



Chinchilla State High School

Learning together for a happy and productive future

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STUDENT RESOURCE SCHEME 2019

Year 7



STUDENT RESOURCE SCHEME 2019

Dear Parent/Guardian

The following information is provided to inform you of the details of our school's Student Resource Scheme.

Student Resource Scheme Fee: This is the annual fee that is charged to parents by the school. The Student Resource Scheme is strongly supported by the Chinchilla State High School Parents and Citizens' Association (P & C). The Student Resource Scheme is discussed at a meeting of the school's P & C. A vote is taken at this meeting on the continuation of the scheme and the levy applicable.

In determining the fee to charge to families, the cost to provide all necessary learning resources per subject in each year level is investigated. The costs are also considered in light of the funding that is received from the government in the form of the Textbook and Resource Allowance (further details below). A decision is then made on what fee to charge parents based on affordability to families and the budget capacity of the school to support the shortfall in money.

The Student Resource Scheme provides many benefits, which are detailed in this documentation for your information. The Student Resource Scheme at this school operates under the policy and guidelines of Education Queensland. Joining the Student Resource Scheme is optional.

Government Textbook and Resource Allowance (TRA): This is the subsidy that the government pays to the school to offset the cost of the Student Resource Scheme fee that is charged to parents. Education Queensland encourages schools to provide a resource hire scheme in an effort to limit costs to parents. This school, with the approval of the P & C, has elected to receive a direct bulk payment for the Government TRA for all students. For further information go to: <http://education.qld.gov.au/schools/grants/parents-students/textbook-resource-allowance.html>

This allowance is paid once per student, in any calendar year, regardless of the number of schools the student attends during the year. The TRA is used to purchase materials and textbooks/resources which are provided on loan to students through the school. It offsets the costs charged to parents.

What does the Student Resource Scheme cost in 2019?

Following consultation with the P & C, the charge per student in 2019 is:

Year 7 – 12	\$240	Student Resource Scheme Fee
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Parents/Guardians are required to decide to either participate or not participate in the Student Resource Scheme. This decision must be indicated on the PARTICIPATION AGREEMENT FORM at the back of this booklet and the form returned to the office. For parents intending to participate in the Student Resource Scheme, the fee will be invoiced after receipt of the signed Participation Agreement form.

It is a condition of enrolment that this agreement is signed and returned to the school.

This agreement must be signed and returned no later than 8 February, 2019. Parents who do not return the signed agreement will be contacted in relation to the Agreement. If documentation has not been received within an agreed timeframe, the parent will be requested to provide all education materials (textbooks and consumables) for their student.

We look forward to your continued support in 2019. If you have any questions or concerns please contact the school.

Yours sincerely



Scott Rowan
PRINCIPAL



Leanne Fitzgerald
PRESIDENT, CHINCHILLA STATE HIGH SCHOOL P & C

Frequently Asked Questions

Objectives of the Scheme:

The scheme provides cost savings for parents as it allows the school to purchase in bulk which will:

- reduce the cost for the purchase of textbooks and other resources for the education of students;
- provide for the operation of a voluntary, co-operative scheme in order to maximise the benefits to parents, to schools and the entire school community;
- assist the school to enhance resources for all students' learning, recreation and comfort.

Operating a scheme like this means that individual parents do not need to purchase textbooks and other covered items necessary for classroom learning. As the scheme is annually audited and run separately from the school, parents can be assured that the best value for money is achieved at all times.

Why is it good “value for money”? What is provided through the scheme?

The scheme provides for the loan of resources including:

- prescribed textbooks for each subject studied which will be distributed to students for the full year's schooling, or changed throughout the year;
- class sets of texts and other learning materials for use within the classroom;
- consumable items like photocopied workbooks;
- photocopies of printed class notes (excluding student personal copying); consumable materials in subjects including Manual Arts (like timber, acrylic, nuts and bolts), Home Economics (demonstration food items), Visual Art (like paint and clay) and Science activity manuals.
- curriculum-based venue hire (Physical Education)
- CDs, DVDs, printer toner and paper for computer-based activities.
- Student diary and Student ID Card
- Technology Resources, including laptops, iPad and tablets, all software site licenses and technology support.

