



Everton Park State High School

Finance Forms

2021

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INFORMATION SHEET
STUDENT RESOURCE SCHEME

The Student Resource Scheme (SRS) is designed solely to benefit students and parents/carers by substantially reducing the financial burden of purchasing expensive resources. It is a non-profit scheme that provides each participant with textbooks and resource books and materials. Our scheme is fully endorsed by the Everton Park State High School Parents and Citizens Association. Nearly 100% of parents in the past have elected to join due to the convenience and reduced financial commitment.

To participate in the scheme, please return the included Student Resource Scheme Participation Agreement Form and make payment in full or by instalments listed below.

Participation in the SRS is voluntary; parents/carers are under no obligation to join; however, they will need to provide all necessary textbooks and resources for your child if they elect not to join the scheme. This cost is usually substantially higher than the cost of taking part in our scheme.

The fee for 2021 is \$260 per student, with a discount of \$25 if paid by Friday, 5 February 2021. The fee can be paid in full or in three instalments which would need to be paid by the end of Week 2 of Term 1 2021 (\$100), Term 2 2021 (\$100) and Term 3 2021 (\$60). The invoices for the \$260.00 SRS fee for 2021 will be emailed home (if your preferred contact method is registered as email) by the end of Week 1 2021. The first invoice will be \$25.00 representing the discount and the second invoice for \$235.00 representing the balance. The invoice for the discount will be cancelled if payment is received in full on time.

Fees may be paid:

- Using BPOINT App (first preferred method) or QParents (second preferred method)
- Direct deposit by BPoint
- in person at the administration office by cash or EFTPOS
- by Centrepay deductions.

An official school receipt will be issued for all payments made.

Payment needs to be made by Friday 5 February 2021 unless alternative arrangements have been made. If you have outstanding debt from previous years and you have not paid 2020 fees, your child may **not** be issued text books in 2021.

Financial statements will be emailed or posted each month to families who have invoices showing as unpaid on their account. This should be used as a reminder to make your next instalment if you have elected the instalment plan.

It is understood that some families can experience financial difficulties. Parents/carers in these circumstances are urged to contact the Business Manager to discuss individual circumstances and potential payment plan options. All discussions will remain confidential. Please phone 33540222 or email bsm@evertonparkshs.eq.edu.au

Where students enrol after day 8 of the commencement of first term, the fees will be levied on a weekly pro-rata basis. The calculation will be based on a 40 week school year (however the full cost of the ID card and Student Study Planner will be payable).

The scheme does not cover students' personal consumable requisites such as stationery and writing materials. Resources not covered under the SRS are included on the Stationery List for each year level which has been issued in this package. Items included on these lists will need to be purchased by parents/carers.

FREQUENTLY ASKED QUESTIONS:

What can be included in a Student Resource Scheme (SRS)?

A student resource scheme can include the provision of:

- Administration of the scheme
- Equipment hire (musical instruments, computer) *please note that instrumental music hire is charged as an additional SRS Fee at this school to participating students only
- All prescribed textbooks or ebooks for each subject
- Reproduced class materials which complement and/or substitute for textbooks
- Other student reference books
- Audio and video recordings
- Student diary/planner
- Student ID card – for external use (student discounts, transport)
- USB/memory sticks
- Additional computer software
- Equipment e.g. calculators, electronic devices
- Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants
- Stationery, writing and drawing sets
- Subscriptions e.g. Clickview

Why has the school chosen to run the Student Resource Scheme (SRS)?

Parents/caregivers are responsible for providing their student with all the resources required to participate in each subject they study.

The Scheme provides a cost effective alternative to having to purchase all the textbooks, Study Planner, ID Card and a wide range of subject specific resources, equipment and consumables.

Do I receive more than just textbooks if I join?

The textbooks required for your child in their subjects are provided if participating in the Scheme as take home loans or in class sets as appropriate. Textbooks are an important but only a small part of what is provided when students participate.

A wide range of equipment, photocopied resources, software, consumables and materials are used in each subject. Students also receive a Study Planner, ID card and other resources.

What if I do not join?

