



## INGHAM STATE HIGH SCHOOL STUDENT RESOURCE SCHEME 2015

This scheme ensures all students have the required resources for their education, as well as saving parents/carers time and money in sourcing appropriate textbooks.

In return for a hire fee of **\$145**, this scheme provides such items as:

- reproduced class materials which compliment and/or substitute for textbooks;
- other student reference books;
- series of workbooks;
- Student Planner;
- Expander File (Junior School);
- 7-8 Transition Program;
- incentive awards;
- Internet access;
- additional computer software/web based programs;
- individual student printing allocation;
- photocopying costs (classroom materials and workbooks only);
- materials for subjects where the instruction is extended through providing practical learning;
- experiences in excess of materials provided by school grants;
- other items as agreed by school community.

This scheme provides the resources for a set fee and is not available in parts. The Queensland Government Textbook and Resource Allowance supports this scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. Allowances are \$115 per year for students in Year 7-10, and \$250 for those in Year 11-12.

### CONDITIONS OF PARTICIPATING IN SCHEME:

- Students will supply their own personal requirements - as outlined in the Stationery & Equipment Lists.
- Books issued to students are kept in good condition.
- Students may be responsible for up to the full cost of books that are negligently damaged or lost.
- Librarian is to be notified immediately of the loss of any textbook.
- All textbooks provided under the scheme remain the property of the scheme and must be returned when the student leaves or at the end of the school year.
- If a student starts school after first term, the fee is reduced on a pro-rata basis.
- If a student leaves school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which includes the Queensland Government Textbook Allowance and parent/carers charge), less costs of consumed materials and/or cost of replacing lost or damaged textbooks. If a refund is due and there are outstanding charges, monies will be offset to the outstanding invoices and remaining monies will be refunded.
- Books and resources provided under the scheme will not be issued to students whose parents/carers choose not to participate.
- School principals may refuse to admit a student to the scheme if there are payments overdue from the previous year.

### SENIOR STUDENTS WILL BE EXPECTED TO PAY ALL SCHOOL CONTRIBUTIONS AND SUBJECT CHARGES PRIOR TO:

- The purchase of Senior Memorabilia.
- The purchase of Senior Jersey/Shirt.
- Celebration glasses.
- Attendance at the Valedictory Ceremony.
- The receipt of school-generated graduation certificate.
- All other year level celebrations.
- Students in Year 11/12 are Post Compulsory students and therefore can be asked to take more responsibility for the payment of the parent contribution and subject charges.

### STUDENTS IN YEAR 7 TO 11 WILL BE EXPECTED TO PAY ALL SCHOOL CONTRIBUTIONS AND SUBJECT CHARGES PRIOR TO:

- Attendance on Year Level Camps.
- Attendance at Extra School Activities.

Parents NOT wishing to belong to this scheme will receive an amount equivalent to the textbook allowance via a school cheque. This will be paid when the school receives the bulk cheque from Education Queensland. Parents will then be required to buy all textbooks and pay all subject charges. In addition to this the school will charge an amount to cover the cost of printed notes, access to technology, consumables etc. Parents will also be asked to pay for performances within the school.



## 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/carers 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/carer 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/carer with a cost effective alternative to purchasing the prescribed 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/carer 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/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer 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/carer who does not wish to participate in the textbook and 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 parent/carer of students in Years 8 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/carer 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 *2015 Subject Charges List* and the *2015 Stationery & Equipment 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/carers 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/carers 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/carers 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 EFT (electronic funds transfer), EFTPOS (Debit Card; MasterCard; Visa); cheque, or cash.
16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.
17. 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.
18. 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/carer for future reference and possible taxation purposes.

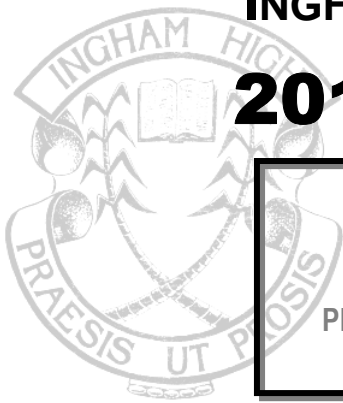
## PARENT/CARER EXPERIENCING FINANCIAL DIFFICULTIES

19. A parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the Business Services Manager 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. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.
21. Any concessions given to the participation fee will be at the discretion of the Principal.