A detailed listing of resources supplied by the School under this Scheme, and stationery and other consumables to be purchased by parents is provided in this document.

How does the Government Resources Allowance contribute to the scheme?

The Government Textbook and Resource Allowance is paid directly to the school for all eligible students. The allowance for 2019 is still to be announced. This allowance is paid directly to the school and is used to assist with the purchase of materials and books which are provided to students on loan through the School. Further information about Government Textbook and Resources Allowances can be found at <http://ppr.det.qld.gov.au>

Conditions of Participation:

1. Students will supply their own personal learning items – as detailed in the school stationery lists, these items include pencils, pens, calculator and notebooks.
2. Books issued to students must be kept in good condition.
3. Students will be responsible for replacement of lost or negligently damaged books.
4. The School should be contacted immediately if a textbook is lost or damaged.
5. All textbooks remain the property of the scheme and must be returned to the scheme at the end of the school year or when a student leaves.
6. Books and resources provided under the scheme cannot be issued to students whose parent/caregivers choose not to participate in the scheme.
7. If a student enrolls after the school year commences, the amount of contribution will be on a pro-rata basis based on the number of weeks of the year remaining.
8. If a student leaves the school during the school year, completes a termination form and has returned all materials in an appropriate condition, a refund will be calculated based on the number of weeks remaining in the year.
9. Some other costs may be applicable with some subjects. Parents will be notified throughout the year of these costs. Excursions and performances are examples of these costs.

Non participation in Scheme.

Parents who do not wish to participate in the scheme must complete the Participation Agreement Form indicating **NO** to the participation and provide all necessary texts and resources for their children. A copy of this list can be obtained from the school administration office. Parents not participating in the scheme are required to return the form, indicating their preference of non-participation. This agreement must be signed and returned no later than 8 February, 2019.

Where to now?

- make a decision on participation in the student resource scheme, and indicate the decision by completing the Participation Agreement Form and return the form to the school
- where a decision is made to join the scheme, pay the participation fee in accordance with the selected payment option on the Participation Agreement Form
- where a decision is made to join the scheme, comply with the terms and conditions for the operation of the scheme as agreed to on the Participation Agreement Form
- where a decision is made not to participate in the scheme, provide the student with the items otherwise provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum
- in circumstances of financial hardship, contact the Principal or designated officer to discuss how the financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate individual circumstances, including waiving of the fee entirely or in part by the Principal.

**CHINCHILLA STATE HIGH SCHOOL
YEAR 7 REQUIREMENTS 2019**

Subject	WHAT IS PROVIDED BY THE SCHOOL TO THE STUDENTS FOR THE RESOURCE SCHEME FEE		What the student must purchase / provide:
	Item Description	Cost to School	
ENGLISH AND HUMANITIES			
English	<ul style="list-style-type: none"> • Black Snake – The Daring of Ned Kelly • Dictionary • Brighten your vocab poster • Spice up your writing poster • Figurative language poster • Grammar Basics poster • Australia’s Greatest People and Achievements • Brighten your vocab – board topper • Fab Vocab – Green and Latin Roots 	\$ 19.95 \$ 21.95 \$ 27.45 \$ 27.45 \$ 27.45 \$ 27.45 \$ 19.96 \$ 24.95 \$ 19.57	<ul style="list-style-type: none"> • 2 x A4 exercise book – 96 page • 1 x A4 display folder
Geography	<ul style="list-style-type: none"> • Macmillan Geoworld 7 • Jacaranda Atlas • Dictionary • Post it notes • Geography Alive 7 for the Australian Curriculum • Geoactive 1 • Geography for the Australian Curriculum • Pearson Geography 7 Student Book and Textbook • Oxford Big Ideas Geography • Pearson Geography 7 Student Activity Book and Textbook 	\$ 58.50 \$ 14.95 \$ 21.95 \$ 42.99 \$ 54.95 \$ 64.95 \$ 42.46 \$ 76.95 \$ 64.95 \$ 18.95	<ul style="list-style-type: none"> • 1 x A4 exercise book – 96 page for research journal
History	<ul style="list-style-type: none"> • Jacaranda History Alive 7 • Jacaranda Atlas • Dictionary • Learning Resources – Buzzers • Retroactive 1 Textbook • Nelson Connect History 7 • Retroactive 7 Student workbook • Oxford Big Ideas 7 • History for the Australian Curriculum 7 	\$ 69.95 \$ 74.95 \$ 21.95 \$ 42.99 \$ 84.95 \$ 64.95 \$ 19.95 \$ 64.95 \$ 14.95	<ul style="list-style-type: none"> • 1 x A4 exercise book – 96 page • 1 x A4 exercise book – 96 page for research journal
Essential Learning Program – Literacy	<ul style="list-style-type: none"> • Reprographics – photocopying workbooks / worksheets • iTunes apps 	\$ 10.00 \$ 10.00	<ul style="list-style-type: none"> • 1 x A4 exercise book – 96 page

