INFORMATION REGARDING STUDENT RESOURCE SCHEME AND VOLUNTARY FAMILY CONTRIBUTION FOR 2017

Dear Parents/Caregivers

Eumundi State School has for many years chosen to operate a Student Resource Scheme (previously called the School Resource Levy) to assist with the cost of purchasing additional educational resources to provide enhanced learning opportunities for all children. The scheme is supported and approved by the School’s Parents and Citizens Association and operates under the policy and guidelines of the Department of Education, Training & Employment (DETE). The scheme is not used to raise funds for other purposes.

The purpose of the scheme is to provide the parent/caregiver with a cost effective more economical alternative to purchasing required resources and consumables through reduced prices gained from the school’s bulk purchasing processes. The provision of this scheme ensures that well-resourced learning by our students remains our key focus.

**PREP TO YEAR 6 - $70 per child**

1. Equipment and resources to support literacy and numeracy activities
2. Reproduced worksheets and teacher prepared material which complement and/or substitute textbooks
3. Student material used for classroom projects
4. Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials eg: art and craft supplies, cooking materials, science materials and computer software
5. Online digital resources to support all areas of the curriculum eg. Reading Eggs, World Book, Springboard into Comprehension

Please read and sign the “Student Resource Scheme Participation Form” attached to this letter.

The following activities are not included in this scheme and will be invoiced separately.

**EXTRA CURRICULAR ACTIVITIES** such as:

- school excursions/camps
- sporting events: eg surf awareness, swimming, district sports, transport to and from sporting activities
- transport to and from cultural activities
- competitions: eg University of NSW etc are invoiced separately. Invoices are generated and to be paid by the due date.

**VOLUNTARY FINANCIAL CONTRIBUTION FOR 2017**

Our school also operates a Voluntary Financial Contribution Scheme (VFC) each year. The P&C in consultation with the school community will decide how this money is spent via once a month meetings which are open to all.

This is one payment per year $80 per family (more than one child at school).

*Payment can be made via direct deposit in the school account: BSB: 064-440 Account: 00090095. If paying with direct debit please add your child’s name and VFC as the reference.*

The Department of Education and Training information sheet on VFCs is attached to this letter.

Thank you for your continuing support in the educational outcomes of Eumundi State School students.

Michael Connors
Principal

* WHILE WE LIVE WE GROW *
Student Resource Scheme
Participation Agreement Form

Participation

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child’s education. These resources enhance your child’s educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level, and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child.

☐ Yes I wish to participate in the Student Resource Scheme in 2017 (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in 2017 (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 39.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

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<tr>
<th>Student Given Name</th>
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Parent Details

Name: ____________________________
Parent Signature: ____________________________ Date: ____________________________

Payment Arrangement

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Installments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_____; Term 2: $_____; Term 3: $_____; or as negotiated with the school: ____________________________.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: ____________________________ Position: ____________________________

Payment Method

I wish to make payment by: ☐ QParent/BPOINT* ☐ BPAY** ☐ EFTPOS (Credit/Debit Card)
☐ Centrepay Deduction*** ☐ Cheque ☐ Cash

* Online through QParents/BPOINT or see your school’s website
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 your CRN, please contact the school.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office
Privacy Statement
The Department of Education and Training, through the school, is collecting your personal information in accordance with section 8 of the Education (General Provisions) Act 2005 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. This information will only be accessed by school employees administering the scheme. Some of this information may be given to 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 to the Department of Education and Training or it is required by law to make the disclosure.

Purpose of the Scheme
1. In accordance with the Education (General Provisions) Act 2005, 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 citizens of Australian citizens or permanent residents, is met by the State.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition of these costs can be high, the school operates a Student Resource Scheme (the "Scheme") that enables a parent to enter into an agreement with the school the cost of participating in the Scheme is paid for during the year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
3. The purpose of the Scheme is to provide the parent with a cost effective alternative to purchasing textbooks and resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
4. The Scheme helps students to achieve their educational goals and saves the parent time and money in sourcing the prescribed materials elsewhere.
5. The Scheme is not used to raise funds for other purposes, and revenue collected through the Scheme is applied only to the operation of the scheme.

