



# Student Resource Scheme

Version 1.0

## Information Letter

This document contains information about the Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee. The Queensland Government supports students' 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, Redlynch State College operates a SRS.

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 are approved by the school's P&C Association annually.

## 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 no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

### Student is new to the school

Parents are required to complete and return the SRS Participation Agreement Form indicating participation or non-participation in the scheme for the first time. For non-participation, the parent is then required to provide the educational resources listed 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 student of the school

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 below SRS Resource list. This list is also available on the College'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.



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## 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 (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.

## 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. To arrange an appointment with the Business Manager – Finance to discuss your options, please contact the College on 07 4039 9222;

## 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 and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debtmanagement.pdf>

## Payment Method

SRS payments can be made by QParents/BPOINT, EFTPOS (Credit/Debit Card) or 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.

## Stationary and Uniform Requirements

Additional to the SRS is the purchase of college uniforms and year appropriate stationary needs. The Uniform guide and Stationary lists can be found on the College's website on the Enrolment page and are purchased from the P&C shop located on the Primary Campus.