



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### STUDENT RESOURCE SCHEME

## Annual Parent Information Letter

Dear Parent/Caregiver,

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 items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Pacific Pines State High School operates a SRS for 2024.

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 were approved by the school's P&C Association at the meeting held on 8/09/2020.

### 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 when joining the scheme for the first time. If the parent chooses not to participate in the SRS Scheme, you will be required to meet with their Year Level Deputy Principal to discuss your decision. The parent is then required to provide the educational resources listed in the SRS Non Participant List 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...*

From 2021, all parents are required to complete the new SRS Participation Agreement Form. This form will be current for the duration of the student's enrolment or until the parent completes a new SRS 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 schedule a meeting with their Year Level Deputy Principal and provide the educational resources listed in the SRS Non Participant List for their child by the start of the school year.

### Resource Inclusions

All resources included in the SRS are detailed in the attached [SRS Resource list](#). This list is also available on the school'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.



### 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 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 or 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:

A flat fee for all students in the school, OR

A flat fee for a cohort group of students (e.g. a year level), OR

A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

### 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 to 10	<b>Approximately \$155</b>
Years 11 to 12	<b>Approximately \$337</b>

### 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.



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### 2024 Student Resource Scheme (SRS) – Fee Payment Options

In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, is met by the State.

Parents/Carers are directly responsible for providing textbooks and other resources for their children while attending school. As these costs can be high, Pacific Pines State High School provides a service to assist parents with the costs of these educational resources, known as a Student Resource Scheme (SRS). The school SRS incorporates resources, textbooks and consumables.

To ensure outstanding value for money and to support families at Pacific Pines SHS, we have kept the SRS at \$325.00 annually and have limited the implementation of subject levies.

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 as shown in the table below. Thus, the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school. The diagrams below reflect how the TRA has been deducted from the SRS fee of eligible students who have opted in to the Curriculum SRS.

	Cost of SRS		TRA		SRS Invoice
7 - 10	\$480	-	\$155	=	\$325
11 - 12	\$662	-	\$337	=	\$325

**Payment in full by Friday 17 November 2023 will ensure a discount of \$25.00 per student, reducing the fee to \$300.00 per student.** You may also elect to pay by installments (but no discount will be applied)

1st instalment \$125.00 due by 26 Jan, 2024  
2nd instalment \$100.00 due by 5 March, 2024  
3rd instalment \$100.00 due by 28 April, 2024

If the instalment option is not chosen, the total amount of \$325.00 is due by 27 January 2024 ensuring your student is able to access resources immediately and be able to fully participate in the curriculum.

INVOICE PAYMENT OPTIONS	
PAYMENT OPTIONS	DETAILS
BPOINT	The BPOINT link can be found at the bottom of your invoice as a hyperlink. Alternatively, phone <b>1300 631 073</b> and quote your Invoice and CRN numbers as listed on your invoice.
Internet Banking	Account Name: Pacific Pines State High School Account Number: 10072737 BSB: 064-474 Reference: Student EQ ID or Invoice Reference (eg. 0123456789A Fees)
Direct Debit	Student Resource Scheme Fee can be broken down in instalments of weekly, fortnightly or monthly. These can be set up from Bank Accounts and Credit Cards. Please contact Megan Lee in the Finance Office on 07 55025130 to set up your individual plan. Payments need to be received consistently for individual payment plans to remain active.
Centrepay	Fortnightly deductions from these payments can be set up via Megan Lee in the Finance Office on 55025130. Please do NOT send your form directly to Centrelink. The finance office will record your payment preference and submit the form digitally on your behalf.

If you are experiencing financial hardship, please email [mlee140@eq.edu.au](mailto:mlee140@eq.edu.au) to discuss part payment options.



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### 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 Methods

SRS payments can be made by BPOINT, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay, Direct Debit, Secure Phone Banking, Internet Banking.

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. Please contact the Schools **Accounts Receivable Officer on 5502 5130 or [mlee140@eq.edu.au](mailto:mlee140@eq.edu.au) for assistance with centrepay.**

Direct Debit Deductions can be set up from bank accounts or credit cards and made directly to the students account. Please contact the Finance office on 07 5502 5130 to set this up.

Secure Phone Banking - Please call 1300 631 073 and follow the prompts.

Internet transfer can be done directly into the school bank account.

Bank – Commonwealth of Australia

Account Name – Pacific Pines State High School General Account

BSB – 064 474

Account Number – 1007 2737

Please use the student EQ ID number or the Invoice number as a reference.