Participation in the Student Resource Scheme is voluntary, however, if you choose not to participate, you will be required to provide all textbooks and resources that would have been otherwise provided by participation in the scheme. You will need to return the Student Resource Scheme Participation Agreement form indicating non-participation. The Business Manager will provide you with a letter and list that states you will be responsible for providing all subject requirements from the list for your child. Your child will not be issued with textbooks or resources by the school.

What is the fee for 2021?

The cost to participate in 2021 is \$260.00.

NON-PAYMENT OF FEES AFTER AGREEING TO PARTICIPATE IN THE STUDENT RESOURCE SCHEME (SRS)

The school operates the SRS to benefit all eligible students. It is not viable for the school to provide this service if contributions are outstanding. If participants have outstanding previous year contributions, they will not receive textbooks/resources in 2021.

Students with outstanding contributions may not be permitted to participate in optional extra-curricular activities. These activities include:

- Any overseas trip
- Attending trips as a team supporter
- Camps and enrichment activities
- Dances and other social activities
- Year 12 Formal
- Interschool Sport teams
- Other activities that are deemed extra-curricular.

Further, students will not be entitled to products made in subject areas, for example Industrial Technology and Design and Art.

Those parents/carers signing to join the Student Resource Scheme at this school have entered into an agreement and there is an obligation to pay these fees in exchange for the use of subject requirements and receiving the many other benefits. If the parent/carer has made no attempt to make payment or made arrangements for a payment plan, textbooks and resources will be withheld or retrieved and the parent/carer is then responsible for the payment of any contributions due.

I am having some financial difficulties at the moment. Is the school able to assist?

The school does provide an option for families to pay the fee by 3 instalments. The payments are due by the end of Week 2 of Terms 1, 2 and 3. Families experiencing financial difficulties are encouraged to contact the school's Business Manager bsm@evertonparkshs.eq.edu.au to make an alternative payment plan.

I understand the school receives a payment from the government for each student to assist with the school costs. Can you explain this?

The school receives a payment called the Textbook and Resource Allowance. This allowance is provided to offset the cost of participating in the school's Student Resource Scheme.

The 2020 rate for the allowance was:

- Years 7 to 10 \$123.00 per student
- Years 11 and 12 \$266.00 per student

Without receiving this allowance the cost of participating in the scheme would be:

- Years 7 to 10 \$383.00
- Years 11 and 12 \$526.00

What do I need to do to join the Scheme?

You will need to return the signed 'Student Resource Scheme Participation Agreement' form as soon as possible and make payment in full or by instalments.

PRO RATA REFUNDS

Students leaving school or transferring to another school will be entitled to a pro rata refund of the SRS. The parent/guardian **must complete** the schools 'Request for Refund' form and submit to the office. The pro-rata refund calculation is based on a 40 week school year and will include the Government Textbook Allowance if applicable. Costs for the ID card, Student Study Planner and replacing any lost or damaged resources will be deducted from the refund. A bank transfer will be done within one month of the school receiving the Request for Refund form as long as all outstanding textbooks and resources have been returned. EFT is our preference, therefore please keep your contact details, address and bank details current.

I still have some more questions. Where can I get further information?

The Participation Agreement Form has detailed information on the back. You are also welcome to contact the school's Business Manager, on 33540222 or by email bsm@evertonparkshs.eq.edu.au.

STUDENT RESOURCE SCHEME 2021

| STUDENT NAME | | ID No | Home Group | |
|--|--|--------------|------------------------|-----------------|
| STUDENT RESOURCE SCHEME per student | | Year 7 - 12 | \$260.00 | \$ |
| School Magazine | | Year 7 - 12 | \$20.00 | \$ |
| Structured Work Placement – One placement only | | Year 10 | \$40.00 | \$ |
| Structured Work Placement – One placement only (on request only) | | Year 11-12 | \$40.00 | \$ |
| ID Card per student @ \$5 after first allocation | | Year 7 - 12 | | |
| Student Planner @ \$15 after first allocation | | Year 7 - 12 | | |
| Photocopying @ \$10 after first allocation | | Year 7 - 12 | | |
| Government Textbook and Resource Allowance (when a student commences school after Day 8 – Pro Rata payment is applicable when transferring from other schools or from overseas) | | Year 7 - 12 | Pro – rata amount | Office use only |
| ADDITIONAL STUDENT RESOURCE SCHEME PAYMENTS: | | | | |
| Technology | STEM / Industrial Technology and Design (ITD) | Year 7-8 | \$40.00 | \$ |
| | Digital Technology | Year 7-8 | \$20.00 | \$ |
| | Food and Fibre | Year 7-8 | \$30.00 | \$ |
| | STEM and Industrial Technology and Design (ITD) | Year 9-10 | \$75.00 | \$ |
| | Digital Technology | Year 9 -10 | \$20.00 | \$ |
| | Food and Fibre | Year 9 -10 | \$75.00 | \$ |
| | Furnishing Skills | Year 11 - 12 | \$125.00 | \$ |
| | Industrial Graphics | Year 11 - 12 | \$ 25.00 | \$ |
| | Hospitality Practices | Year 11-12 | \$150.00 | \$ |
| Sport | Sport Levy | Years 7-9 | \$10.00 | \$ |
| | Inter-school sport (<i>per season</i>) | | \$55.00 | \$ |
| Everton Park Leadership & Futures | Adventure Education Camp (<i>February</i>) | Year 7 | <i>Approx</i> \$340.00 | \$ |
| | Leadership Camp (<i>July</i>) | Year 11 | <i>Approx</i> \$350.00 | \$ |
| VET | Certificate I in Construction | Year 10-12 | \$500.00 | \$ |
| BYOD | Technical monitoring and management of student access. Not refundable. No pro rata | Year 7 – 12 | \$60.00 | \$ |
| Instrumental Music | School Instrument | Year 7 - 12 | \$100.00 | \$ |
| | Own Instrument | | \$45.00 | |
| The Arts | Visual Art | Year 7-9 | \$30.00 | \$ |
| | Visual Art | Year 10 | \$40.00 | \$ |
| | Visual Art/Visual Arts in Practice | Year 11 - 12 | \$70.00 | \$ |
| | Music – workbooks | Year 7-12 | \$20.00 | \$ |
| PAYMENT OF THE STUDENT RESOURCE SCHEME IS THE FIRST PRIORITY NB: Students with school contribution not paid by the due date or as per a Payment Plan are not able to attend extracurricular activities. Requests for Payment Plans are to be directed to the school’s Business Manager, on 3354 0222 or via email to bsm@evertonparkshs.eq.edu.au | | | TOTAL | \$ |

SUBJECT REQUIREMENTS

As per the Student Resource Scheme Participation Agreement Form, *page 2 of the Financial Forms booklet*, the following resources are required by students who choose **NOT** to participate in the Student Resource Scheme.

YEAR 7

ENGLISH

| | |
|----------------------------|---------|
| Novels x 2 – approximately | \$40.00 |
| DVD | \$30.00 |
| Play Text | \$20.00 |

HISTORY/GEOGRAPHY

| | |
|---------------------|---------|
| Jacaranda History 7 | \$60.00 |
| Pearson Geography 7 | \$60.00 |

MATHEMATICS

| | |
|---------------|---------|
| Maths Quest 7 | \$67.00 |
|---------------|---------|

MUSIC

| | |
|------------------------------|---------|
| Replacement strings and pick | \$30.00 |
| Photocopied workbooks | \$30.00 |

SCIENCE

| | |
|-------------------|---------|
| Pearson 7 Science | \$67.00 |
|-------------------|---------|

SPANISH

| | |
|---------------|---------|
| Textbook | \$60.00 |
| Activity Book | \$20.00 |

TECHNOLOGY ROTATIONS

| | |
|--------------------|---------|
| STEM and ITD | \$75.00 |
| Digital Technology | \$35.00 |
| Food and Fibre | \$75.00 |

YEAR 8

ENGLISH

| | |
|----------------------------|---------|
| Novels x 2 - approximately | \$40.00 |
| Television Series | \$60.00 |
| DVD | \$30.00 |

