

Student Resource Scheme – Annual Parent Information Letter

20 November 2023

Dear Parents/Caregivers,

Welcome to Whites Hill State College, a Prep-12 College where we are committed to the holistic development and the personalised learning of our students.

This letter contains important information about the 2024 Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee.

What is provided by the Queensland Government?

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. Parents/carers are directly first day school for the supply of these items.

Whites Hill State College SRS

To provide parents with a convenient and cost effective alternative to purchasing textbooks and other educational resources necessary to enhance student learning experience at school, Whites Hill State College operates an SRS.

Participation in the SRS is strongly encouraged and is for the duration of your child's enrolment at the school, unless otherwise informed. The scheme provides outstanding value for money as the college can purchase resources at lower rates due to its bulk buying power. Resources that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also ensures that all students have access to the same standard of resources.

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.

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. student diary, online logins).
- **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, equipment).
 - 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.

Resource Inclusions

All resources included in the SRS are detailed in the attached SRS Resource list. This is a comprehensive list of all resources included in the scheme and their associated costs.

Resources will be released once the full or first payment has been paid to the school.

Items not covered by the scheme

The SRS does not cover students personal stationery (please see appropriate year level booklist) or uniforms. Other items not included are external charges for example, bus hire and admission costs of excursions, camp fees, guest speakers, Certificate course fees from external providers, TAFE fees, instrument hire.

The SRS Participation Fee

The 2024 annual Student Resource Scheme participation fees are as follows:

- Prep to Year 6 – \$160
- Year 7 to Year 9 – \$310
- Year 10 to Year 12 – \$360

For secondary students this also includes the Textbook and Resource Allowance (TRA) component which has been applied to reduce the SRS fee payable by the parent.

The Department of Education provides a TRA to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. The TRA is provided to the school and applied to the SRS to reduce the cost of participation. 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>).

Payment Method

Whites Hill State College is becoming a CASHLESS School.

Payment options include:

- Bpoint - see link on invoices and statements
- Bank transfer (direct debit) (BSB: 064-104 A/C Number: 0009 0061)
- Centrepay - please contact finance to set up
- Cash or eftpos at the finance office during open hours (Monday - Friday 8am to 9.30am & 2pm to 3.30pm.)

Please note: Payment plans are available with all payment methods. Please contact the finance office if you wish to set up a payment plan.

If you elect to pay the SRS by term instalments you will receive one invoice for the full amount and term instalments will be due by the end of week 1 each term.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss individual payment options. All discussions will remain confidential.

Non-participation of SRS

SRS Participation is optional, and no obligation is placed on a parent to participate. If you elect not to join the scheme you are still required to return the Participation Agreement Form, indicating 'No' by the 8th December 2023.

Should a family choose not to participate in the SRS, the parent/carer is responsible for purchasing and providing those resources for their child whilst they are a student at Whites Hill State College.

A full list of the required resources is contained within this letter and is also listed on our website. Indicative retail prices are included to assist parents/carers in making an informed choice, should they be considering 'not participating' in the SRS.

Payment policy / non-payment of fees

The school operates the Student Resource Scheme to benefit all eligible students. It is not viable for the school to provide this service if fees are outstanding.

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 extra-curricular activities until payments are made.

To be eligible to participate in extra-curricular activities, students accounts must be up to date. A parent who has joined the scheme is expected to have:

- Fully paid the SRS participation fee or
- Paid the SRS participation fee up to and including the term in which the school activity takes place or
- Made regular ongoing payments towards the SRS participation fee as part of a payment plan with the intention of the full fee being finalised by the end of the school year.

Action Required

- **Please complete and return the SRS Participation Agreement Form by 30 November 2022** to the school administration office or by email to admin@whiteshillsc.eq.edu.au .
- Invoices for the year level fee will be emailed late December 2023, where forms have been returned. To ensure your student is able to access all resources, full payment must be made or a payment plan established before the start of school on **22 January 2024**.

Contact Us

For all queries regarding the SRS and its inclusions, please contact the Finance Officer Pru Dickey on 3900 8333 or admin@whiteshillsc.eq.edu.au

I look forward to your support in ensuring your student starts day one prepared and resourced for the academic challenges ahead.

Yours faithfully,



Andrew Beattie
College Principal