



# Greenbank State School

## Student Resource Scheme

### Annual Parent/ Caregiver Information Letter

Dear Parents/Caregiver,

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, Greenbank SS operates with an SRS for 2025.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parent 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 8/10/2024.

#### 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 no participation form is received by 14/02/2025, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS 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...*

A parent's participation or non-participation in the scheme will continue as per their previously completed 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 provide the educational resources listed in the SRS 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).
- **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.

### **The SRS Participation Fee**

The SRS fee payable for the year is available in the attached information and published on the school's 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), Cheque, Cash or Centrepay.

- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If you are 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. Go to [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

### **Contact Us**

For all queries regarding the SRS and its inclusions, please contact the schools finance team on 07 3380 3222.

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 6/12/2024.***

# Greenbank State School

## SRS Fee Payment Arrangement Form



### Section 1: Student Details

<b>Student/s Name</b>	
<b>Student ID</b>	
<b>2025 Year Level/s</b>	

### Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year Prep Curriculum Resources	<b>\$186.00</b>	<input type="checkbox"/>
Year 01 Curriculum Resources	<b>\$186.00</b>	<input type="checkbox"/>
Year 02 Curriculum Resources	<b>\$186.00</b>	<input type="checkbox"/>
Year 03 Curriculum Resources	<b>\$186.00</b>	<input type="checkbox"/>
Year 04 Curriculum Resources	<b>\$155.00</b>	<input type="checkbox"/>
Year 05 Curriculum Resources	<b>\$155.00</b>	<input type="checkbox"/>
Year 06 Curriculum Resources	<b>\$155.00</b>	<input type="checkbox"/>

### Section 3: Payment Arrangement - Please select the preferred payment option:

Payment options for Year Prep	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$186.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$62.00 \$62.00 \$62.00	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>
Payment options for Year 01	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$186.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$62.00 \$62.00 \$62.00	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>
Payment options for Year 02	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$186.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$62.00 \$62.00 \$62.00	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>
Payment options for Year 03	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$186.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$62.00 \$62.00 \$62.00	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>



Payment options for Year 04	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$155.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$51.66 \$51.66 \$51.68	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>
Payment options for Year 05	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$155.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$51.66 \$51.66 \$51.68	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>
Payment options for Year 06	Instalments	Amounts	Option Selected
A single payment for the full year's fee	Instalment 1:	<b>\$155.00</b>	<input type="checkbox"/>
Term instalments (paid over the first 3 terms) <i>Instalments are due in week 2 of each term</i>	Instalment 1: Instalment 2: Instalment 3:	\$51.66 \$51.66 \$51.68	<input type="checkbox"/>
An instalment plan as negotiated with the school	<b>Insert plan options</b>		<input type="checkbox"/>

#### Section 4: Breakdown of Fee Allocation

Owned: Provided & Consumed	Year Prep Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	<b>\$25.00</b> <b>\$25.00</b> <b>\$25.00</b> <b>\$25.00</b> <b>\$15.00</b> <b>\$15.00</b> <b>\$15.00</b>
Owned: Software/ Apps & Subscriptions	Year Prep Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	<b>\$29.00</b> <b>\$44.00</b> <b>\$44.00</b> <b>\$51.00</b> <b>\$50.00</b> <b>\$42.00</b> <b>\$43.00</b>
Used: 2025 Booklist	Year Prep Year 01 Year 02 Year 03 Year 04 Year 05 Year 06	<b>\$132.00</b> <b>\$117.00</b> <b>\$117.00</b> <b>\$110.00</b> <b>\$90.00</b> <b>\$98.00</b> <b>\$97.00</b>

#### Section 5: 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.

**Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.**

Have you completed and returned the SRS Participation Agreement Form?      Yes       No

#### Section 6: Parent/ Caregiver Signature

Parent/ Caregiver Name	
Parent/Caregiver Signature	
Date	