Warwick East State School

# Student Resource Scheme

# Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2025 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, Warwick East State School operates a SRS for 2025.

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.

### 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. If no participation form is received by 22/2/2025, the school will take the view that the parent has chosen to opt out of the SRS.

### Resource Inclusions

Resources included in the SRS are access to the printed ensemble music from the Warwick Area Instrumental Music Library Levy. For students hiring school instruments, this also includes the loan of the instrument for the year but excludes consumables as required for each individual instruments.

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:

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.

Please refer to the SRS Resource list for the associated costings.

### The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.

### 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), Centrepay.

* 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.

### Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **Jodie Smith 4660 5888 or bsm@warwickeastss.eq.edu.au**

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 22/2/2025***

# Warwick East State School

# SRS Fee Payment Arrangement Form

### Section 1: Student Details

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student ID** |  |
| **Year Level** |  |

**Section 2: SRS Category**

|  |  |  |
| --- | --- | --- |
| **SRS Category** | **SRS Fee Payable** | **Option Selected** |
| Instrumental Music Program | **$20.00** |  |
| Instrument Hire | **$40** |  |

### 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: | **$20/60** |  |
| 1. Term instalments (paid over the first 3 terms) | Instalment 1:  Instalment 2:  Instalment 3: | **$20**  **$20 (hire)**  $**20 (hire)** |  |

### 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

|  |  |
| --- | --- |
| **Parent Name** |  |
| **Parent Signature** |  |
| **Date** |  |