



Student Resource Scheme

Craigslea State High School has had a Student Resource Scheme in place for many years. It was previously called Subject Contribution and was introduced to enable the school to provide students with classroom resources in a cost-effective way. Since 1 January 2011 the Scheme has operated under the policy and guidelines of the Department of Education. The Scheme is supported annually by the school's P&C Association, managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

It is the responsibility of the Parents/Caregivers to supply textbooks and resources for their children; the role of schools and Government is to assist in this.

A list outlining the prescribed textbooks and other materials under this Scheme is available on the school's website.

The procedure for 2025 will be:

- Students will be invoiced within the first three weeks of the new school year and payment should be made to the Cashier's Office in the Administration Block as early as possible, but no later than the **last Friday in March 2025**.
- Credit Card/Eftpos (no cash out) facilities are available.
- An official receipt will be issued as payment is received.
- Those Parents/Caregivers who do not join the Resource Scheme will have the option of receiving an individual Textbook Allowance cheque but are reminded that they will need to purchase all textbooks, class sets and consumable resources required.

Mick Leigh
Principal

Cindy Chiu Chong
P & C President



Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access curriculum resources or materials that are not funded by the government.

State funding for schools does not extend to individual student resources such as textbooks, personal laptops/iPads and other items used/consumed by the student in the classroom. Supply of these items is the responsibility of the parent.

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.

Terms and conditions for participating in the scheme are provided on the reverse side of the form, including provision of the Textbook and Resource Allowance (TRA) where applicable.

Participation is for the duration of your child's enrolment at the school. Parents pay the annual participation fee in accordance with the selected payment arrangement. Parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form.

Parents not participating in the scheme must provide their child with all items that would otherwise be provided by the scheme as detailed on the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

Any new Participation Agreement Form submitted and received by the school will supersede any previous form lodged.

To assist schools in managing and administering the scheme, parents are required to complete the Participation section of this form. Tick the box indicating your preference, fill in your child's information, sign and return the form to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information, the school will take the view that you do not wish to participate. You must provide the educational resources for your child.

Payment

On agreeing to participate in the SRS, a parent agrees to pay any costs associated with the SRS as advised and invoiced by the school.

If you are experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

- YES I wish to participate in the Student Resource Scheme for the duration of my child's enrolment at the school.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of the SRS participation in any year by completing a new Participation Agreement Form.
- NO I do not wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	Craigslea State High School
Student Name	
Year Level	
Parent / Caregiver Name	
Parent / Caregiver Signature	
Date	

Terms and Conditions

Privacy Statement

The Department of Education collects this information 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. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, 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 children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources listed for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the prescribed fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. A student entering the school during the school year is entitled to pay a pro-rata fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see point 38 regarding TRA eligibility) 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, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. 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 to enable their child to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or
 - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. 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
<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Textbook and Resource Allowance (TRA)

38. The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates
<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>
39. The TRA is used to offset the fees associated with participation in the SRS.
40. Parents not participating in the SRS will receive the TRA directly from the school.
41. Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.