



Caningeraba State School

... Success through Challenge

1 November 2023

Complete SRS Parent Package

Dear Parent

I am writing to advise that in 2024 Caningeraba State School will be operating a Student Resource Scheme, in addition to the stationery/booklists for all students across Prep to Year 6. The scheme is designed as a service to parents to provide more cost effective outcomes for the provision of books, resources and consumable items that they would otherwise be required to provide for their child as well as the items on the stationery/booklists. The enclosed information is designed to give parents and caregivers detailed information in relation to the scheme.

In 2024, the P&C Association will continue to operate the stationery/booklists scheme from Prep to Year 6 alongside the student resource scheme operated by the school. A comprehensive review of the stationery/booklists is undertaken by the school and P&C each year resulting in significant cost reductions and value for money. Once again, every attempt has been made to keep costs at a minimum for families for 2024.

Participation in the student resource scheme is optional with a parent's decision to participate based on consideration of the value afforded by the scheme. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided by the student resource scheme. For example, a parent of a Year 4 student would be required to provide three books as part of the prescribed curriculum at a retail cost of \$41.40 + GST=\$45.54. Under the scheme, these books will be provided to the student at a cost of \$11.10. Reading Eggs is provided under the scheme at a cost of \$9.17 compared with \$109.99 if you were to purchase the software for annual home use outside of the school's pricing. These examples represent incredible savings for families.

2024 Student Resource Scheme Participation Fees for Prep to Year 6 have been endorsed and approved by our P&C Association and are listed in the table below.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$96	\$80	\$84	\$86	\$87	\$82	\$81

All parents, whether they opt to participate or not participate in the scheme are required to fill out the attached Participation Agreement Form. Under new policy arrangements, this form will remain current for the duration of your child's enrolment at our school. If in any year, you choose not to participate in the Student Resource Scheme, you would need to complete a new Participation Agreement Form prior to the invoice due date. Therefore, in keeping with this new arrangement, **parents who have already submitted a Participation Agreement Form previously for their enrolled child, will not be required to submit a new one. However, all other parents MUST complete the attached Participation Agreement Form** and return to the school office **as soon as possible** to indicate whether they will or will not be participating in the scheme. This is essential as the school will order resources for the 2024 year based on this information. **If you elect to participate, all parents MUST also return the SRS Fee Payment Arrangement Form as soon as possible. Payment will not be required until Friday February 2, 2024 (end of week two).** We would appreciate your attention to this matter to keep our administration costs to a minimum. Provision can be made on the SRS Fee Payment Arrangement Form for families to make part payments throughout the year.

I look forward to your continued support in operating the scheme as a service to our school community. A genuine attempt has been made, through reductions in stationery/booklists and bulk school purchasing, to offer a student resource scheme which minimises overall costs for our families at a very affordable participation fee. I must emphasise however, that **if you have not returned a Participation Agreement or SRS Fee Payment Arrangement Form by 20 November 2023**, the school can only assume that you will be providing all student reference materials, software, class worksheet/workbook costs, and art and craft items that would have been supplied under the scheme.

Yours sincerely

Ray McConnell
Principal

Student Resource Scheme 2024

Summary of Resources

A summary of the resources included in the 2024 Student Resource Scheme and the participation fee for each year is shown below:

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Books				10.75	11.10	6.69	7.76
Software							
Mathletics (ex GST) 1-6		10.65	10.65	10.65	10.65	10.65	10.65
Typing Tournament			3.80	3.80	3.80	3.80	3.80
Reading Eggs (ex GST) Prep-6	9.17	9.17	9.17	9.17	9.17	9.17	9.17
DOE eBooks Digital Library							1.50
Class Workbooks/Worksheets	32.80	27.20	27.20	27.20	27.20	27.20	32.80
My Prep ABC Scrapbook	14.45						
Half Page Baseline Scrapbook	5.45						
SMART Maths	2.00	10.00	10.00	10.00	10.00	10.00	10.00
Art and Craft	-	17.00	17.00	8.70	8.70	8.70	8.70
Art and Craft/Cooking Materials	26.60	-	-	-	-	-	-
Administration Fee	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Total 2023 Student Resource Scheme	\$96	\$80	\$84	\$86	\$87	\$82	\$81

* My Prep ABC & Half Page Baseline Scrapbooks included in SRS rather than booklist to provide significant cost savings for families.

The following tables detail a breakdown of the Scheme fees for each Year level and the cost of the items required should you elect not to participate in the Scheme. This information is openly provided to parents to assist making an informed decision on the benefits of participating in the Scheme and to demonstrate how the fees have been reasonably determined.