Subject	WHAT IS PROVIDED BY THE SCHOOL TO THE STUDENTS FOR THE RESOURCE SCHEME FEE		What the student must purchase / provide:
	Item Description	Cost to School	
MATHEMATICS AND SCIENCE			
Mathematics	<ul style="list-style-type: none"> Maths Quest 7 (Jacaranda) 	\$ 69.95	<ul style="list-style-type: none"> 4 x A4 exercise books - 96 page 1 x A4 exercise book – 64 page 1 x graph pad
Science	<ul style="list-style-type: none"> Big Ideas Textbook (Oxford) Big Ideas Workbook Practical Experiments per student, per prac 	\$ 73.95 \$ 18.95 \$ 18.00	<ul style="list-style-type: none"> 4 x exercise books – 96 page 1 x document wallet
HEALTH AND PHYSICAL EDUCATION			
Health and Physical Education	<ul style="list-style-type: none"> Health and Physical Education Textbook Equipment for sport including, but not limited to: Basketball, Touch and Gaelic Football, Table Tennis, Badminton, Tennis etc. Swimming costs (bus and cost of entry) 	\$ 84.25 \$ 20.40 \$ 40.00	<ul style="list-style-type: none"> 2 x A4 exercise book – 96 page 1 x document wallet
TECHNOLOGY			
Food Studies	<ul style="list-style-type: none"> Junior Master Chef: ingredients and demonstration resources 	\$ 10.00	<ul style="list-style-type: none"> 1 x A4 exercise book – 96 page 1 x A4 display folder <p>It will be necessary to purchase cooking ingredients during the course.</p>
THE ARTS			
Music	<ul style="list-style-type: none"> Music Recordings Music Website Subscription Headphones 	\$ 50.00 \$ 16.50 \$ 50.00	<ul style="list-style-type: none"> 1 x A4 notebook – 48 page
Visual Art	<ul style="list-style-type: none"> Artwise textbook Use of the following including but not limited to art paper, oil pastel, cardboard, pencils and coloured pencils, iPads, cameras and photocopiers 	\$ 74.95 \$ 137.00	<ul style="list-style-type: none"> 2B pencil coloured pencils eraser 1 x A4 spiral art diary – non perforated

Subject	WHAT IS PROVIDED BY THE SCHOOL TO THE STUDENTS FOR THE RESOURCE SCHEME FEE		What the student must purchase / provide:
	Item Description	Cost to School	
SUBJECTS FOR SPECIAL NEEDS STUDENTS			
<p>In E-Block we design highly individualised programs to cater to individual student needs and the level at which they are accessing the curriculum. It is for this reason that we are unable to provide a standard, fully itemised list of specific resources with costings. The text, reference materials, apps, consumables, amount of printing and laminating etc. that is required will vary depending on the needs of your child. If you choose not to participate in the Student Resource Scheme, we would be happy to provide you with names of specific resources for each unit of work as they are required throughout the year, for you to be able to purchase yourself.</p> <p>For the stationery items that students are required to provide, we ask that you please label all of these with your child's name and send them to school so we are able to store them in E-Block for safe keeping for your child.</p>			
English Foundation	<ul style="list-style-type: none"> • Dictionary (Macmillan Australian Primary 2nd Ed) • Thesaurus (Macmillan Australian Students 2nd Ed) • Spelling student workbook (Word Up!) • Comprehension student workbook (stars & cars) • Reprographics – photocopying workbooks / worksheets • iTunes apps • IXL English • Unit Text • Unit Audiobook 	\$ 31.25 \$ 25.50 \$ 16.50 \$ 5.99 \$ 10.00 \$ 10.00 \$ 25.00 TBA TBA	<ul style="list-style-type: none"> • 1 x A4 notebook – 96 page • 4 x document wallets
Maths Foundation	<ul style="list-style-type: none"> • Student workbook- iMaths • Reprographics – photocopying workbooks / worksheets • iTunes apps • IXL Maths subscription 	\$ 18.95 \$ 10.00 \$ 10.00 \$ 12.00	<ul style="list-style-type: none"> • 1 x A4 notebook – 96 page • 4 x document wallets
Science Foundation	<ul style="list-style-type: none"> • Reprographics – photocopying workbooks / worksheets • iTunes apps • Consumables for practical investigations 	\$ 10.00 \$ 10.00 TBA	<ul style="list-style-type: none"> • 1 x A4 notebook – 96 page • 4 x document wallets
Social Skills	<ul style="list-style-type: none"> • Taxi and transport costs • Reprographics – photocopying workbooks / worksheets • iTunes apps 	\$ 90.00 \$ 10.00 \$ 10.00	<ul style="list-style-type: none"> • 1 x A4 notebook – 96 page • 4 x document wallets
Community Access	<ul style="list-style-type: none"> • Taxi and transport costs • Reprographics – photocopying workbooks / worksheets • iTunes apps 	\$ 180.00 \$ 10.00 \$ 10.00	<ul style="list-style-type: none"> • 1 x A4 notebook – 96 page • 4 x document wallets

Subject	WHAT IS PROVIDED BY THE SCHOOL TO THE STUDENTS FOR THE RESOURCE SCHEME FEE		What the student must purchase / provide:
	Item Description	Cost to School	
ELP / QCS Students	<ul style="list-style-type: none"> • Reprographics – photocopying workbooks / worksheets 	\$ 10.00	
Instrumental Music <i>This fee of \$150.00 is not included in the Student Resource Scheme and is invoiced separately</i>	<ul style="list-style-type: none"> • Purchase and replacement of method books / Purchase of concert and stage band music • Use of school music equipment / Equipment maintenance and servicing • Eisteddfod and other performance entry fees / Photocopying and printing costs • Purchase of supplementary material books for students to play from – e.g. solo, duets, ensemble • Purchase and maintenance of school music stands, percussion equipment, amplifiers, cables etc. • Consumables required by the students for the equipment – e.g. Reeds, cork grease, valve oil 		
Excursions / Performances	Performances and school excursions are not covered by the text book and resources hire scheme.		
CONSUMABLE ITEMS			
All student resources and materials supplied for practical learning experiences are provided by school funds as these are unable to be sourced by parents. As per the consumables list below, the fees listed are payable by parents who choose not to participate in the scheme and are charged on a per subject ratio.			
Paper and Reprographic Items	<ul style="list-style-type: none"> • Printing posters, laminating posters, reproduce class workbooks • Student photocopying 	\$ 20.00 \$ 10.00	
Technology Items	<ul style="list-style-type: none"> • Access to student laptops (cost to purchase - \$300.00) • Access to student iPads (cost to purchase - \$850.00) • Technology Support / Software – Adobe; Microsoft Office etc. • Access to Internet, applications etc. 	\$ 15.00 \$ 15.00 \$ 15.00 \$ 15.00	
Practical Items	<ul style="list-style-type: none"> • Mathematics and Science equipment including rock kits, cell models, dice, etc. • Food Technology equipment including frypans, dishes, bowls, utensils, mix masters, aprons etc. • Industrial Technology equipment including drills, grinders, presses, laiths, hand tools, welders, safety equipment inc. goggles, ear plugs and aprons etc. • Health and Physical Education equipment including gym equipment, cricket equipment, volleyball nets and balls, tennis equipment, etc. • Arts equipment including solar etching plates, brushes, use of kiln, screen printing frames etc. 	\$ 20.00 \$ 20.00 \$ 20.00 \$ 20.00 \$ 20.00	
Miscellaneous	<ul style="list-style-type: none"> • Student Identification Card • Student Diary • Sport levy for students involvement in school sport in line with Education Queensland policy 	\$ 5.50 \$ 11.00 \$ 5.00	

General Items that the student must purchase / provide for all subjects

PLEASE NOTE: Individual exercise books are required for each subject to allow teachers to collect them from students for marking. Multi subject books with tabs are not suitable.

blue, red and black biros

1 x 2H & 1 x 4H pencils

10 x HB pencils

2 x 2B pencils

2 x 4B pencils

Black leather school shoes

Chinchilla SHS bucket hat

soft eraser

mini whiteboard eraser

glue stick

scissors

A4 loose leaf ruled paper – for assessment

colouring pencils

pencil sharpener

ruler

4 x whiteboard markers

compass

protractor






scientific calculator

Safety requirements mean **ONLY BLACK LEATHER SCHOOL SHOES WITH IMPERVIOUS UPPERS** are to be worn.

Chinchilla State High School is a Sunsafe school. All students are required to purchase and wear a **SCHOOL SUNSAFE HAT** – available from the Tuckshop.

CHINCHILLA STATE HIGH SCHOOL STUDENT ACCOUNTS AND PAYMENT OPTIONS

Chinchilla State High School offers parents a number of options in relation to payment of their child/ren's school fees. Please find information below on the various options available to you.

	<p>Paying by BPOINT for Credit Card Payments – Invoice only BPOINT is an online payment system which provides a secure and efficient method of collecting payments from parents/customers. It is the preferred payment method for the Department of Education. BPOINT payment methods are listed on invoices generated from the department's finance systems. BPOINT allows customers make payments from their electronic devices.</p> <p>Method: Direct Payment by Credit Card Online System to Student Account</p> <ul style="list-style-type: none"> ▪ Log onto BPOINT web link – https://www.bpoint.com.au/payments/dete ▪ Enter Customer Reference Number (CRN) from the invoice you are paying – this is the unique identifier located at the bottom of your invoice/statement ▪ Enter Invoice Number. Enter Student's Name. Indicate amount of payment and follow prompts. Select Invoice for payment.
	<p>Payment Plan by BPOINT for Credit Card or Bank Account Payments – Invoice only BPOINT is an online payment system which provides a secure and efficient method of collecting payments from parents/customers. It is the preferred payment method for the Department of Education. BPOINT payment methods are listed on invoices generated from the department's finance systems. BPOINT allows customers make payments from their electronic devices.</p> <p>To commence a payment plan through BPOINT parents are to contact the Chinchilla State High School Administration Office and request to undertake a payment plan. Information will be forwarded to parents via email. This information will generate a BPOINT link for parents/customers to enter their details. Parents/ Customers access the link provided by the school and enter the relevant credit/debit card or bank account.</p>
	<p>Paying through Centrelink Method: Direct payment into the school bank account made on your behalf by Centrelink.</p> <ul style="list-style-type: none"> ▪ Contributions can be paid directly to the school through Centrelink. Parents can nominate a fortnightly amount, not less than \$20.00, and this is credited to the school account until the fees are fully paid. Unless otherwise negotiated payments must be completed by the end of Term 3. NOTE: It is the parent's responsibility to cease deductions upon completion of payment of accounts, and should NOT continue to accrue.
	<p>Payment Instalment Scheme – Please contact the Administration Office to arrange a payment plan. Method: Regular payments to the School via the options above with all debt to be finalised by end of Term 3.</p> <ul style="list-style-type: none"> ▪ Complete Payment Schedule Agreement Form indicating payment terms ▪ Return to School and confirm acceptance of the agreement. ▪ Commence payment plan.
	<p>Paying in Person Method: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order</p> <ul style="list-style-type: none"> ▪ Payment can be made at the School Office, Monday to Friday between the hours of 8:30am and 4:15pm. ▪ EFTPOS facilities are available – minimum payment \$10.00 ▪ Credit Cards and Debit Cards (EFTPOS), Cash, Cheques and Money Orders are accepted.
	<p>Paying by Mail Method: Payment by Cheque or Money Order</p> <ul style="list-style-type: none"> ▪ Cheque and Money Orders made payable to Chinchilla State High School ▪ Post to Chinchilla State High School, PO Box 195, Chinchilla. Qld. 4413
	<p>All Other Payment Queries</p> <ul style="list-style-type: none"> • Please contact the School Office on 0746729333.

