



**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 a Student Resource Scheme SRS for all year levels.

**Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:**

**Yes**

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.

**I wish to make payment each year by:**

A single payment for the full year's fee

Term instalments (paid over the first 3 terms)

An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other payment method)

Please contact Business Manager to arrange:

I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 10-14 overleaf)

**No**

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse).

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.

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>

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

**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: \_\_\_\_\_

School use only:

Negotiated instalments: \_\_\_\_\_ Approved by: \_\_\_\_\_

## 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] invoice/s 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 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