



**PIMLICO**  
**STATE HIGH SCHOOL**  
*Making a world of difference*



# Student Resource Scheme 2024

Parents/caregivers are directly responsible for providing their students with textbooks and other resources for the student's use while attending school. The Student Resource Scheme (SRS) a cost-effective method of purchasing resources and textbooks offered to families and is the most economical approach to provide the necessary items to enable student learning. It offers value for money when compared to purchasing these textbooks and other resources yourself and saves parents/caregivers the need to shop around for textbooks.

The Pimlico P&C has been given information about the scheme at their meeting on 13 June, 2023 and they have endorsed the inclusions and fees.

The SRS fee for 2024 is \$275\*. This can be paid in full as a single payment or:

- an initial payment of \$100 must be made BEFORE students can receive any resources, we ask for this amount ASAP
- a second instalment due in Term 2 on 05/05/23 (\$100) and
- a final payment in Term 3 on 28/07/23 (\$75).

## ADDITIONAL CHARGES

For students who participate in the voluntary extra-curricular programs, the following charges remain payable regardless of whether you are participating in the SRS or not as these fees cover the cost of participating in these programs. Below are 2024 costs:

- Instrumental Music inc Choir/Guitar \$90.00
- Choir/Guitar alone \$30.00\*\*
- Instrument Hire \$90.00

\* The SRS pricing is reviewed annually & subject to change. Prices are correct as of time of printing.

\*\*If you are participating in the Instrumental Music Program as well as Choir/Guitar, only the \$90 Instrumental Music fee is payable.

## SUBJECT CHARGES

Various subjects in Years 11 and 12 contain additional subject charges. Details of these charges can be found in the Senior Subject handbook and on the subject selection forms for those year levels. Students enrolled in these subjects will be required to pay these fees at the same time as parents make their contribution to the Student Resource Hire Scheme. Students who enrol in VET subjects delivered by an external VET provider must pay the subject charge by the due date or they will be removed from the subject.

Students enrolled in these subjects will be required to pay these fees at the same time as parents make their contribution to the Student Resource Hire Scheme. \*If you are participating in the Instrumental Music Program as well as Choir/Guitar, only the \$90 Instrumental Music fee is payable.

## WHAT THE SCHEME PROVIDES

The \$275 SRS fee paid by parents/caregivers, together with the Government Textbook Allowance paid directly to the school, provides a range of resources for student use, including:

- textbooks for any subjects, in print and/or electronic format, as required;
- printed booklets to supplement/replace textbooks in some subject areas;
- a homework diary (referred to as the Blue Book);
- ID card;
- a wide range of novels for English;
- audio-visual and computer hardware and software in addition to that supplied by the Department of Education;
- remedial teaching kits and materials;
- student portfolios (subsidised);
- technology contribution for internet access, student printing and software licensing;
- additional library resources;
- hats (Year 7 students & students new to the school)
- other items required to help provide a high-quality educational service to students, e.g. sporting equipment.

The scheme provides this package for a set fee for all subjects studied by the student and is not available in part, ie. for individual subjects. Some subject areas may not access a paper or electronic textbook; however, these subjects will have greater reliance on printed booklets, audio-visual, computer materials, class sets of various books and a variety of expendable materials such as timber, steel, associated hardware and foodstuffs.

The scheme does not provide the basic "consumables" required by students. Please refer to the stationery list for items required for each year level. Please note that the general stationery is required on the first day of school.

## HOW DO I PARTICIPATE IN THE SCHEME?

Should you choose to participate in the Student Resource Scheme, you are required to complete the Student Resource Scheme Participation Agreement Form for each of your children by ticking **YES** and return the form together with payment to the School office. Once payment has been received your child will then be issued with the resources.

## WHAT IF I DO NOT PAY THE SCHEME FEE?

Should you choose not to participate in the Student Resource Scheme, you are required to complete the Student Resource Participation Agreement form, tick **NO** and return this form to the School office. An invoice will still be issued for subjects-specific fees as well as a charge for required items supplied by the school, e.g. student diary, printing credit and ID card.

You will also be required to source and purchase the textbooks and other resources listed on the 2024 Year Level Requirement list. This list is available on request at the School office. You can then receive your Government Allowance portion as a direct credit either against your invoice or as refund. No books or resources provided under the scheme will be issued to students whose parents/caregivers choose not to participate.

