

Bundamba State Secondary College

Student Resource Scheme

Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2026 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.

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 is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees have been approved by the school's P&C Association.

SRS Participation

The objective 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.

By signing and agreeing to participate in the SRS, you are doing so for the remainder of your student/s education at Bundamba State Secondary College. If you wish to at any stage not participate, you will need to opt out by contacting the Accounts Receivable Officer.

If you chose not to participate then you are required to provide the educational resources listed in the SRS for your child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the list available from the school office or on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the 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).
- 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 schools SRS fee is a flat fee for each year level of students. For year 7 to 10 the fee is \$425 and year 11 and 12 is \$633 less the respective Textbook and Resource Allowance outlined below.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

The SRS Participation Fee

The SRS fees payable for the year are:

Description	Year level	Amount	Year level	Amount
SRS Total Cost	Years 7 to 10	\$425	Years 11 to 12	\$633
<i>Less TRA Amount</i>		<i>\$160</i>		<i>\$348</i>
Parent Cost		\$265		\$285

Note: Certain subjects incur an additional fee to the SRS due to the type of resources used/provided or external provider costs. See the attached document and information on the school's website.

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 instalments are available. A payment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>)

Payment Options

SRS payments can be made via Cash / EFTPOS at Lower Administration.

Alternatively, we can help in setting up payment plans via the following options.

1. **B-POINT PAYMENTS:** payments are deducted using your Credit/Debit Card or Bank Account. We can provide you with a link via email after we receive more information from you. Payments can be scheduled Weekly/Fortnightly/Monthly.
2. **CENTREPAY DEDUCTIONS:** payments are deducted straight from your Centrelink Payments. If you choose this option, please collect and complete a Centrepay Deduction Authority Form from Lower Administration.
3. **DIRECT DEBIT DEDUCTIONS:** these payments are deducted from your designated bank account to the school account using the student/s EQ ID Number as a reference number.

Contact Us

For all queries regarding the SRS and its inclusions, please contact the **Accounts Receivable Officer**, phone 3816 63341 or email accountsreceivable@bundambassc.eq.edu.au

Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 07/02/2026.

Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed a SRS which includes individual student resources such as textbooks and items used/consumed by students at home and in the classroom. The Student Resource Scheme operates across all year levels. For more information regarding the SRS please contact the Account Receivable Officer on (07) 3816 6333 selecting option 5.

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

<input type="checkbox"/> Yes I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued. I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date. I wish to make payment each year by: <input type="checkbox"/> A single payment for the full year's fee <input type="checkbox"/> Term instalments (paid over the first 3 terms) <input type="checkbox"/> An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other periodical payment method) please contact the Account Receivable Officer on (07) 3816 6341 <input type="checkbox"/> I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

<input type="checkbox"/> No I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Details

I agree to the above made selection, until such point as I inform the school otherwise

Student name: _____

Year level: _____

Parent name : _____

Parent signature: _____

Date: _____

School use only:

Alternative Payment Plan Negotiated by School (if applicable) : _____

Entered into OneSchool Permissions by: _____ Date : _____

Terms and Conditions of the Student Resource Scheme

Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") 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.

Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part-participation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. 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. In such cases, the Principal may:
 - withdraw the student's participation in the SRS
 - require the return of items provided by the SRS
 - withhold the provision of any further items under the SRS
 - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
 - exclude the student from optional, non-curricular activities and/or
 - initiate debt recovery action.

Parents NOT participating in the SRS

21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.

22. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

Operating the SRS

25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of 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, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
36. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt