



2022 STUDENT RESOURCE SCHEME (SRS) Annual Parent Information Letter

Dear Parents/Carers

This letter contains important information about the **2022 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, Cairns State Special School will operate a SRS for 2022.

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 are approved by the school's P&C Association and will be endorsed at their meeting held on 05/11/2021.

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 **19/11/2021**, 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 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.

Costing Methodology

The schools SRS fee is calculated based on a flat fee for a cohort group of students (e.g. year level)

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 | \$130 |
| Years 11 to 12 | \$281 |

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.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

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, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, 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.
- 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 for more information on how to set up your Centrepay deductions.

What do I need to do?

For new students to the school.....

- Parents/carers complete and return the **SRS Participation Agreement Form** for the first time.
- Parents/carers complete and return the **SRS Fee Payment Arrangement Form** for the first time, indicating your preferred payment arrangement.
- If no Participation Agreement is returned by **Friday 19 November 2021**, the school will take the view that the parent/carer has chosen to opt out of the SRS.
- Parent/carers who opt out of the SRS will be required to provide the educational resources listed in the SRS for their child by the start of the school year.

**** For those families whose enrolment process is not finalised by 19/11/2021, additional Book Packs will be made available and parents/carers will have an opportunity to opt into the SRS any time after this date by completion of the SRS Participation Agreement Form and SRS Fee Payment Arrangement Form. ****

For continuing students 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 **SRS Participation Agreement Form**. *If you are unsure as to whether you have previously completed a Participation Agreement Form – please check with the office.*
- Parents/carers complete and return the **SRS Fee Payment Arrangement Form** indicating your preferred payment arrangement.
- If you wish to opt in to the SRS *please complete the SRS Participation Agreement form + Fee Payment Arrangement Form and return to the school administration office by **Friday 19 November 2021**.*
- 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.



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 |
|--|-------------------------------|--------------------------|
| Junior School Years P-2 Curriculum Resources | \$137 | <input type="checkbox"/> |
| Middle School Years 3-6 Curriculum Resources | \$168 | <input type="checkbox"/> |
| Junior Secondary Years 7-10 Curriculum Resources | \$145 less \$130 TRA | <input type="checkbox"/> |
| Senior School Years 11-12 Curriculum Resources | \$168 deducted from \$281 TRA | <input type="checkbox"/> |

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: | \$ | <input type="checkbox"/> |
| 2. Term instalments (paid over the first 3 terms) | Instalment 1: Instalment 2: Instalment 3: | \$ \$ \$ | <input type="checkbox"/> |
| 3. An instalment plan as negotiated with the school | | \$ | <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

| | | |
|-------------------------|--|--------------|
| Parent Name | | |
| Parent Signature | | Date: |