## VOLUNTARY CONTRIBUTIONS

The P&C Association is conducting a voluntary donation scheme to raise funds for future development of Performing Arts facilities. Any donation would be greatly appreciated. Payments can be made in person or via a bank transfer. Please ensure you put "Voluntary Contribution" in the description. A receipt will be provided to you for taxation purposes.

## NON-PAYMENT OF FEES AFTER AGREEING TO PARTICIPATE IN THE SRS

The school operates the SRS to benefit all eligible students. It is not viable for the school to provide this service if fees are outstanding. Students with outstanding fees may not be permitted to participate in optional extra-curricular activities. These activities include: Ski Trip/Study tours, purchase of a senior jersey, Year 12 Formal, other activities that are deemed to be extra-curricular in nature. Further, students will not be entitled to products made in subject areas, for example Industrial Technology and Art.

Those parents/caregivers signing to join the Student Resource Scheme have entered into an agreement and there is an obligation to pay these fees in exchange for the use of subject requirements and receiving the many other benefits. If the parent/caregiver has not attempted to make payment or arranged for payment, textbooks and resources may be withheld or retrieved and the parent/caregiver is then responsible for the payment of any fees due.

## FEE ALLOCATION

Invoices will automatically be allocated by the school finance system to "Parent/carer 1". If you require invoices to be split between parents/care givers you will need to complete the Split Fee paperwork and BOTH parties will need to sign the agreement.

## PAYMENT OPTIONS

Invoices for the \$275 SRS fee for 2024 will be emailed home. The following payment methods are available to parents/guardians.

BPOINT internet or telephone (IVR) - BPOINT is an online payment system, which provides an easy method of payment for parents/caregivers via a web link. A hyperlink is printed on your school invoices that directs you to the DoE BPOINT payment page to enter the required information to complete the transaction.

Centrepay/Basics Card - is a free and voluntary service offered by the Commonwealth Government to Centrelink payment recipients. Eligible parents can use Centrepay to pay bills and expenses, like education fees, as regular deductions from their Centrelink payments. Please contact the school office to obtain details.

Payment by internet banking/direct credit - Direct payments into school bank account

Bank - Commonwealth Bank of Australia Account Name – Pimlico State High School General Account

BSB – 064-823 Account Number – 090092

Internet Banking Payment Reference – Please include your student's surname & initial OR 10-digit EQ Id Number (can be found on student's ID card or by contacting the school office); and a short description. Eg. A SMITH7531SRS or 1234567890ASRS. Please email details of deposit to [accounts@pimlicoshs.eq.edu.au](mailto:accounts@pimlicoshs.eq.edu.au).

Paying in person - Payment by Credit Card, EFTPOS, Cash, Cheque or Money Order. Office hours 8.00am – 4.00pm (3.30pm closing time on Thursdays only).

Payment by instalment plan - The school does provide an option for families to pay the fee by 3 instalments as listed on page 1. Please contact Pimlico State High School Office on 4759 3444 to discuss payment options if you are experiencing financial difficulties. Terms and conditions apply.

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

**YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

**NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

## Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with 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 is authorised or required by law to make the disclosure.



## Terms and Conditions

### Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

### Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school maybe:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

### Parents’ Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.





# CONSENT TO SPLIT STUDENT INVOICES

(optional)

Invoices are automatically allocated by the school finance system to the person on the enrolment form listed under "Parent/carer 1". If you require invoices to be split between parents/care givers you will need to complete the information below and BOTH parties will need to sign the agreement. All invoices outstanding from previous years will remain the responsibility of the parent who is named as the debtor on the invoice.

We the undersigned acknowledge that ALL expenses incurred by our child including school fees, excursions, camps, etc will automatically be split as per the below percentages. We also acknowledge that if one party has paid their percentage and the other party has not, the student will not be permitted to participate in the activity or event until such time as the other portion of the invoice is paid.

We also acknowledge that our child may be denied the opportunity to participate in extra-curricular activities such as Leadership Camp, School Formal and end of year activities or not be allowed to order extra-curricular items such as a Senior Jersey, until all accounts are up-to-date.

Student Name: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_

Percentage split: (50% OR other) \_\_\_\_\_

Parent Guardian 2 Name: \_\_\_\_\_

Percentage split: (50% OR other) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian 1 Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian 2 Signature:

\_\_\_\_\_  
Date: