



Sandgate District State High School

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STUDENT RESOURCE SCHEME 2017

The P&C has endorsed the Student Resource Scheme for the school on Wednesday 20 April 2016.

The Student Resource Scheme fee for 2017 is \$280.00 per student (Participation Agreement form attached). The fee can be paid in Term 4 2016. In 2017, payment can be made from the student free days **Thursday 19 or Friday 20 January 2017**. The fee payment plan must be finalised by **Friday 3 February 2017**.

At the equivalent of approximately \$7.00 per school week/per student the Student Resource Scheme fee enables us to deliver a high quality curriculum to all students and includes for example:

- Consumables such as art materials, manual arts materials, protractors, rulers, chemicals etc.
- Reproduced class workbooks, worksheets and teacher prepared materials which compliment and/or substitute for textbooks.
- Textbooks and class sets. Students will be notified by teachers of the texts they are required to collect. The Student Resource Scheme fee receipt must be presented to the Text Hire section in the library before school, at morning break or lunchtime for individual collection of texts. Teachers will organise class sets as required.
- Student organiser/diary
- ID card which can be used for school transport etc.

The fee does not cover the supply of basic stationery e.g. exercise books, pens, pencils etc. which must be supplied by the student. The P&C run a pre-paid system to make stationery purchases as convenient as possible and receive a small commission for their effort. Stationery lists are distributed at the end of 2016.

Participation in the Student Resource Scheme is not compulsory. However, if you agree to join the scheme, the payment of the \$280.00 fee is compulsory. Participation in the scheme is the most cost effective way to receive the resources needed by a student for successful study. Income derived from this fee makes up approximately half the cost of delivering the basic curriculum in the school. We want the best for all our students and if everyone pays the general fee, then **all students are able to access the same high quality resource at the cheapest possible cost**.

If you choose not to participate in the scheme, you will receive a cheque from the school to the value of the Government Textbook and Resource Allowance (2016 allowance rates are: \$121 for Yrs 7, 8, 9 & 10 and \$262 for Yrs 11 & 12), after subject specific costs have been received, and required text books have been purchased. Given that textbooks are now costing an average of \$30.00 and up to \$80.00 each, with subjects like English requiring around 8 texts in a year, and material costs in subjects like manual arts being as much as \$95.00, you are advised that payment of the Student Resource Scheme fee is the cheapest way to ensure your child can fully participate in the curriculum.

If you do not want to participate in the Student Resource Scheme, please complete the Participation Agreement form and return to the school by Friday 3 February 2017. If this form is not received by the school by this date, it will be assumed you have elected to be part of the scheme and you will be billed the relevant charges.

DISTINCTIVE CURRICULUM:

Distinctive Curriculum fees apply to Academy of Sports, Immerse IT, Academic Achievers and Instrumental Music. **Students are invoiced individually by the end of Week 2 of 2017**. The fees paid depend on the services being accessed by the student and must be paid by 12 February 2017. Payment for these additional services cannot be accepted until a deposit or full payment of the Student Resource Scheme fee has been paid. Failure to pay these fees may mean that students are required to make alternate curriculum choices.

SCHOOL LAPTOP PROGRAM

- **Years 7-9 Academic Achievers/ImmerseIT:** School 1-1 program requiring \$100 deposit after being offered a place in the program in 2017. Ongoing cost is \$250/student/year. This price includes a device, filtering of content, accidental damage protection, unlimited technical support, laptop locker and software. Payment to be received by **Friday 3 February 2017**.
- **Years 10-12:** School 1-1 Program requiring \$250 to be paid by **Friday 18 November 2016** (this price includes a device, filtering of content, accidental damage protection, unlimited technical support, laptop locker and software).
- **Years 10 - 12 BYOx (Bring Your Own Device):** Years 10 - 12 students may elect to opt out of the School Laptop Program and participate in a trial BYOx Program. A Network Access Fee of \$100/student/year gives access to the EQ platform including network drives and printers, filtering of content, limited technical support, laptop locker and essential software. Students wanting to participate in the BYOx Program will need to pay \$100 by **Friday 18 November 2016**.

VOLUNTARY CREDIT

As an additional service to parents, we will accept a payment of \$50.00 per student against which costs for excursions, competitions, sport, work placement fees etc. can be debited as they are incurred, rather than families having to find small amounts of money as needed. Many parents find this to be a very convenient option and when the \$50.00 is expended, top up their child's account with another \$50.00.

P&C VOLUNTARY CONTRIBUTION

The P&C has funded improvements to the school grounds as part of the School Grounds Master plan and installed fans in the Performance Hall. Their current project is planning for the building of a new Visual and Performing Arts centre. The prime source of income for the P&C is from tuckshop sales. Many parents would like to support P&C activities, but find their busy lives prevent them from doing so. If you would like to assist the P&C financially, please send along a suggested \$50.00 contribution per family, or an amount of your choosing.

CHAPLAINCY VOLUNTARY CONTRIBUTION

The chaplain supports students, their families and staff in a range of ways including: pastoral care; general religious and personal advice; comfort and support in cases of bereavement, family breakdown or other crisis and loss situations; organises Harmony Day; and participating in school camps and sport days. The Chaplaincy is funded via donations to Scripture Union, donations from the school community and the Federal Government's National School Chaplaincy and Student Welfare Program. If you would like to support Chaplaincy, please make a donation.

If you have any queries, please contact the Business Services Manager, Mrs Sandra Dias on 3869 9888.

SANDGATE DSHS PAYMENT FORM 2017

(Student Resource Scheme, Laptop Program, Voluntary credit, Voluntary contributions for P&C and Chaplaincy)

Please return this form to the cash collection office with your payment.

In 2017, payments can be made at the cash collection office at the following times:

Students 8:15 am – 8:45 am and First & Second Break - Parents 8:15 am – 3:00 pm

In 2017, on the Student Free Days (Thursday 19 and Friday 20 January) and for the first week of school, the cash collection office will be open from 8:15 am to 3:30 pm

Student's Name / Names	Year Level in 2017
1:	
2:	
3:	

Please select one of the payment plans below to suit your needs and record your payment against your chosen option

Plan	Details	Total
Full Payment Student Resource Scheme Fee	\$280.00 x _____ (number of students)	
OR Monthly Payment Student Resource Scheme Fee (Initial payment plus \$50.00/student monthly payment by the last day of February, March, April and May)	Initial payment \$80.00 x _____ (number of students)	
Years 10 – 12 BYOx Scheme (Bring Your Own device)	\$100.00	
Laptop Payment	\$250.00	
Voluntary P&C contribution	\$50.00 per family or any other amount you wish to contribute	
Voluntary Chaplaincy contribution	\$25.00 per family or any other amount you wish to contribute	
Voluntary Credit against which fees for excursions, sport travel, work placement etc. can be debited	\$50.00 x _____ (number of students)	

Method of payment

I wish to pay by: <input type="checkbox"/> Cash I wish to pay by: <input type="checkbox"/> Cheque	Frequency of payments Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> In Full <input type="checkbox"/>	Instalment Amount \$	Date Commence	Date Complete
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I wish to pay by: <input type="checkbox"/> B Point CRN: _____ Invoice No: _____ Student Name: _____ http://www.bpoint.com.au/payments/dete	Frequency of payments Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> In Full <input type="checkbox"/>	Instalment Amount \$	Date Commence	Date Complete
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CRN, Invoice number and Student Name must be quoted each time a transfer is made. If these details are not quoted, responsibility to trace unidentified transactions will not be accepted by Sandgate District State High School

I wish to pay by: <input type="checkbox"/> Centrepay	If you choose this option we will send you the appropriate paperwork for you to complete, sign and return to Sandgate District State High School at 41 Braun Street Deagon 4017 or fax to 3869 9800
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I wish to pay by: <input type="checkbox"/> Direct Credit BSB: 064-124 Account No: 0090 3293 Student / ID No: _____	Frequency of payments Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> In Full <input type="checkbox"/>	Instalment Amount \$	Date Commence	Date Complete
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Student Name or ID number must be quoted each time a transfer is made. If the Student Name or ID number is not quoted responsibility to trace unidentified transactions will not be accepted by Sandgate District State High School

I wish to pay by: <input type="checkbox"/> Credit Card Please complete details below				
I hereby authorise Sandgate DSHS to debit my				
<input type="checkbox"/> Bankcard	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	For \$	
Card Number			Expiry Date	
Name of cardholder as it appears on the card			Signature of cardholder	

Receipts are generated for any payment made. Fees for Distinctive Curriculum Offerings will be invoiced separately. Fees for co-curricular activities are charged on a cost recovery basis when the activity occurs.

STUDENT RESOURCE SCHEME PARTICIPATION AGREEMENT

(this form must be returned to the School Cash Collection Office)

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

No I do not wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms and Conditions of the scheme (below) and agree to abide by them, particularly paragraphs 12 and 38.

Parent/Guardian Name: _____ Signature: _____

Date: ____/____/____ Phone Number: _____

TERMS AND CONDITIONS OF STUDENT RESOURCE SCHEME 2017

Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The 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 or the Department of Education and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. 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, or children 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 that 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 that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
6. 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

7. 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 to them by the scheme.
8. 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.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. 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

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 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 as an offset 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 allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. 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.
17. 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.

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, a 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 Difficulties

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 obligations 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 fee implies acceptance 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 the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an 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 scheme 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* as being provided by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 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 extra curricula school activity.
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 use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. 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, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme 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.