SCIENCE

| | |
|-------------------|---------|
| Pearson 8 Science | \$67.00 |
|-------------------|---------|

HISTORY/GEOGRAPHY

| | |
|---------------------|---------|
| Jacaranda History 8 | \$50.00 |
| Pearson Geography 8 | \$60.00 |
| Pearson History 9 | \$50.00 |
| Jacaranda eAtlas | \$20.00 |
| Pearson Geography 9 | \$60.00 |

MATHEMATICS

| | |
|---------------|---------|
| Maths Quest 8 | \$67.00 |
|---------------|---------|

MUSIC

| | |
|------------------------------|---------|
| Replacement strings and pick | \$30.00 |
| Photocopied workbooks | \$30.00 |

YEAR 8 continued

SPANISH

| | |
|---------------|---------|
| Textbook | \$60.00 |
| Activity book | \$20.00 |

TECHNOLOGY ROTATIONS

| | |
|--------------------|---------|
| STEM and ITD | \$75.00 |
| Digital Technology | \$35.00 |
| Food and Fibre | \$75.00 |

VISUAL ART

| | |
|-----------------------------------|---------|
| Paint and Painting Utensils | \$50.00 |
| Drawing and Printing Equipment | \$50.00 |
| Clay and Installation Consumables | \$50.00 |
| Journal | \$30.00 |

YEAR 9

DIGITAL TECHNOLOGIES

| | |
|----------|---------|
| Software | \$80.00 |
|----------|---------|

DRAMA

| | |
|-------------------------|---------|
| 2 Plays – approximately | \$50.00 |
|-------------------------|---------|

ENGLISH

| | |
|----------------------------|---------|
| Novels x 2 – approximately | \$40.00 |
| DVD | \$30.00 |
| Play | \$20.00 |

FOOD and FIBRE

| | |
|-----------------------|---------|
| Consumables/Materials | \$90.00 |
|-----------------------|---------|

HISTORY/GEOGRAPHY

| | |
|---------------------|---------|
| Pearson History 9 | \$50.00 |
| Jacaranda eAtlas | \$20.00 |
| Pearson Geography 9 | \$60.00 |

INDUSTRIAL TECHNOLOGY AND DESIGN

| | |
|-----------------------|----------|
| Consumables/Materials | \$125.00 |
|-----------------------|----------|

STEM

| | |
|-----------------------|----------|
| Consumables/Materials | \$110.00 |
|-----------------------|----------|

MATHEMATICS

| | |
|---------------|---------|
| Maths Quest 9 | \$67.00 |
|---------------|---------|

MUSIC

| | |
|------------------------------|---------|
| Replacement strings and pick | \$30.00 |
| Photocopied workbooks | \$30.00 |

YEAR 9 continued

SPANISH

| | |
|--------------------------------|---------|
| Textbook | \$60.00 |
| Education Perfect Subscription | \$20.00 |

VISUAL ART

| | |
|-----------------------------------|----------|
| Paint and Painting Utensils | \$50.00 |
| Drawing and Printing Equipment | \$50.00 |
| Clay and Installation Consumables | \$100.00 |
| Journal | \$20.00 |

SCIENCE

| | |
|-------------------|---------|
| Pearson 9 Science | \$67.00 |
|-------------------|---------|

YEAR 10

DIGITAL TECHNOLOGIES

| | |
|----------|---------|
| Software | \$80.00 |
|----------|---------|

DRAMA

| | |
|-------------------------|---------|
| 2 Plays – approximately | \$50.00 |
|-------------------------|---------|

ENGLISH

| | |
|----------------------------|---------|
| The Power of Poetry | \$39.00 |
| Novels x 2 - approximately | \$40.00 |
| Shakespearian Play | \$36.00 |
| DVDs x2 | \$60.00 |

FOOD and FIBRE

| | |
|-----------------------|---------|
| Consumables/Materials | \$90.00 |
|-----------------------|---------|

HISTORY / GEOGRAPHY

| | |
|----------------------|---------|
| Pearson History 10 | \$50.00 |
| Pearson Geography 10 | \$60.00 |