Financial Assistance Information Sheet

There are a number of allowances payable to parents/carers of secondary school students:

Textbook Allowance Scheme: Students attending approved secondary schools are eligible to receive a State Government textbook allowance each year. The 2019 rates for this allowance are available at this website: <http://education.qld.gov.au/schools/grants/parents-students/textbook-resource-allowance.html>

These amounts will be paid directly to the school and are used to assist in providing subject resources for students, therefore reducing the amount charged under the Student Resource Scheme.

Conveyance Allowance: Eligibility is determined by Queensland Transport on an annual basis. Parents should enquire directly to Queensland Transport at the beginning of each year. Application forms and details of eligibility, etc. are available from Queensland Transport, School Transport Section.

Living Away from Home Allowance Scheme: A living away from home allowance will be paid to the parents of all students in Years 7 to 12 where such students are compelled, by reason of remoteness, to board away from home in order to attend a secondary school with the required grade.

All payments are dependent on applicants' homes meeting distance eligibility criteria or being approved under special circumstances by the Minister for Education, Training and Employment. Payment is also dependent on school attendance certifications and distance checking which is undertaken on a risk management basis.

Information about eligibility can be obtained from Department of Education, Training and Employment, School Financial Services Unit – free call phone 1800 248 997.

Youth Allowance: Benefits will be payable from the student's sixteenth birthday, regardless of school year level. Youth Allowance is family income tested. Students receiving Youth Allowance benefits have obligations to observe concerning attendance and work performance. Unexplained absences incur penalties to benefit levels also. For further information, write or telephone Centrelink

Aboriginal Study Assistance Scheme (ABSTUDY): ABSTUDY (Schooling) is the scheme which provides assistance to students under 21 years of age who are:

- (a) full-time students attending an approved secondary school or a class anywhere in Australia;
- (b) full-time students 14 years and more on 1 January of the year they study, attending an approved primary school; or
- (c) full-time students attending an approved special school, or education unit from the commencement of the year in which they turn 13.

To be eligible for assistance under ABSTUDY, a student must meet the Commonwealth definition of an Aboriginal. This has three parts. An Aboriginal or Torres Strait Islander is a person:

- (a) of Aboriginal or Torres Strait Islander descent;
- (b) who identifies as an Aboriginal or Torres Strait Islander; and
- (c) who is accepted as such by the community in which he or she lives or has lived.

Students receiving ABSTUDY benefits are required to observe obligations the same as Youth Allowance recipients. Further information about ABSTUDY can be obtained from the Centrelink.

Assistance For Isolated Children (AIC):

Financial assistance is available for secondary students who qualify under special provisions relating to isolation, special course provisions, itinerancy and disability or handicap. Assistance is extended to students who board or are maintained in a second home for the purpose of attending school. Assistance is family income based. Further information about AIC can be obtained from Centrelink.