2024 PREP	Scheme	Non-scheme
Software		
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	32.80	32.80
SMART Maths	2.00	4.00
My Prep ABC Scrapbook	14.45	23.95
Half Page Baseline Scrapbook	5.45	9.95
Art and Craft/Cooking Materials	26.60	34.58
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	96	
Cost of resources if not participating in scheme (\$)		215

2024 YEAR ONE	Scheme	Non-scheme
Software		
Maths Seeds (Mathletics)	10.65	99.00
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	27.20	27.20
SMART Maths	10.00	10.00
Art and Craft	17.00	22.10
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	80	
Cost of resources if not participating in scheme (\$)		268

2024 YEAR TWO	Scheme	Non-scheme
Software		
Typing Tournament	3.80	90.00
Mathletics Years 1-6	10.65	99.00
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	27.20	27.20
SMART Maths	10.00	10.00
Art and Craft	17.00	22.10
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	84	
Cost of resources if not participating in scheme (\$)		358

2024 YEAR THREE	Scheme	Non-scheme
Student Reference Materials		
Matty Forever	4.00	15.00
The Lorax	2.75	10.00
Kumiko and the Dragon	4.00	15.00
Books	10.75	40.00
Software		
Mathletics Years 1-6	10.65	99.00
Typing Tournament	3.80	90.00
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	27.20	27.20
SMART Maths	10.00	10.00
Art and Craft	8.70	11.31
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	86	
Cost of resources if not participating in scheme (\$)		388

2024 YEAR FOUR	Scheme	Non-scheme
Student Reference Materials		
Rowan of Rin	3.45	12.80
Eliza Bird	3.65	13.60
The Twits	4.00	15.00
Books	11.10	40.00
Software		
Mathletics Years 1-6	10.65	99.00
Typing Tournament	3.80	90.00
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	27.20	27.20
SMART Maths	10.00	10.00
Art and Craft	8.70	11.31
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	87	
Cost of resources if not participating in scheme (\$)		388

2024 YEAR FIVE	Scheme	Non-scheme
Student Reference Materials		
Forest of Silence	3.25	12.00
Storm Boy	3.44	12.75
Books	6.69	24.75
Software		
Mathletics Years 1-6	10.65	99.00
Typing Tournament	3.80	90.00
Reading Eggs Prep-5	9.17	109.99
Class Workbooks/Worksheets	27.20	27.20
SMART Maths	10.00	10.00
Art and Craft	8.70	11.31
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	82	
Cost of resources if not participating in scheme (\$)		372

2024 YEAR SIX	Scheme	Non-scheme
Student Reference Materials		
Once	3.95	14.80
Toad Rage	3.81	14.25
Books	7.76	29.05
Software		
Mathletics Years 1-6	10.65	99.00
Typing Tournament	3.80	90.00
Department of Education eBooks	1.50	
Digital Library		
Class Workbooks/Worksheets	32.80	32.80
SMART Maths	10.00	10.00
Art and Craft	8.70	11.31
Administration Fee	6.00	0.00
SRS Participation Fee (\$)	81	
Cost of resources if not participating in scheme (\$)		272

If you choose not to participate you will be expected to provide the resources for your child/ren and then the books and resources will be yours to keep.

If you choose to participate all items provided for temporary student use by the Scheme remain the property of the Scheme and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Items provided for temporary student use shall be kept in good condition by the student. Where an issued item is lost or negligently damaged or not returned, the parent may be invoiced and required to pay the replacement cost of the item.

Yours sincerely



Ray McConnell
Principal

Caningeraba State School

Student Resource Scheme 2024

Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2024 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, Caningeraba State School operates a SRS for 2024.

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 at the meeting held on 9 October 2023.

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 **as soon as possible**, 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

A summary of the resources included in the 2024 Student Resource Scheme and the participation fee for each year level is attached including a breakdown of the Scheme fees and SRS resources for each year level.

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

The SRS Participation Fee

The SRS fee payable for the year is available in the following information and published on the school's website.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$96	\$80	\$84	\$86	\$87	\$82	\$81

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 (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by BPOINT from the emailed invoice. Any payment queries are to be directed to admin@caningerabass.eq.edu.au

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the relevant year level Associate Principal or Principal.

Please complete the SRS Fee Payment Arrangement Form and the Participation Agreement Form and return them to your child's class teacher as soon as possible.

Caningeraba State School

SRS Fee Payment Arrangement Form 2024



Section 1: Student Details

Student Name	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year: Prep <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Curriculum Resources	\$	<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:	\$30.00 \$30.00 Balance	<input type="checkbox"/>
3. An instalment plan as negotiated with the school	Insert plan options \$ _____ each _____ For _____	Insert Total	<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	

Please return the completed forms to your child's class teacher as soon as possible.

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.

School Name	Caningeraba State School
Form Return Date	As soon as possible
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	



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

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 prorata 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 may be:
 - 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.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register

<http://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure> to ensure you have the mo:



Queensland
Government