INDUSTRIAL TECHNOLOGY AND DESIGN

| | |
|-----------------------|----------|
| Consumables/Materials | \$125.00 |
|-----------------------|----------|

STEM

| | |
|-----------------------|----------|
| Consumables/Materials | \$110.00 |
|-----------------------|----------|

MATHEMATICS

| | |
|----------------|---------|
| Maths Quest 10 | \$67.00 |
|----------------|---------|

MUSIC

| | |
|------------------------------|---------|
| Replacement strings and pick | \$30.00 |
| Photocopied workbooks | \$30.00 |

SPANISH

| | |
|--------------------------------|---------|
| Textbook | \$60.00 |
| Education Perfect Subscription | \$20.00 |

VISUAL ART

| | |
|-----------------------------------|----------|
| Paint and Painting Utensils | \$50.00 |
| Drawing and Printing Equipment | \$50.00 |
| Clay and Installation consumables | \$100.00 |
| Journal | \$20.00 |

SCIENCE

| | |
|--------------------|---------|
| Pearson 10 Science | \$67.00 |
|--------------------|---------|

YEAR 11

BIOLOGY

| | |
|---------------------------|---------|
| Oxford – Biology unit 1&2 | \$95.00 |
|---------------------------|---------|

CHEMISTRY

| | |
|---------------------------|---------|
| Oxford Chemistry Unit 1&2 | \$95.00 |
|---------------------------|---------|

DRAMA

| | |
|-----------------------|----------|
| 4 Plays approximately | \$100.00 |
|-----------------------|----------|

ENGLISH

| | |
|---------------------|----------|
| Novel | \$30.00 |
| Play | \$30.00 |
| Australian Films x4 | \$100.00 |

FURNISHING SKILLS

| | |
|---|----------|
| Manufacturing materials (various items including Consumables) | \$185.00 |
|---|----------|

GEOGRAPHY

| | |
|-----------------------------------|---------|
| Senior Geography for Queensland 1 | \$75.00 |
| Senior Geography for Queensland 2 | \$75.00 |

HOSPITALITY PRACTICES

| | |
|-------------|----------|
| Consumables | \$260.00 |
|-------------|----------|

MATHEMATICS

| | |
|--------------------------------------|----------|
| Cambridge Mathematical Methods 1&2 | \$ 95.00 |
| General Mathematics 1&2 | \$95.00 |
| Essential Mathematics 1&2 | \$95.00 |
| Graphics Calculator – TI – Nspire CX | \$180.00 |

MODERN HISTORY

| | |
|------------------------------|---------|
| B. Hoepper et al – Inquiry 1 | \$50.00 |
| B. Hoepper et al – Inquiry 2 | \$50.00 |

MUSIC

| | |
|-----------------------|---------|
| Scores | \$80.00 |
| Photocopied workbooks | \$30.00 |

PHYSICAL EDUCATION / HEALTH EDUCATION

| | |
|---|---------|
| Physical Education for Queensland Schools | \$65.00 |
|---|---------|

PHYSICS

| | |
|-------------------------|---------|
| Oxford Physics Unit 1&2 | \$95.00 |
|-------------------------|---------|

VISUAL ART

| | |
|-----------------------------------|----------|
| Paint and Painting Utensils (2D) | \$60.00 |
| Drawing and Printing Equipment | \$60.00 |
| Clay and Installation Consumables | \$100.00 |
| Journal | \$20.00 |

INDUSTRIAL GRAPHICS SKILLS

| | |
|-------------|---------|
| Consumables | \$65.00 |
|-------------|---------|

YEAR 12**CHEMISTRY**

| | |
|-----------------------------|---------|
| Oxford – Chemistry Unit 3&4 | \$95.00 |
|-----------------------------|---------|

HOSPITALITY PRACTICES

| | |
|-------------|----------|
| Consumables | \$260.00 |
|-------------|----------|

DRAMA

| | |
|-----------------------|----------|
| 4 Plays approximately | \$100.00 |
|-----------------------|----------|