Refund Guidelines

At Chinchilla State High School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens' Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

School fees are directed to the purpose for which the fee is charged.

Student Resource Scheme

Chinchilla State High School operates a Student Resource Scheme. To participate in this scheme parents sign a participation agreement form and pay an annual levy. The Government Textbook and Resource Allowance is paid directly to the school and is used to offset the full cost of the student schools fees.

In the event of a student leaving school throughout the year, a parent **may** be entitled to a pro rata refund. The pro rata refund is calculated on all fees paid/received, less any costs incurred as a result of loss or damage to resources. Any outstanding debt is also taken into consideration.

Excursions

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

The school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity. Therefore, fees already paid for an extra-curricular activity may only be refunded in full or in part or not at all, after the activity has occurred and all expenses associated with it have been paid.

If a parent requests a refund prior to the closing date of an activity, the parent or student may apply for a refund of non-committed costs. "Committed costs" may include pre-arranged travel, reservations or administration fees. If a student is unable to attend an activity due to illness or emergent situation, a medical certificate or supporting documentation will be required before a refund can be processed. The amount of the refund will depend on the various commitments of the activity and should be discussed with the Principal/Business Manager.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form provided. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges. Alternatively, payment of refunds will be by direct credit to the parent account, should details be provided.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

Debt Management Policy

Chinchilla State High School provides free instruction, administration and facilities to students enrolled at the school who are Australian citizens, permanent residents or children of Australian citizens or permanent residents.

Education Queensland Policy stipulates that no fees are to be charged for activities associated with instruction, administration and facilities. **Chinchilla State High School is required to charge fees to students for some services.**

Student Resource Scheme

Chinchilla State High School offers parents the option of participating in the Student Resource Scheme. **Students will not be permitted to attend excursions/activity if they have not completed the Student Resource Scheme Participation Form.**

Government Textbook and Resource Allowance

The Government Textbook and Resource Allowance for secondary schools is used to offset part of the schools fees/voluntary contributions.

Where Chinchilla State High School provides resources, the ownership is retained by the school. The school can decide to pass these on to the student.

Where parents choose not to participate in the scheme and provide the resources themselves they retain ownership.

Debt recovery action can be undertaken for outstanding fees and charges.

Some examples:

- School excursions
- Sporting/Artistic programs that extend beyond the core curriculum
- Transport to sporting events
- Hire of equipment, for example, musical instruments/photographic equipment

A student can be excluded from extra-curricular activities for non-payment of fees where the fees have accrued from previous years, or current year fees are not paid/arrangements made by end of Term 1. This may apply even if the student is presenting the money for the extracurricular activity.

Exclusion from activities can be avoided by parents maintaining regular communication with the school and negotiating payment options to meet their agreed commitments.

If the parent/carer has made regular payments but there is still an outstanding balance owing, the Principal will use discretion in choosing to exclude the student from any activities.



Participation

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

Yes I wish to participate in the Student Resource Scheme in _____ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

No I do not wish to participate in the Student Resource Scheme in _____ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying *Subject Requirements List* and/or *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	Yr Level	Fee
1.			\$
2.			\$
3.			\$
4.			\$
Total			\$

Parent Details

Name:			
Parent Signature:		Date:	

Payment Arrangement

- Now:** I wish to make full payment now as a single payment of the total amount above.
- Instalments:** I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: \$ _____; Term 2: \$ _____; Term 3: \$ _____; or as negotiated with the school: _____.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: _____ Position: _____

Payment Method

- I wish to make payment by:
- BPOINT*** **EFTPOS (Credit/Debit Card)**
- Centrepay Deduction***** **Cheque** **Cash**

* **Online** through **QParents/BPOINT** or see your school's website
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 your **CRN**, please contact the school.

*** **Payment** by **Centrepay** deduction can be arranged through the school office

Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to 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 and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. In accordance with the *Education (General Provisions) Act 2006*, 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.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
17. 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 your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.