Participation in the Scheme
6. Participation in the Scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded by the scheme.
7. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the Scheme.
8. If a parent chooses to participate in the Scheme, no fee will be due and payable by the parent for the item(s) provided by the scheme.
9. If a parent chooses to participate in the Scheme, an unpaid fee will be subject to the school's debt collection processes.
10. A parent who does not wish to participate in the Scheme is responsible for providing the student with all items that would otherwise be provided by the Scheme. The parent is responsible for the student's assessment in the absence of Scheme-provided items. A fee is taken at this meeting on supporting the operation of the scheme.

Parents/Citizens' Association Support of the Scheme
11. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance
12. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or an officer of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current assistance rates are available from http://education.qld.gov.au/parents/education/fees-and-assistance.html.

Payment Arrangements
13. Payment of the participation fee may be made by EFTPOS (Debit Card), MasterCard, Visa, American Express (where accepted by the school), cheque or cash.
14. Payment may be made through the Parental portal using a credit card.
15. Payment will be directed from the Parental portal to BPOINT where relevant outstanding invoice information may be selected.
16. When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. Unless your DNR, please contact the school.

17. The School does not accept payment via an imprest account or as an interest-free loan.
18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, no receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulty
20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligation can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme
23. Payment of the prescribed participation fee is to meet the cost and conditions of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of this Agreement, in the event of a dispute between the school and the parent, the decision of the Principal is final.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, as annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the school will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List and access to textbooks, as specified by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise indicated by the scheme.
28. Non-payment of the participation fee for the designated payment period(s) will generate a reminder notice to the parent from the school at intervals of 30 days and once 90 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the Scheme due to non-payment of a participation fee, and/or may require the return of items provided by the Scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity, but not from graduations and formals.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary student use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year when the student leaves the school, whichever is the sooner. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost, or negligently damaged, parents will be responsible for payment to the Scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.
36. If a student enters the Scheme after the first week of school, a pro-rata participation fee will apply.
37. If a student, having paid a participation fee, leaves the school through the year, and in the year refund will be made to the parent, calculated on the participation fee plus, less the cost of consumed materials and the replacement cost of items items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

Uncontrolled copy. Refer to Department of Education and Training Policy and Procedure Register at http://www.det.qld.gov.au to ensure you have the most current version of this document.

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Voluntary Financial Contribution
Information Sheet

Each State school is resourced by the State Government through appropriation funding to provide a core educational service to students. Voluntary financial contributions are used by schools to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

Operating Statement
1. The costs of providing instruction, administration and facilities for the education of students at the school are met by the State Government for students enrolled at the school who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents.

2. The school is resourced by the State Government through school appropriation funding to provide a core educational service.

3. Section 56 of the Education (General Provisions) Act 2006 provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school. If the student is an adult, the principal may ask the student to make a voluntary financial contribution.

4. Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

5. A voluntary financial contribution is not a fee. Debt recovery action will not be undertaken by the school for non-payment of all or part of a request for a voluntary financial contribution.

6. A voluntary financial contribution is separate from a Student Resource Scheme that might operate in the school.

7. While the request to parents may indicate a nominated amount, the financial contribution to the school is voluntary, and there is no obligation on a parent to make all or part of the contribution.

8. To enable an informed decision to be made by the parent, the request for a voluntary contribution should indicate how the funds will be used by the school.

9. The school and the parents share decision-making and responsibility for the operation of the voluntary financial contribution funds. The amount of the requested contribution and the operation of the voluntary contributions are endorsed by the Parents and Citizens’ Association annually.

10. The voluntary financial contribution funds may be managed by the school or the Parents and Citizens’ Association, but not by a third party.

11. The voluntary financial contribution is not to be a deterrent for a student enrolling at the school, participating in extra-curricular activities or undertaking a particular subject.

12. Where a parent decides not to make a voluntary financial contribution, instruction, administration and facilities for the education of the student at the school will continue to be provided by the school, and the student will suffer no educational detriment by way of school action as a result of the decision.

13. For any payment by cash, cheque or credit/debit card, a receipt will be issued.