ENGLISH

| | |
|----------|----------|
| Play | \$40.00 |
| Novel | \$25.00 |
| DVDs x 4 | \$120.00 |

FURNISHING SKILLS

| | |
|---|----------|
| Manufacturing materials (various items including Consumables) | \$185.00 |
|---|----------|

GEOGRAPHY

| | |
|-----------------------------------|---------|
| Senior Geography for Queensland 1 | \$75.00 |
| Senior Geography for Queensland 2 | \$75.00 |

BIOLOGY

| | |
|--------------------------------|---------|
| Oxford - Biology Book Unit 3&4 | \$95.00 |
|--------------------------------|---------|

MATHEMATICS

| | |
|---|---------|
| Cambridge Mathematical Methods Unit 3&4 | \$95.00 |
| Cambridge General Mathematics Unit 3&4 | \$95.00 |
| Essential mathematics | \$95.00 |

MODERN HISTORY

| | |
|-----------------------------|---------|
| B. Hoeppe et al – Inquiry 1 | \$50.00 |
| B. Hoeppe et al – Inquiry 2 | \$50.00 |

MUSIC

| | |
|-----------------------|---------|
| Scores | \$60.00 |
| Photocopied workbooks | \$40.00 |

PHYSICAL EDUCATION

| | |
|---|---------|
| Physical Education for Queensland Schools Units 1 and 2 | \$65.00 |
|---|---------|

PHYSICS

| | |
|---------------------------|---------|
| Oxford - Physics Unit 3&4 | \$95.00 |
|---------------------------|---------|

VISUAL ART

| | |
|-----------------------------------|----------|
| Paint and Painting Utensils (2D) | \$60.00 |
| Drawing and Printing Equipment | \$60.00 |
| Clay and Installation Consumables | \$100.00 |
| Journal | \$20.00 |

For Secondary School Curriculum

Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to access educational resources their children need for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed an Everton Park State High School SRS for the provision of educational resources associated with your child's education. For more information regarding the SRS please see evertonparkshs.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:

| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|---|
| <p>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 publish information about the SRS costs and inclusions each year. 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.</p> <p>I wish to make payment each year by:</p> <p><input type="checkbox"/> A single payment for the full year's fee</p> <p><input type="checkbox"/> Term instalments (paid over the first 3 terms)</p> <p><input type="checkbox"/> An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other payment method)</p> <p>Please contact the Business Manager bsm@evertonparkshs.eq.edu.au to arrange</p> <p><input type="checkbox"/> I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 10-14 overleaf)</p> | <p>I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse).</p> <p>I understand I must provide my child with all items that would otherwise be provided to my child by the SRS as detailed on the information provided by the school.</p> <p>I understand that if my child is eligible for the Textbook and Resource Allowance (TRA) the school will contact me. For more details regarding the TRA and eligibility criteria enter "Textbook and Resource Allowance" into the search tool on the Department's Policy and Procedure Register at http://ppr.det.qld.gov.au</p> <p>I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.</p> |

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: _____

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.

Textbook and Resource Allowance (TRA)

6. The State provides the TRA annually to parents of eligible secondary students to assist with the costs of education.
7. The TRA is paid to the school based on enrolment data and will reduce the cost of participating in the SRS.
8. Parents who choose NOT to participate in the SRS and whose children are eligible for the TRA have the option to receive the TRA as a credit to their child's school account or directly from the school.

Parents and Citizens' (P&C) Association support of the SRS

9. 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

10. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
11. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
12. The onus of proof of financial hardship is on the parent.
13. The school may require annual proof of continuing financial hardship.
14. All discussions will be held in the strictest confidence.

Parents participating in the SRS

15. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
16. [An] Invoices for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
17. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
18. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
19. 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.
20. 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.
21. 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.
22. Parents must inform the school if items on the list of resources are not received.
23. 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

24. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
25. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
26. 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.
27. 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

28. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
29. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
30. 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.
31. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
32. Parents must be given the option annually to choose not to participate in the SRS.
33. 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.
34. 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.
35. 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.
36. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
37. 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 the TRA (if eligible) 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, parents will be liable to pay this balance of funds.
38. 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.
39. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt