payments can be made online using the BPoint link found on invoices, as seen below:



Alternatively, payment plans can be set up via BPoint by completing the table below:

<b>Electronic Direct Debit Registration (eDDR)</b>	
<b>Information</b>	<b>Values</b>
Biller Code (Bundaberg State High School):	1002534
Student Name:	
Invoice Number:	
Customer Reference Number (see invoice):	
Schedule Amount:	\$
Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Start Date:	
Total Payment Amount:	
Email:	

Once this information is forwarded onto BSHS, the accounts department will email a link to be activated by the fee payer within 7 days.

STUDENT EQ ID: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

## CENTREPAY DEDUCTION AUTHORITY

(To be used only if the customer cannot set up a deduction through MyGov)

Parent Family Name

Parent Given Name(s)

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Parent Date of Birth

Phone Number

/ /	
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CENTRELINK CUSTOMER REFERENCE NUMBER

			-				-			-	
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School: Bundaberg State High School

School Customer Number 555-072-472-L

Type of Request:

- |                                      |                          |                       |
|--------------------------------------|--------------------------|-----------------------|
| <b>1. Start a new deduction</b>      | <input type="checkbox"/> | Complete Part A and D |
| <b>2. Change a current deduction</b> | <input type="checkbox"/> | Complete Part B and D |
| <b>3. Cancel a current deduction</b> | <input type="checkbox"/> | Complete Part C and D |

**A. Start a new deduction**

From which payment do you want the deduction to be taken (e.g., Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum Deduction amount for Centrepay is \$20.

\$

**Which payment date do you want the deduction(s) to start from?**

Your next available payment date  Or A future payment date (up to 8 wks. in advance)

/ /

**Do you want to specify a target amount or end date?**

Your deduction will stop if it is cancelled or if you reach a target amount or end date.  
 No, just continue it until cancelled

**Or**

Yes, stop at target amount

\$

**Or**

Yes, stop at end date

/ /

**B. To CHANGE your current deduction or target amount PERMANENTLY**

New deduction amount - each fortnight

\$ 

Start date for the change

**OR**

New Target Amount

\$ 

Start date for the change

**C. To CANCEL your current deduction****Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required**From what date do you want the deductions to stop?**Your next available payment date  or a future payment date of**D. Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make a Deduction of \$ ..... for each fortnight from my nominated Centrelink account and pay the amount to Bundaberg State High School, as I have directed within this form.

I give permission for Bundaberg State High School to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for Bundaberg State High School to give the Department of Human Services my correct account and billing number if required.

**I understand that:**I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)

If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

**Your Signature****Date****IMPORTANT INFORMATION**

The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.