## TERMS AND CONDITIONS OF PARTICIPATION IN THE SCHEME

22. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent/carer" is a reference to the independent student.
23. Where a parent/carer chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carer to the Student Resource Scheme.
24. 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 *2015 Subject Charges List* and the *2015 Stationery & Equipment List* as being provided by the scheme, when due for the student's use.
25. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carer on the Participation Agreement Form, or as otherwise approved by the Principal.
26. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer 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/carer.
27. 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.
28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
30. 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.
31. 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/carer 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 including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
32. 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/carers 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 including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
33. The parent/carer is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *2015 Subject Charges List* and the *2015 Stationery & Equipment List* or otherwise advised by the school.
34. 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.
35. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, 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.
36. As the scheme operates for the benefit of participating parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.
37. If any fees are outstanding and a credit has been issued onto the students account, the monies due will be used to pay off existing charges.





# INGHAM STATE HIGH SCHOOL

## 2015 CHARGES

OFFICE USE ONLY		
Date	Rec	Amt

**INVOICE FORM**  
 (TO BE COMPLETED FOR EACH STUDENT)  
 Please complete (if applicable) and return to the  
 General Office

**STUDENT NAME**..... **YEAR LEVEL** .....

**SIGNATURE OF PARENT/CAREGIVER** ..... **DATE** .....

**INVOICE**

**NB: SUBJECT CHARGES (AS PER NEXT PAGE) WILL BE INVOICED DURING TERM 1**

- 1 Instrumental Music Program (as per overleaf) \$.....
- 2 1:1 Take Home Laptop Program (Year 10 & 12) - \$120.00 \$.....
- 3 1:1 Take Home Tablet Program (Year 11) - \$120.00 \$.....
- 4 Pharus School Magazine (Optional) - \$20.00 each (including GST) \$.....
- 6 School Chaplain—optional donation (Donations of \$2.00 and over are tax deductible) \$.....

**TOTAL**      \$.....

*The above amounts can be paid together with  
 Resource Fees at the commencement of 2015*

**PLEASE RETURN THESE FORMS ALONG WITH YOUR PAYMENT VIA ONE OF THE METHODS BELOW BEFORE FRIDAY 13 FEBRUARY 2015.**

**IN PERSON:**            Ingham State High School Office  
**MAIL:**                    INGHAM STATE HIGH SCHOOL  
                                  PO BOX 869  
                                  INGHAM QLD 4850

**FAX:**                     4776 1182  
**EMAIL:**                 [admin@inghamshs.eq.edu.au](mailto:admin@inghamshs.eq.edu.au)

Or

Call the school on 4797 1333 to arrange a payment plan with either the  
 Business Services Manager or the Principal

## SUBJECT CHARGES

### IMPORTANT

**This is for your information only. You will receive an invoice for the subjects applicable to your student during the first Term of their attendance.**

STUDENT NAME		
SUBJECT		SUBJECT CHARGE
<b>JUNIOR SUBJECTS:</b>		
Year 9 Art	Per Year	\$78.00
Year 9 Business Economics (Business Forms Workbook 2)	Per Year	\$15.00
Year 9 Drama	Per Year	\$20.00
Year 9 Industrial Technology & Design	Per Year	\$100.00
<b>SENIOR SUBJECTS:</b>		
Year 10 Art	Per Year	\$78.00
Year 10 Drama	Per Year	\$20.00
Year 10 Industrial Technology & Design	Per Year	\$100.00
Year 11 & 12 Visual Art	Per Year	\$83.00
Year 11 & 12 Visual Arts (Certificate II)	Per Year	\$73.00
Year 11 & 12 Drama	Per Year	\$20.00
Year 11 & 12 Engineering	Per Year	\$130.00
Year 11 & 12 Automotive	Per Year	\$70.00
TAFE Partnership Transport	Per Year	\$35.00
<b>INSTRUMENTAL MUSIC PROGRAM</b>		
Hire of Instrument	Per Year	\$45.00