

Charleville State High School

Student Resource Scheme

Annual Parent Information Letter



Dear Parents/Guardians,

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 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 is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Charleville State High School 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. 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 at the meeting held in October 2023.

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 (Green) when joining the scheme for the first time. If no participation form is received by **23/02/2024**, 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 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 available from the school office.

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.

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 (eg: 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 of time (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/replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

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. 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 & 8	\$150
Years 9 to 12	\$150 + \$100 laptop hire

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.

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.

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/debt-management.pdf>).

Payment Method

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

- 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.
- Direct Debit - BSB: 064 407 Account: 00090077

Contact Us

For all queries regarding the SRS and its inclusions, please contact the Charleville State High School Office.

Complete the SRS Fee Payment Arrangement Form and return to the school administration office by 23/02/2024.

Charleville State High School

SRS Fee Payment Arrangement Form - 2024

**Section 1: Student Details**

Student Name	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year 7 - 8 Curriculum Resources	\$150.00	<input type="checkbox"/>
Year 9 – 12 Curriculum Resources + Laptop Hire	\$250.00	<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:		<input type="checkbox"/>
2. Term instalments - \$50 before end of Term 1 (remainder paid by end of Term 2)	Instalment 1: Instalment 2:		<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<input type="checkbox"/>

Section 4: Return of the Participation Form

Parents are reminded to complete and return the **SRS Participation Agreement Form** when joining the scheme for the **first time** or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form? Yes No

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form. Please ask office for this Agreement Form.

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	