*[It is very important that you are accurate with your payment reference. If we cannot identify your payment, we cannot allocate it correctly.]*

### Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the schools **accounts receivable officer on 5502 5130 or email [mlee140@eq.edu.au](mailto:mlee140@eq.edu.au)**



## SRS Fee Payment Arrangement Form

### Section 1: Student Details

Student Name	
Student ID	
Year Level	

### Section 2: SRS Category

SRS Category	SRS Fee Payable
Year 2024 Curriculum Resources	\$325.00

### Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
If paid in full by 17/11/2023 a discount of \$25.00 will apply  <b>OR</b> A single payment for the full year's fee due by 27/01/2024	Total Discounted Payment:  Total:	<b>\$300.00</b>  <b>\$325.00</b>	<input type="checkbox"/>  <input type="checkbox"/>
3 Instalments – Due 26/01/2024 Due 05/03/2024 Due 28/04/2024	Instalment 1: Instalment 2: Instalment 3:	<b>\$125.00</b> <b>\$100.00</b> <b>\$100.00</b>	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Contact Finance Officer on 5502 5130</b>	<b>\$325.00</b>	<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.*

### Section 5: Parent Signature. If account is to be split, both account holders must sign below.

Parent Name		
Parent Signature		
Date		
Debtor Percentage (e.g. 40% and 60%)		



## Student Resource Scheme - Participation Agreement Form

### The Student Resource Scheme

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

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students.

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. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school; however, 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. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

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

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it 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 documents, the school will take the view that the parent does not wish to participate.

### Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families 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.** 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 participation in the SRS in any year by completing a new Participation Agreement Form.

**NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** 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.

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form 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.



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1. 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 as advised by the school 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 by completing this form.
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 participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation 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 Additional Information 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 student with all items that would otherwise be provided by the SRS to enable their student 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.



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23. returned by the agreed date or if the student leaves the school.
24. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
25. The school administration office must be notified immediately of the loss or damage to any hired item.
26. 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.
27. 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.
28. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

29. 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.
30. Payment of the participation fee must be made as per the payment methods nominated by the school.
31. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

32. Payment of the participation fee is a requirement for continued participation in the SRS.
33. 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 <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

### Parents' Experiencing Financial Hardship

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

## Additional Information

### Textbook and Resource Allowance (TRA)

- 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>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

**Uncontrolled copy.** Refer to Department of Education

Policy and Procedure Register

<http://ppr.qed.qld.gov.au> to ensure you have the most current version of this document





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### CENTREPAY DEDUCTION FORM

Please complete this form in full and return it to the Finance Window

PART A – PARENT/GUARDIAN DETAILS													
FAMILY NAME:													
GIVEN NAME/S:													
YOUR DATE OF BIRTH:													
PHONE NUMBER:													
CENTRELINK REFERENCE NUMBER:							-						
CENTRELINK PAYMENT TYPE:													
PART B – STUDENT DETAILS													
NAME:						STUDENT ID:							
NAME:						STUDENT ID:							
NAME:						STUDENT ID:							
NAME:						STUDENT ID:							
PART C – TYPE OF REQUEST													
START – a new deduction for Student Resource Scheme (Complete Part E and H)													
CHANGE – a current deduction for Student Resource Scheme (Complete Part F and H)													
CANCEL – a current deduction for Student Resource Scheme (Complete Part G and H)													
PART D – SERVICE PROVIDERS DETAILS													
NAME:				Pacific Pines State High									
ADDRESS:				PO Box 380, Helensvale 4212									
PHONE NUMBER:				(07) 5502 5111									
CENTREPAY REFERENCE NUMBER													
PART E – CHANGE A CURRENT DEDUCTION FOR STUDENT RESOURCE SCHEME													
FORTNIGHTLY AMOUNT:													
START DATE:													
ONGOING :			<input type="checkbox"/>	OR	TARGET	<input type="checkbox"/>	\$	OR	END	/	/		
					AMOUNT:				BY:				
Once Part E is completed, please complete Part H													



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## CHANGE A CURRENT DEDUCTION FOR STUDENT RESOURCE SCHEME

FORTNIGHTLY AMOUNT:	\$
START DATE:	/ /
ONGOING PAYMENTS:	<input type="checkbox"/> TARGET AMOUNT: <input type="checkbox"/> \$

Once Part F is completed, please complete Part H

## PART G – CANCEL A CURRENT DEDUCTION FOR STUDENT RESOURCE SCHEME

CANCELLATION DATE:	/ /
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Once Part G is completed, please complete Part H

## PART H – AUTHORISATION – Please read, sign and date the statement (Must be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

- I give permission for:**
- The information I have provided on this form to be given by Human Services to the services provider (or their agent).
  - The services provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

- I understand that:**
- If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increased by up to \$2 to cover the final amount.
  - If I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
  - If I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
  - It is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
  - If I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
  - If I change service providers, I may also need to advise Human Services to stop my previous deduction.
  - When a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.

### PRIVACY AND YOUR PERSONAL INFORMATION

Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim. Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law. You can get more information about the way in which the Department of Human Services will manage your personal information, including their privacy policy at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

Your signature:	
Date:	/ /